How to Apply for Scholarships Online

Getting Started

1. Visit **http://www.centralgatech.edu/foundation/scholarships.html** and read the information provided.

2. You will need your academic transcript to complete the scholarship application. You can access your academic transcript from **BannerWeb**.

3. Navigate your internet browser to **https://cgtcfoundation.awardspring.com**

   - If this is your first time using the new online system, click **Register**, then complete the form on the next screen to create your account.

   - Use an email address for an account that you check often! All scholarship award/denial information will be sent to the email address that you use when you create your account.

4. After logging in, you will be at the **Dashboard** for the online scholarship system. You will also see a summary of the scholarships that you have qualified for, applied for, and been awarded. You can click **Scholarships** to see a list of the scholarships that will be offered for the upcoming semester.

5. When you're ready to begin your application, click **Application** .

Completing the Application

- The application is made up of five (5) sections: General Information, Academic Information, Financial Information, Essays, and Instructor Recommendation. *You must answer all questions and complete all sections* (unless marked *Optional*) *in order for your application to be considered complete.*

- Please pay attention to these as you go through the application:
  - 🔍 : Click the magnifying glass for a list of options that you can choose from

  - **Essays section:** You can type directly into the box provided for the essay or copy and paste from a program such as Microsoft Word.

  - **Instructor Recommendation section:** You must obtain a recommendation from your *current CGTC instructor* in order for your application to be considered complete. Complete the contact information and click **Send Request** to send an email to the instructor.

    - When you request the recommendation, the status box will show **Pending**. Once the instructor has submitted a recommendation for you, the status will show **Completed**.

Pending	Completed
Robbie Parks	Robbie Parks
rparks@centralgatech.edu	rparks@centralgatech.edu
Teacher	Teacher
Requested on 5/19/2015	*Submitted on 5/19/2015*
Edit Request	

Completing the Application *(continued)*

- As you complete each section of the application, click [Next Step] to move to the next section. If it seems that nothing happens when you click the button, it could be that you left a question blank. Go back and make sure that you completed every question.

- Your answers are automatically saved, so you can leave the application and come back at any time. To exit the system completely, scroll to the top of the screen, click the down arrow next to your email address, then click **Log Out**.

  student@student.centralgatech.edu ▼

  Account

  Log Out
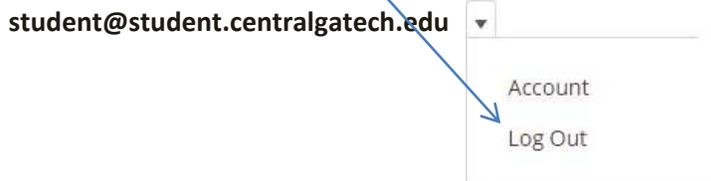
- Once you have completed all sections of the application, you can click on [Submit Application] to submit your application and find out what scholarships you are eligible for.

Applying for Scholarships

- The **Dashboard** screen will show you a list of every scholarship that you are eligible for, based on the information that you provided in your application.

- You can click on the scholarship name to get complete information for that scholarship. For example:

  Scholarships ▲ Lou Crouch General Scholarship

  [Submit Application]

  Overview
  Awarded to a student who is in good academic standing and is enrolled at CGTC's Warner Robins campus.

  Qualifications
  ✔ Applicant must be taking classes at CGTC's Warner Robins Campus.
  ✔ Applicant must be in good academic standing.

  Quick Facts
  📅 Apply by Jun 20, 2015
  🏆 $250.00

- You might see different options for the scholarships that you qualify for:
  - [Apply] : Click this button to apply for the scholarship. When you click this button, the scholarship will move from the **Qualified Scholarships** section to the **Applied Scholarships** section.

  - [Answers Needed] : Additional steps must be completed in order to apply for the scholarship. For example, some scholarships require a resume or an additional letter of recommendation.

    - To upload a file, click [Upload File], navigate to the location that the file is saved, click once on the document, then click the **Open** button. The file will be uploaded to your application.

    - If you click the **Answers Needed** button, then decide not to complete the additional requirements, click the back button on your browser to go back to the main dashboard.

Applying for Scholarships *(continued)*

- *****IMPORTANT*** Your application is not complete until we have received a recommendation from your current instructor.** If the General Application Status bar shows 100% complete, this only means that you have completed all parts of the application, it does NOT mean that the instructor has submitted a recommendation for you:

General Application Status

100% complete

- To find out if an instructor has submitted a recommendation for you, click **Application**, then click the **Instructor Recommendation** tab. If you see this box: your instructor has submitted a recommendation for you.

Completed

Robbie Parks

rparks@centralgatech.edu
Teacher
Submitted on 5/19/2015

Next Steps

- You can check the status of your scholarship application at any time by going to the main **Dashboard**. If you are selected to receive a scholarship, you will see the scholarship in the **Awarded Scholarships** section. You will also receive an email.

- If you are selected to receive a scholarship, you must complete two additional tasks to receive your scholarship:

    1. Attend the Awards Day ceremony (you will receive an email with the details)
    2. Write a thank you note to the donor of your scholarship.

Help

- For questions about your online scholarship application, contact technical support at (847) 859-5017, Monday through Friday, 9:00 AM - 7:00 PM, or send an email to **stars@awardspring.com**.

- If you have been awarded a scholarship and have questions regarding thank you notes or the Award's Day ceremony, please contact Alicia Long at (478) 218-3311 or via email at along@centralgatech.edu.