How to Review Student Applications in Award Spring

1. First, you will need to set up your reviewer account.
   1) Go to https://sunybroome.awardspring.com/signin
   2) Click the “Forgot Password” link on the lower right
   3) Type in your email address. It must match the one that is setup in your Award Spring Reviewer User Account.
   Note: The BCC Foundation must set this up, prior to you registering for a password. Also notify the office if your email has changed so this can be updated.
   4) You will receive an email notification with a link to create your password
   5) Choose a password and be sure to write it down
   6) You will be logged into to your reviewer account once you have chosen your password
   7) To log back in, go to https://sunybroome.awardspring.com/ and sign in under the “Administrators and Reviewers” section.

If you have trouble setting up your account, please contact the Foundation Office at (607) 778-5047 or foundation@sunybroome.edu.

2. You are now ready to review. Reviewers can log in using their email and password they created. Users will log in at https://sunybroome.awardspring.com/ with their credentials on the screen under “Administrators and Reviewers”.

SUNY@BROOME
3. Once you have logged in you will see a list of scholarship(s) that have been assigned to you. Click on the scholarship name.

<table>
<thead>
<tr>
<th>Scholarship Name</th>
<th>No. of Applicants</th>
<th>No. Started</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNY Broome Student Giving Peer Scholarship</td>
<td>48</td>
<td>0</td>
<td>Apr 31, 2016</td>
</tr>
<tr>
<td>Michael J. Katasuk Scholarship for Student Opportunity</td>
<td>1</td>
<td>0</td>
<td>Apr 01, 2016</td>
</tr>
<tr>
<td>John Patrick Lees Memorial Scholarship</td>
<td>47</td>
<td>0</td>
<td>Apr 31, 2016</td>
</tr>
<tr>
<td>Dr. Judy G. Siggins Scholarship for Outstanding Achievement</td>
<td>52</td>
<td>0</td>
<td>Apr 01, 2016</td>
</tr>
<tr>
<td>Joan M. Tassey Scholarship</td>
<td>127</td>
<td>0</td>
<td>Apr 31, 2016</td>
</tr>
<tr>
<td>Alumni Association Continuing Student Scholarship</td>
<td>98</td>
<td>0</td>
<td>Apr 01, 2016</td>
</tr>
</tbody>
</table>

4. Once you click on a scholarship, you will see all of the applicants that qualify for this scholarship and that need to be reviewed.
5. To begin reviewing, click on the first applicant in the list and begin scoring the applicant using the score card. Remember to click “Save”.

6. Once you have finished scoring the applicant and have clicked “Save”. To move onto the next applicant click the “Next” button in the right hand corner of the screen and repeat the scoring process.
7. Once you have completed reviewing all the applicants for the scholarship(s), under the scholarship applicant list (for each scholarship), it will give a percentage next to the student’s name that indicates what their overall score is. The higher the score the higher they will be ranked on the list to be awarded the scholarship.

**Important information about the review process:**

1. Reviewers can begin review on January 9, 2017 and review applications as they are submitted. Deadline for scholarship review to be completed is March 7th, 2017.

2. The student that ranks the highest on the list will be awarded the scholarship unless that student has already been awarded a previous scholarship, in which administrators (the Foundation) can see when we award/deny the students. In which case the next student with the highest score will be awarded and so on.

3. If a scholarship has multiple reviewers, it is not necessary for all reviewers to score. The weighted score of each student will still be tallied, but only with those that filled out the scorecard.

4. If you know of additional information about a student (major change, intent to graduate, withdrawal/drop of classes, etc.) that is would not be indicated in the scholarship application, please notify the Foundation immediately so we can make proper adjustments.

5. If you have a student(s) in mind that you would like to see awarded the scholarship, you will want to make sure these student(s) are ranked high, but remember if they received another scholarship we may move to the next student, so it is important to review and rank as many students as possible.

5a. If you do not see a student(s) name in the scholarship applicant list they either did not qualify or apply. In order for a student to be chosen for a scholarship, **THEY MUST APPLY** by taking the time to fill out the scholarship application.
**Tips on how to review:**

1. Review as a group and use only one reviewer login.
2. Review individually, at your own pace. Your scores are averaged with the other reviewers if there are multiple assigned to the scholarship(s).
3. If you have a student(s) in mind that you would like to see awarded the scholarship, you will want to make sure these student(s) are ranked high, but remember if they received another scholarship we may move to the next student, so it is important to review and rank as many students as possible.
   3a.) If you do not see a student(s) name in the scholarship applicant list they either did not qualify or apply. In order for a student to be chosen for a scholarship, **THEY MUST APPLY** by taking the time to fill out the scholarship application.
4. Deans are not linked as a reviewer to all the scholarships in their division, only the ones they are responsible for. Therefore, it is imperative that communication about scholarship review is among the Dean and department reviewers.

**If you have questions, contact the Foundation:**

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Email: englehartad@sunybroome.edu