

BROOME COMMUNITY COLLEGE  
FOUNDATION, INC.

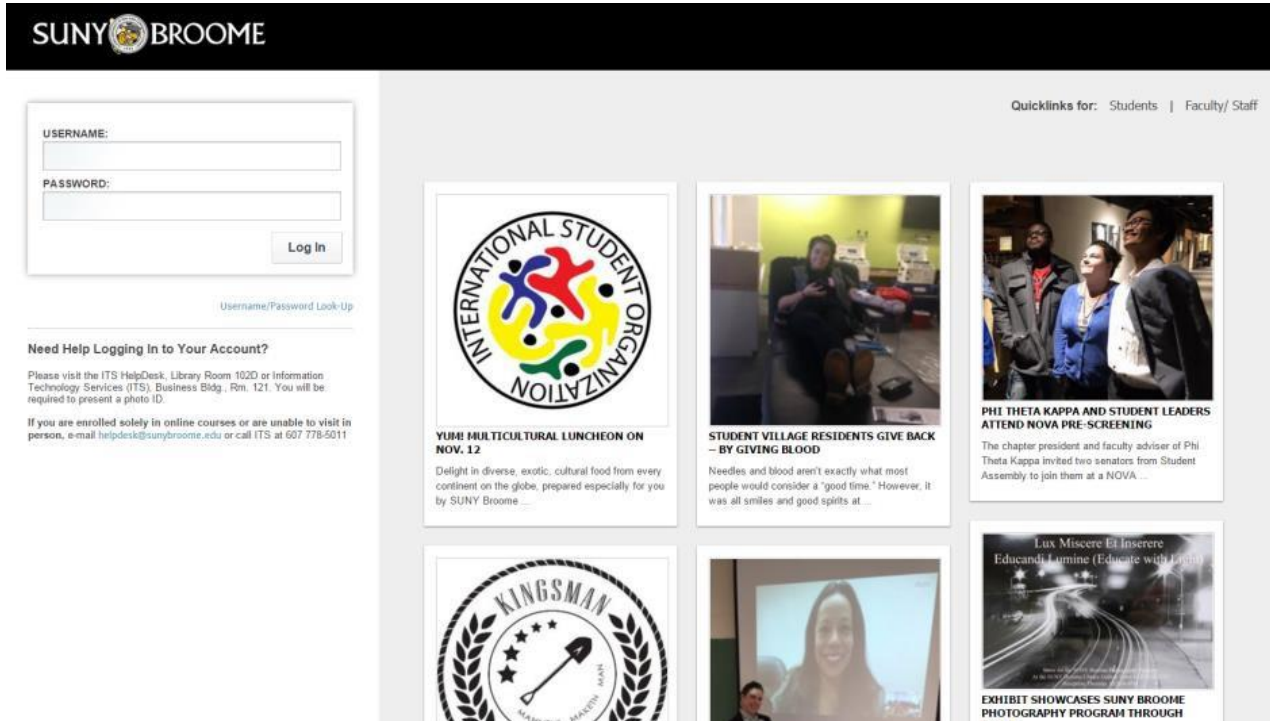


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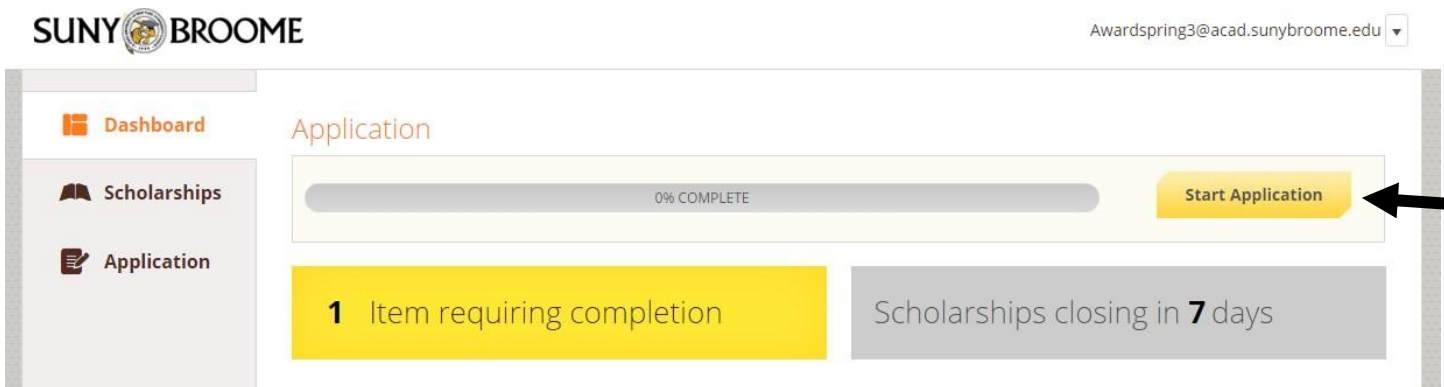
How to apply for scholarships online

**FOR ALL STUDENTS:**

To begin go to [sunybroome.awardspring.com](http://sunybroome.awardspring.com). Use your MyCollege username and password to login. You should be seeing a screen very similar to this one.



Begin the application process by clicking the “Start Application” button, which will take you into the general application. This is required to pair you to all of the scholarships you may be eligible for.



Notice that as you complete each section of the application the section is marked “*Completed*” signifying that you have completed all necessary requirements for that section.

The screenshot shows the 'Application' page in the Awardspring3 system. On the left is a navigation sidebar with 'Dashboard', 'Scholarships', and 'Application' (highlighted). The main content area is titled 'Application' and contains a list of sections on the left and text input areas on the right. The sections listed are: General Information (Completed), Academic Information (Completed), Financial Information (Completed), Qualification Questions (Completed), General Essay Questions, Academic Letters of Recommendation, and Consent to Release Information. The text input areas on the right are for 'General Information' (250 word(s) left), 'General Essay Questions' (250 word(s) left), and an unlabeled section (250 word(s) left). Each text area has a rich text editor toolbar with options for Bold, Italic, Underline, and various alignment and list options. A black arrow points from the 'Qualification Questions' section in the sidebar to the 'Qualification Questions' section in the main content area.

You will notice that when a recommendation has not been submitted it shows as “Status: Pending.” Click on the “Send New Request” button if you would like to resend the request. Once your recommender submits your letter of recommendation it is marked as completed and turns orange. You can still apply for scholarships even if we have not received your recommendations yet.

This screenshot shows the 'Application' page with a recommendation in progress. The sidebar is the same as in the previous screenshot. The main content area shows the 'Academic Letters of Recommendation' section as 'Completed' (in orange). The 'Qualification Questions' section is 'In Progress'. The 'General Essay Questions' section is 'Completed'. Below these is the 'Academic Letters of Recommendation' section, which is 'Completed' (in orange). The 'Consent to Release Information' section is 'Completed'. The main content area contains a message: 'Be sure to communicate with your recommender that they will be receiving an email from you to write you a recommendation letter. Please be sure to check your application regularly to see if your recommendation has been received so that you will be eligible for scholarships.' Below this message is a summary for a recommendation: 'Requested on Jan 21, 2019', 'Amy Englehart', 'englehartad@sunybroome.edu', and 'Status: Pending'. There are two buttons: 'Resend Request' and 'Send New Request'. A black arrow points from the 'Send New Request' button to the 'Status: Pending' text. At the bottom of the page are three buttons: 'Previous Step', 'Next Step', and 'Submit Application'.

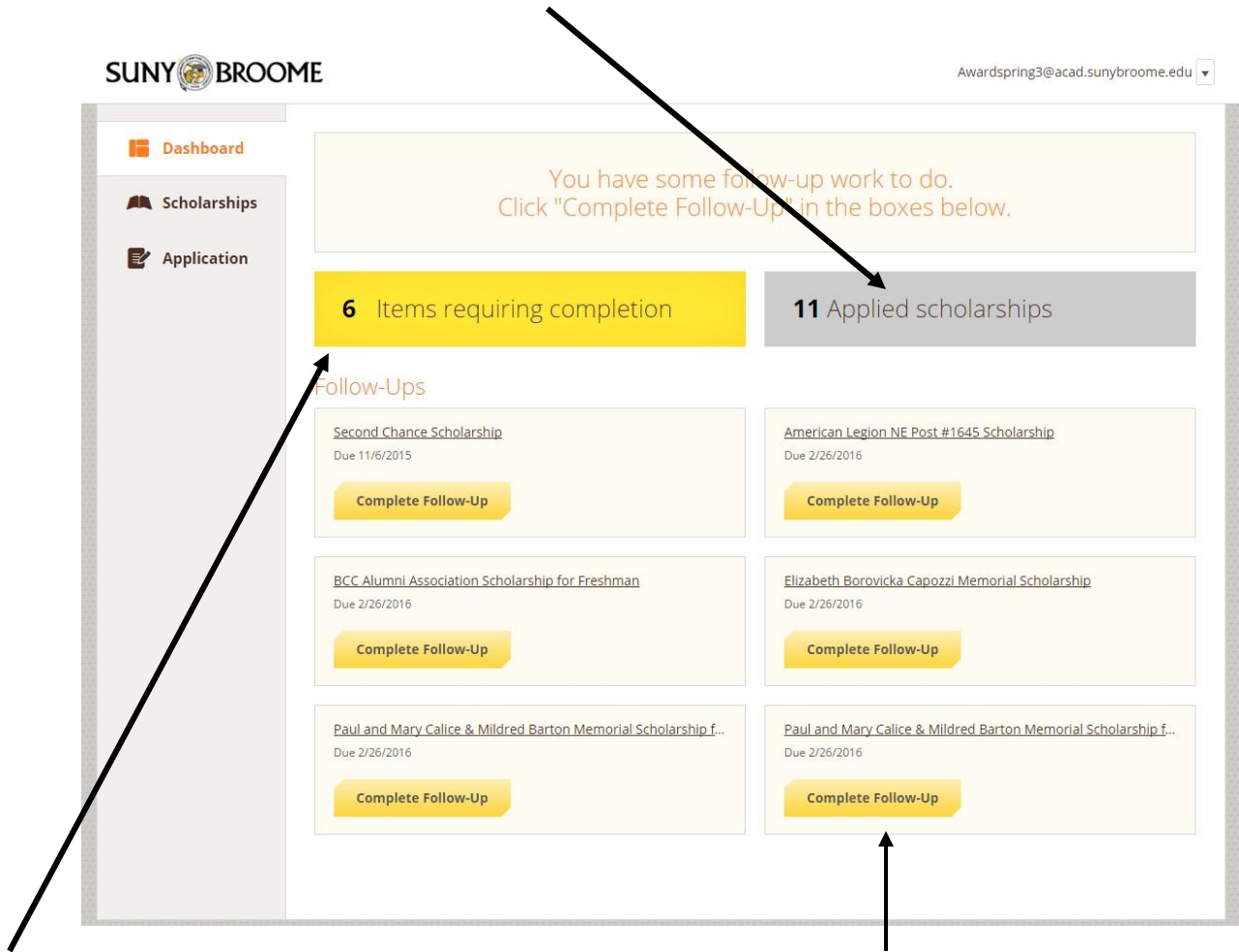
Once your recommender submits your letter of recommendation it is marked as completed and turns orange. You can still submit your scholarship application, even if we have not received your recommendations yet. (It is strongly recommended that periodically, you sign in to your application prior to the deadline to be sure no new scholarships with additional criteria have been added, as well as to be sure your recommender has completed their letter.

The screenshot shows a sidebar with 'Dashboard', 'Scholarships', and 'Application' (highlighted). The main content area is titled 'Application' and lists several sections: 'General Information' (Completed), 'Academic Information' (Completed), 'Financial Information' (Completed), 'Qualification Questions' (In Progress), 'General Essay Questions' (Completed), 'Academic Letters of Recommendation' (Completed), and 'Consent to Release Information' (Completed). A message box contains the following text: 'Be sure to communicate with your recommender that they will be receiving an email from you to write you a recommendation letter. Please be sure to check your application regularly to see if your recommendation has been received so that you will be eligible for scholarships. Requested on Jan 21, 2019 Amy Englehart englehartad@sunybroome.edu Status: Completed Submitted on: Jan 21, 2019'. At the bottom, there are buttons for 'Previous Step', 'Next Step', and 'Submit Application'.

Once you have completed each tab on the general application you can submit your application by clicking “Submit Application” at the bottom of the screen.

The screenshot shows a page with three radio buttons, each with the text 'I agree' next to it. The first radio button is selected. Below the radio buttons, there is text: 'Upon acceptance of a scholarship, if selected, you agree to attend the scholarship reception on Thursday, May 5, 2016 at 5:30 pm in the SUNY Broome Ice Center .'. Below that, another text block: 'A thank you note must be submitted upon acceptance of a scholarship, if selected. It must be submitted no later than May 3, 2016.'. At the bottom, there are buttons for 'Previous Step', 'Next Step', and 'Submit Application'. A large black arrow points downwards from the top right towards the 'Submit Application' button.

After submission, a list of scholarships that you qualify for will appear. Scholarships that you are qualified for based on answers in your application and require no follow up will show on the right hand side of the dashboard.



Scholarships that require follow up will show on the left hand side of the dashboard. In order to be considered for these scholarships you must click the “Complete Follow-up” button and answer all questions if you wish to be considered for these.

Be sure to check your SUNY Broome Gmail account for communication from the Foundation Office about your scholarship application.