

BROOME COMMUNITY COLLEGE
FOUNDATION, INC.



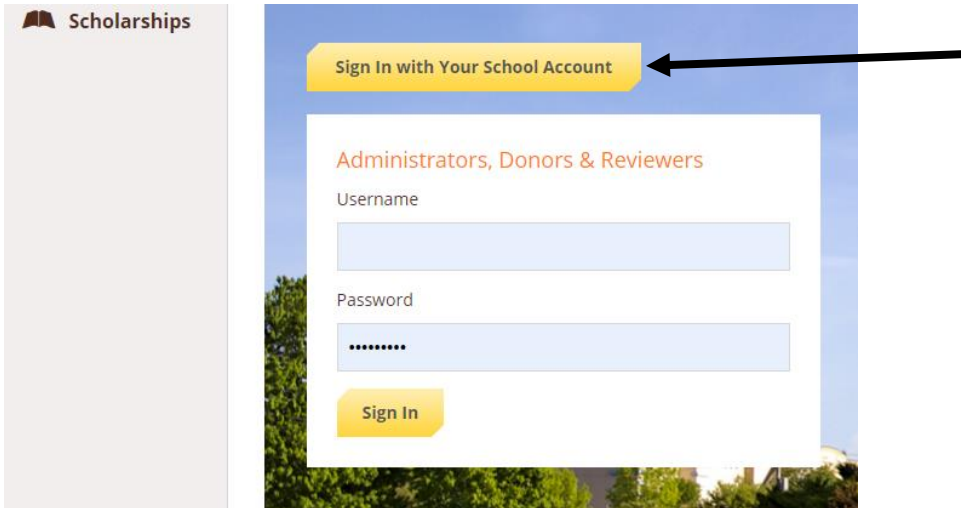
Building a brighter future through your support!

How to apply for scholarships online

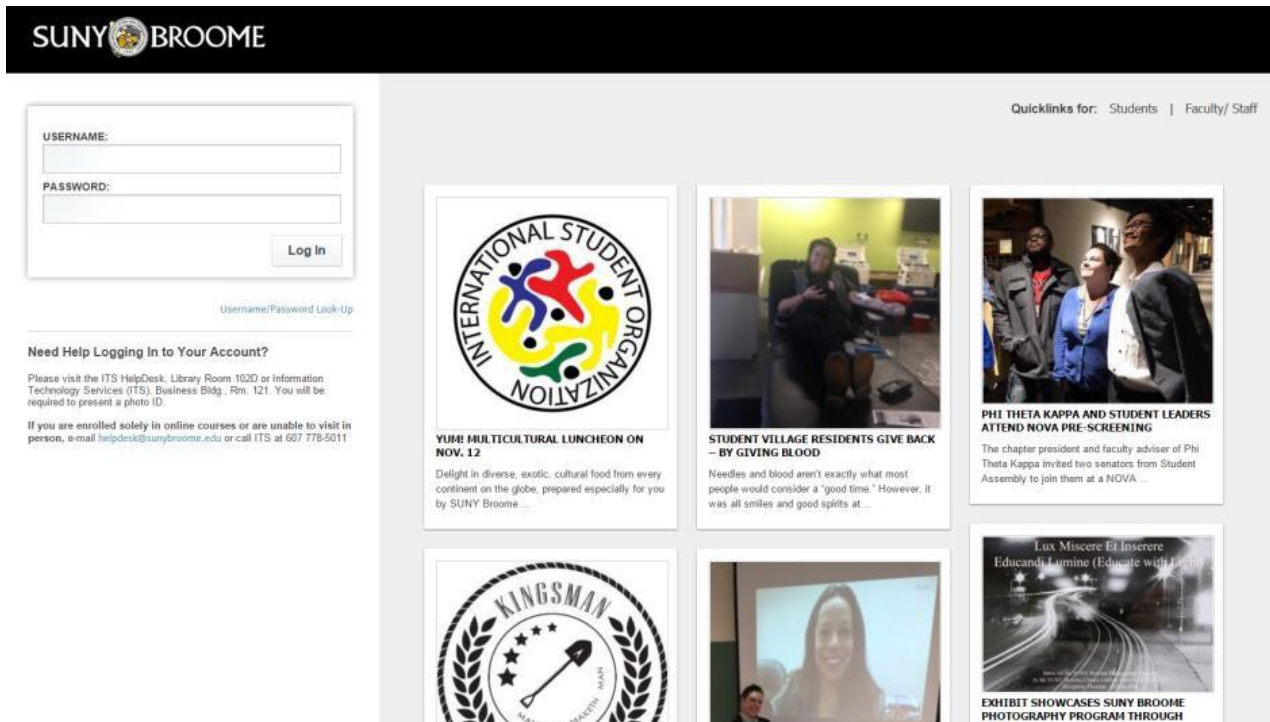
FOR ALL STUDENTS:

To begin go to sunybroome.awardspring.com.

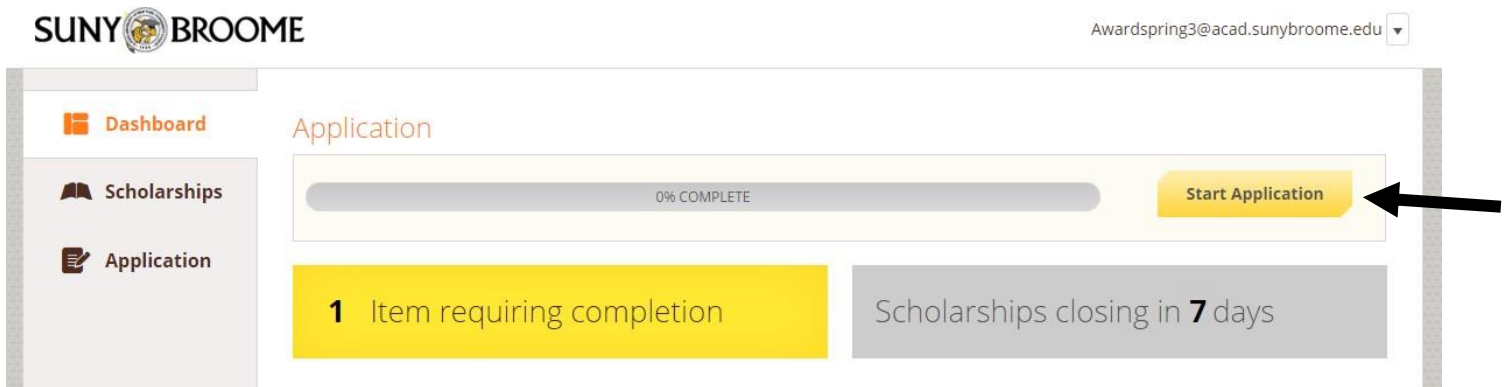
Click on the yellow box that says, “Sign In With Your School Account”



Use your MyCollege username and password to login. You should be seeing a screen very similar to this one.

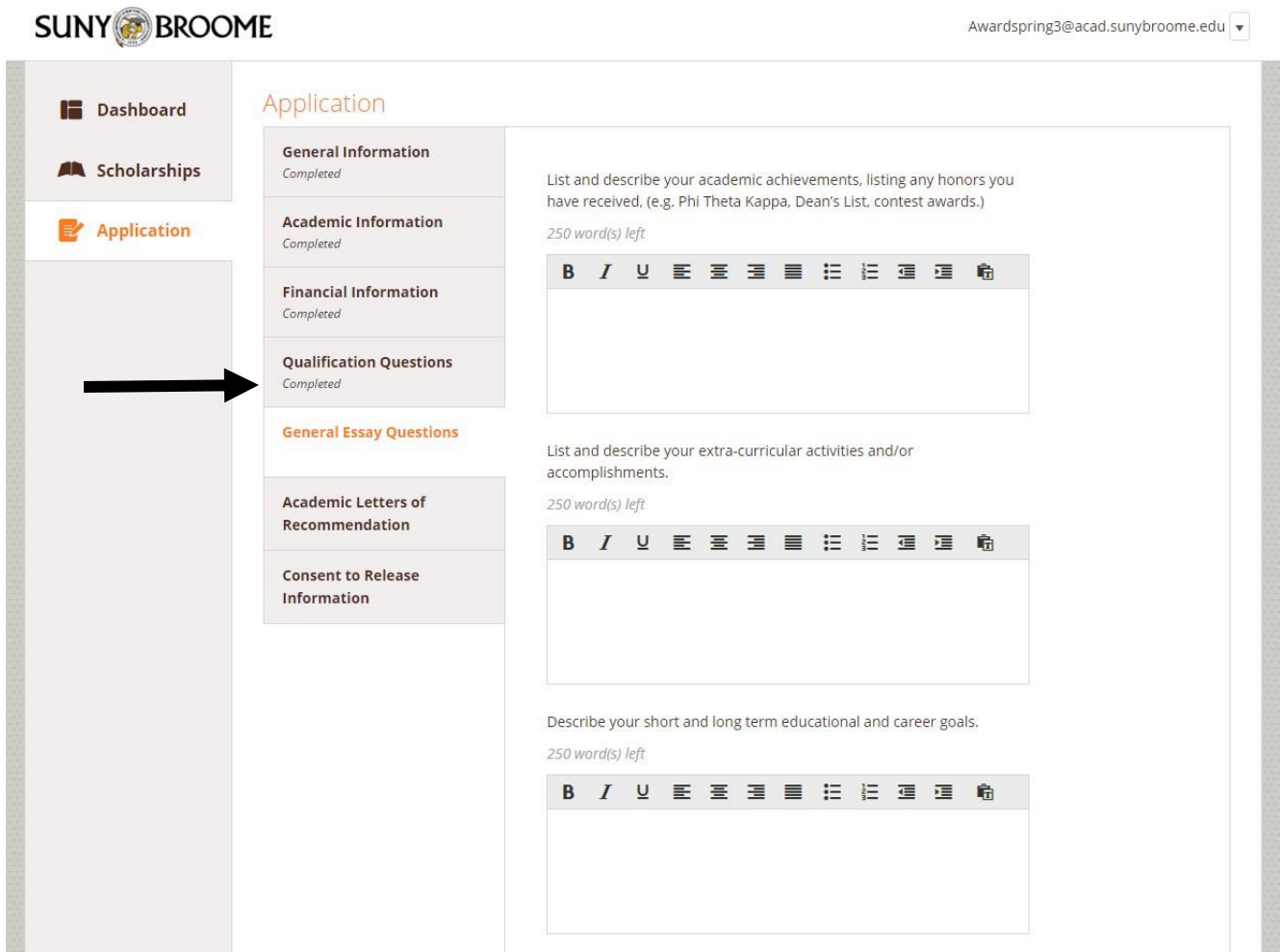


Begin the application process by clicking the “Start Application” button, which will take you into the general application. This is required to pair you to all of the scholarships you may be eligible for.



The screenshot shows the SUNY Broome application dashboard. At the top left is the SUNY Broome logo. At the top right is the user email 'Awardspring3@acad.sunybroome.edu'. On the left is a navigation menu with 'Dashboard', 'Scholarships', and 'Application'. The main area is titled 'Application' and features a progress bar at 0% COMPLETE. A yellow 'Start Application' button is highlighted with a black arrow pointing to it. Below the progress bar, a yellow box indicates '1 Item requiring completion' and a grey box states 'Scholarships closing in 7 days'.

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 SUNY Broome application form. At the top left is the SUNY Broome logo. At the top right is the user email 'Awardspring3@acad.sunybroome.edu'. On the left is a navigation menu with 'Dashboard', 'Scholarships', and 'Application'. The main area is titled 'Application' and shows a list of sections on the left: 'General Information' (Completed), 'Academic Information' (Completed), 'Financial Information' (Completed), 'Qualification Questions' (Completed), 'General Essay Questions' (highlighted in orange), 'Academic Letters of Recommendation', and 'Consent to Release Information'. The right side of the form contains three text input areas, each with a word count of '250 word(s) left' and a rich text editor toolbar. A black arrow points to the 'Qualification Questions' section in the left-hand menu.

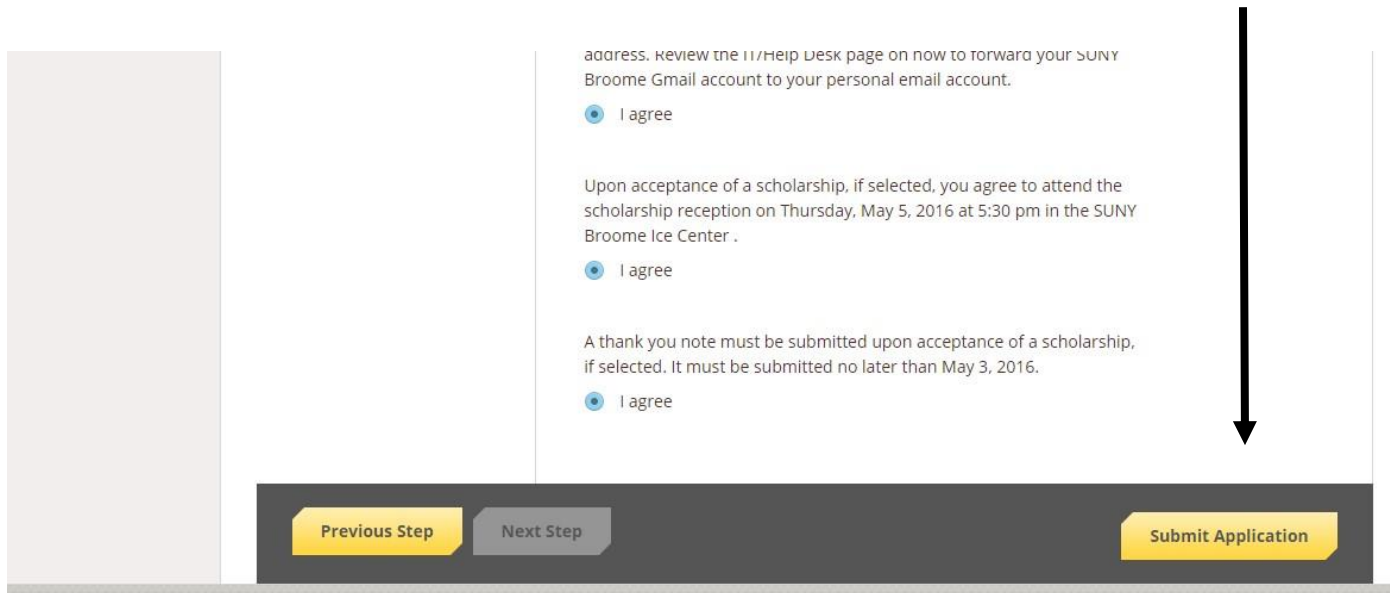
You will notice that when a recommendation has not been submitted it shows as “Status: Pending.” Click on the “Send New Request” button if you would like to resend the request.

The screenshot shows the 'Application' page with a sidebar on the left containing 'Dashboard', 'Scholarships', and 'Application'. The main content area is titled 'Application' and contains a list of 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). The 'Academic Letters of Recommendation' section is highlighted in orange. Below this list is a large white box containing 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.' Below this text is the name 'Amy Englehart', email 'englehartad@sunybroome.edu', and 'Status: Pending'. Two buttons, 'Resend Request' and 'Send New Request', are located below the status. An 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'.

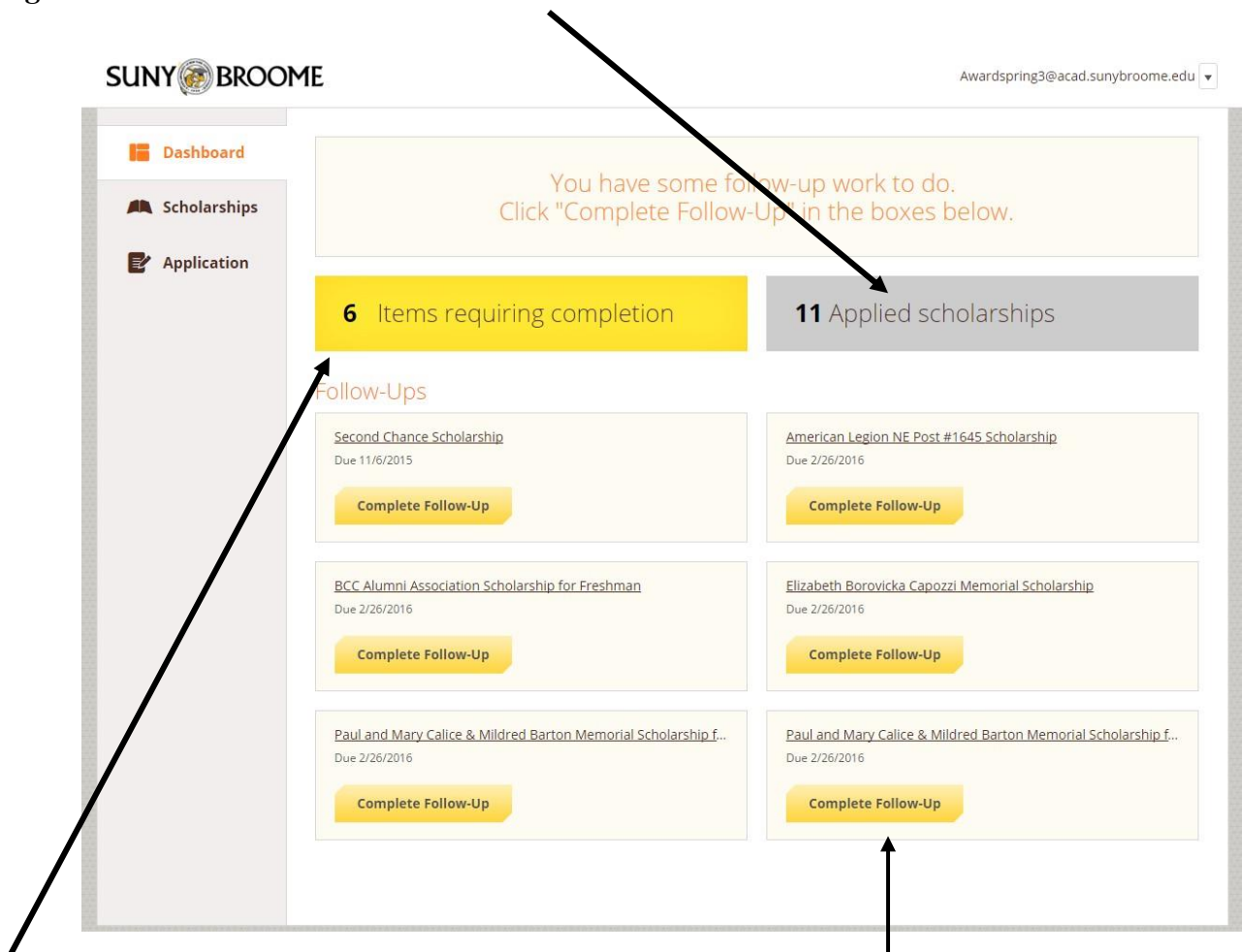
Once your recommender submits your letter of recommendation it is marked as completed and turns orange. You can still submit your scholarship application, even if we have not received your recommendations yet. (It is strongly recommended that periodically, you sign in to your application prior to the 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 the 'Application' page with the same sidebar as the previous image. The 'Academic Letters of Recommendation' section is highlighted in orange. The main content area contains the same text as the previous image, but the status is now 'Submitted on: Jan 21, 2019' and the word 'Completed' is written in orange below the name and email. An arrow points from the 'Completed' text to the 'Submitted on: Jan 21, 2019' text. At the bottom of the page are three buttons: '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.



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.