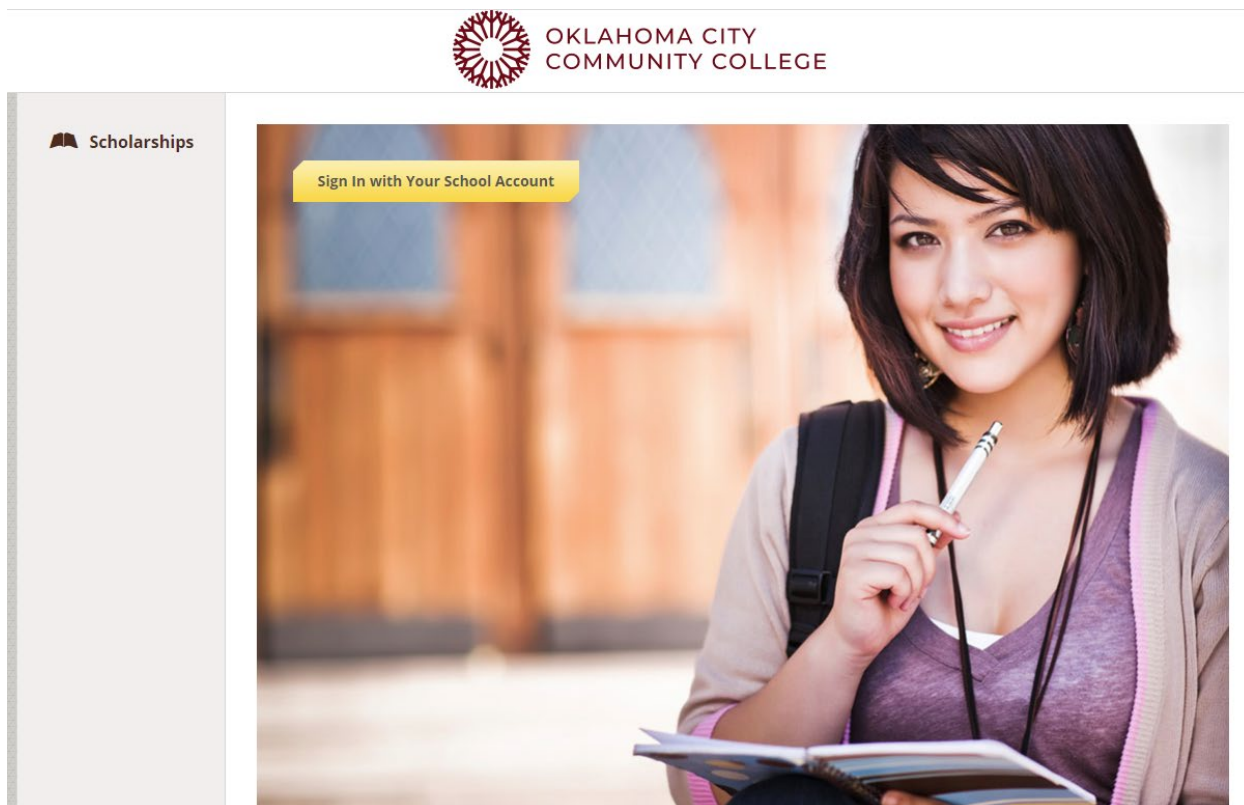


# Navigating AwardSpring: A Guide for Applicants

The purpose of this guide is to walk you through the process of applying for scholarships using the AwardSpring platform.

Start by navigating to your organization's AwardSpring site. <http://occc.awardspring.com/>

You will land at the login page.



In the left menu bar Scholarships is a clickable button.

**Scholarships** will show you a list of all scholarships that are being offered by your organization along with their respective award amounts (if known) and deadlines.



Scholarships

22 Scholarships Search Scholarships

Scholarship Name	Award	Deadline
<b>Bartlett Memorial Scholarship</b> To provide 1/\$500 scholarship to student who has declared a major...	\$500.00	Due November 01, 2020
<b>Black Student Association Scholarship</b> To provide 1/\$500 scholarship to African American student who is a...	\$500.00	Due November 01, 2020
<b>Express Employment Professionals Workforce Readin...</b> For students seeking AAS degrees	\$500.00	Due November 01, 2020

Click into a scholarship to see additional information.

Scholarships

Scholarships ▾ Bartlett Memorial Scholarship

**Overview**

To provide 1/\$500 scholarship to student who has declared a major in the Division of Business

**Qualifications**

- ✓ Applicant must have a declared major in the Business division.
- ✓ Applicant must be pursuing an Associates Degree.
- ✓ Applicant must have completed a minimum of 12 credit hours.
- ✓ Applicant must have a minimum 2.5 GPA.

**Quick Facts**

Apply by Nov 01, 2020

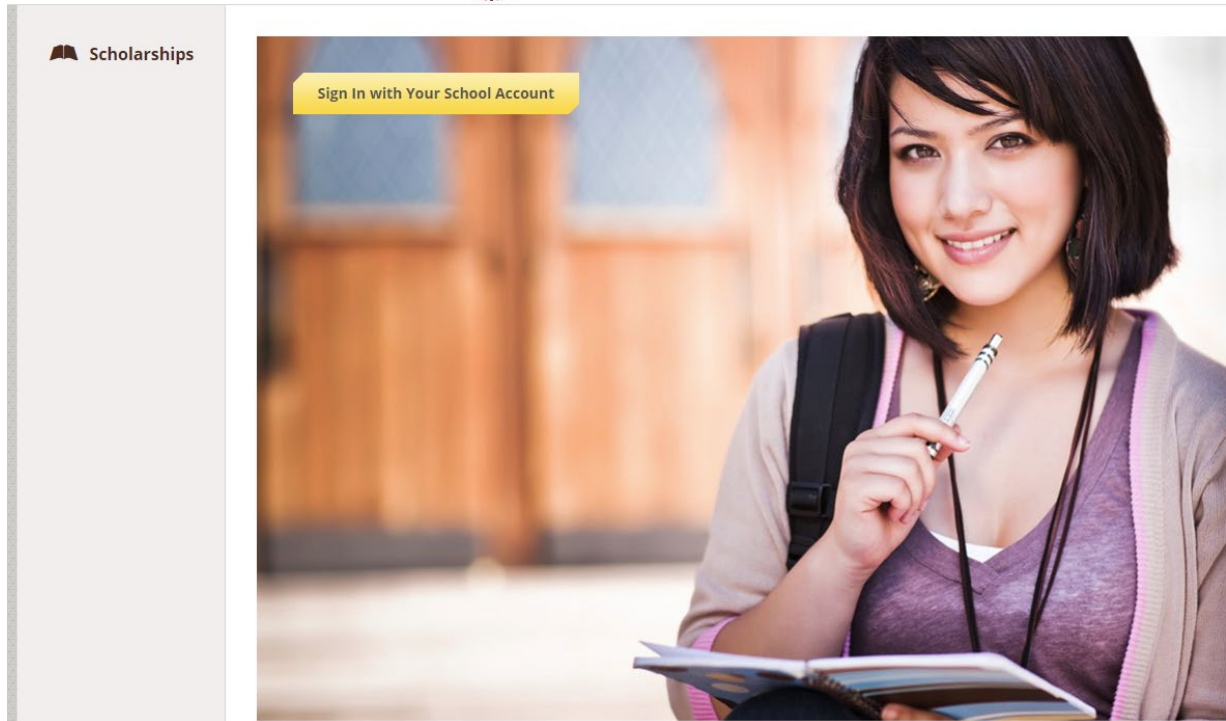
\$500.00

## TO LOG IN:

**Sign In:** You already have an account. Click the yellow sign in button. Enter your email address and password to sign in.



OKLAHOMA CITY  
COMMUNITY COLLEGE



### Privacy and Use Policy

On this page you'll be agreeing to a few things in order to use the AwardSpring website:

- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

I agree to the AwardSpring Terms of Use and Privacy Policy.

Accept Agreement

Cancel

After login you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.

Click the **Start Application** button to begin filling out your application.

The screenshot shows a dashboard with three menu items: Dashboard, Scholarships, and Application. The Application section is active, displaying a progress bar at 0% COMPLETE and a yellow 'Start Application' button. Below the progress bar, there are two summary boxes: a yellow one indicating '1 Item requiring completion' and a grey one indicating 'Scholarships closing in 30 days'.

There are several tabs that make up the entire application. Complete all of them in order to submit your application.

The screenshot shows the 'Application' form with a sidebar menu containing Dashboard, Scholarships, and Application (which is highlighted). The form is titled 'Application' and has a 'General Information' section. The sidebar menu items are: Dashboard, Scholarships, and Application. The form fields include:
 

- \*Phone Number: A text input field.
- \*Date of Birth: A date picker with a calendar icon and the format (mm/dd/yyyy).
- \*Address 1: A text input field.
- Address 2 (Optional): A text input field.
- \*City: A text input field.

 The sidebar menu items are: Dashboard, Scholarships, and Application.

On Reference Letters you will see an embedded External Request form that requests information from a third party (ie a letter of recommendation from an instructor). This tool allows you to send a request for a letter of recommendation via email. The application may contain more than one External Request form.

**Financial Information**  
*Completed*

**Qualification Questions**  
*In Progress*

Please use the form below to request a letter of recommendation from an instructor.

Recipient First Name

Recipient Last Name

Recipient Email

Message to Recipient

**B** *I* U

I am applying for scholarships through SpringSquad University. This award requires a letter of recommendation which will help the award committee review and score my application. Thank you in advance for your assistance.

Send Request

Complete the required information and click the **Send Request** button. The third party will receive an email request and provide the requested information directly in AwardSpring.

The request will sit in a pending state until it is completed by the recommender.

## Application

**General Information**  
*Completed*

**Academic Information**  
*Completed*

**Financial Information**  
*Completed*

**Qualification Questions**  
*Completed*

Are you working for a 501(c)(4) or 501(c)(6) organization?

Yes

No

Please use the form below to request a letter of recommendation from an instructor.

*Requested on May 16, 2019*

**Jean-Luc Picard**  
trichards@awardspring.com  
Status: Pending

Resend RequestSend New Request

### Application

**General Information**  
*Completed*

**Academic Information**  
*Completed*

**Financial Information**  
*Completed*

**Qualification Questions**  
*Completed*

Are you working for a 501(c)(4) or 501(c)(6) organization?

Yes  
 No

Please use the form below to request a letter of recommendation from an instructor.

*Requested on May 16, 2019*  
**Jean-Luc Picard**  
trichards@awardspring.com  
*Status: Completed* *Submitted on: May 16, 2019*

Completing all tabs of your application will enable to the **Submit Application** button in the lower right corner. Click it to submit your application.

**Dashboard**

**Scholarships**

**Application**

### Application

**General Information**  
*Completed*

**Academic Information**  
*Completed*

**Financial Information**  
*Completed*

**Reference Letter(s)**  
*Completed*

**Qualification Questions**  
*Completed*

Are you in need of financial aid to attend college?

Yes  
 No

Have you filled out a FAFSA for the current year?

Yes  
 No

←

Previous Step

Next Step

Submit Application

You will be directed back to your Dashboard where you will see the number of scholarships to which you have been automatically applied. Click in the gray **Applied scholarships** box to view the full list of applied scholarships.

**Dashboard**

Scholarships

Donors

Application

You have some follow-up work to do.  
Click "Complete Follow-Up" in the boxes below.

1 Item requiring completion

2 Applied scholarships

Follow-Ups

Pioneers Scholarship  
Due 5/16/2019

Complete Follow-Up

## Scholarships

Filter

Scholarship Name	Award	Deadline	Status
<b>Arts Scholarship</b> For students pursuing careers in the arts.	N/A	Due May 16, 2019	Applied
<b>The FC Barcelona Football Scholarship</b> This scholarship is intended for a skilled footballer who wishes to j...	N/A	Due May 16, 2019	Applied

Click **Dashboard** to return to your Dashboard to view additional information or take further action.

**Dashboard**

Scholarships

Donors

Application

Scholarships

Filter

Scholarship Name	Award	Deadline	Status
<b>Arts Scholarship</b> For students pursuing careers in the arts.	N/A	Due May 16, 2019	Applied
<b>The FC Barcelona Football Scholarship</b> This scholarship is intended for a skilled footballer who wishes to j...	N/A	Due May 16, 2019	Applied

You may be eligible for additional scholarships that require additional information. The Dashboard will prompt you to provide this. In this example, the applicant qualifies for the Pioneers scholarship but additional follow-up information is required to apply for them. The applicant needs to click the Complete Follow-Up button to provide the required responses and/or documentation.

You have some follow-up work to do.  
Click "Complete Follow-Up" in the boxes below.

**1** Item requiring completion

**2** Applied scholarships

#### Follow-Ups

Pioneers Scholarship

Due 5/16/2019

[Complete Follow-Up](#)

In this example, the applicant needs to respond to an essay question and upload a current transcript to apply for the scholarship.

#### Scholarships - Pioneers Scholarship


[Resubmit Application](#)

**!** Please answer additional required questions to reapply for this scholarship.

##### Overview

Students may qualify for a scholarship if: they are academically talented and have leadership potential; they are a South African Citizen or permanent resident; their family or household total income before deductions is less than R10 000 per month; they are currently in Grade 7.

##### Quick Facts

 Apply by May 16, 2019  
 \$25,000.00

















##### Donors

[Oprah Winfrey](#)   

#### Apply for this Scholarship

Please explain why you are the best candidate for this scholarship.

250 word(s) left

**B** *I* U                

Please upload a current transcript.

[Upload File](#)

**!** Please answer additional required questions to reapply for this scholarship.

[Resubmit Application](#)

After completing all follow-up items for the scholarship, click the **Resubmit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed until you see "0 Items requiring completion" on your Dashboard.



The image shows a dashboard interface with a sidebar on the left and a main content area. The sidebar contains four menu items: 'Dashboard' (with a grid icon), 'Scholarships' (with a book icon), 'Donors' (with a gift icon), and 'Application' (with a document icon). The main content area features a large yellow banner at the top with the text 'You did it! Nothing left to complete. Way to go!'. Below the banner, there are two summary cards: a yellow card on the left displaying '0 Items requiring completion' (this card is highlighted with a red border) and a grey card on the right displaying '3 Applied scholarships'.

You are all set! Your organization's administrator will provide you further direction if it is needed.