

BROOME COMMUNITY COLLEGE
FOUNDATION, INC.



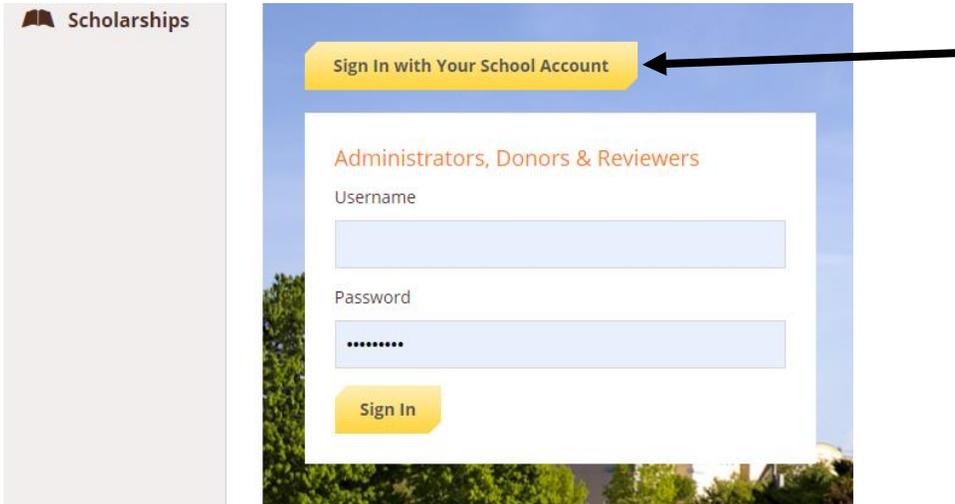
Building a brighter future through your support!

How to apply for scholarships online

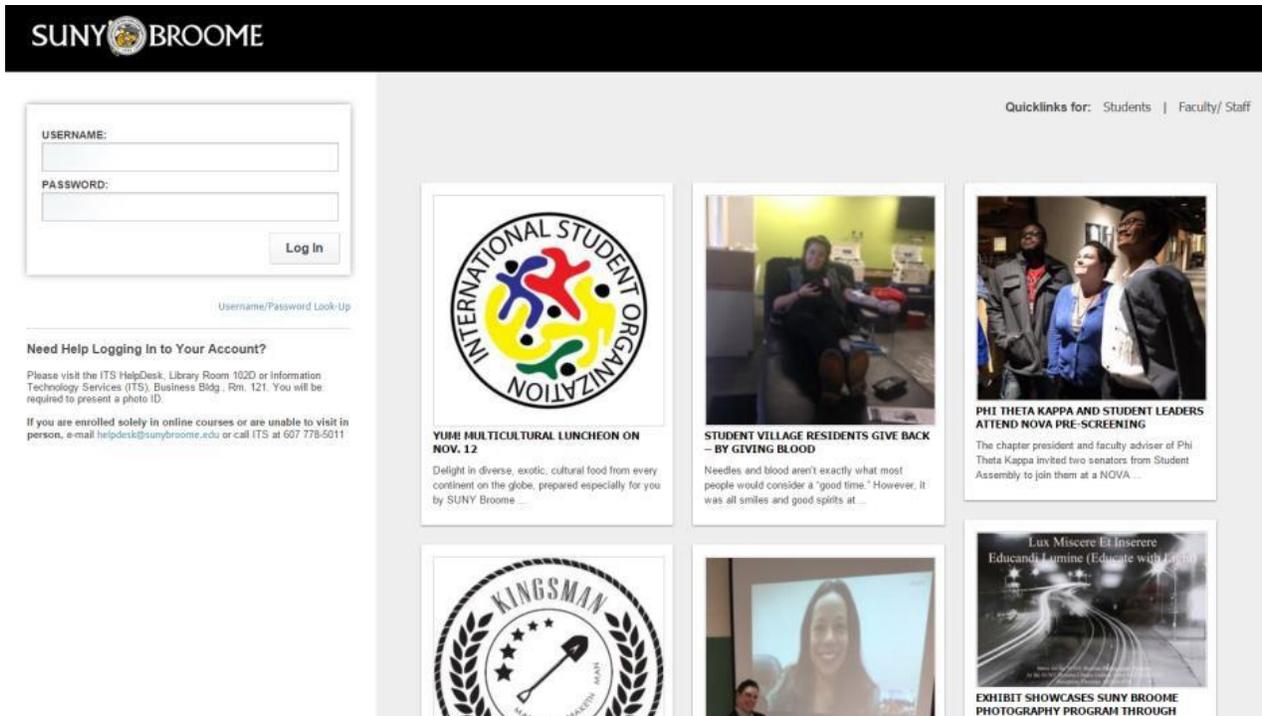
FOR ALL STUDENTS:

To begin go to sunybroome.awardspring.com.

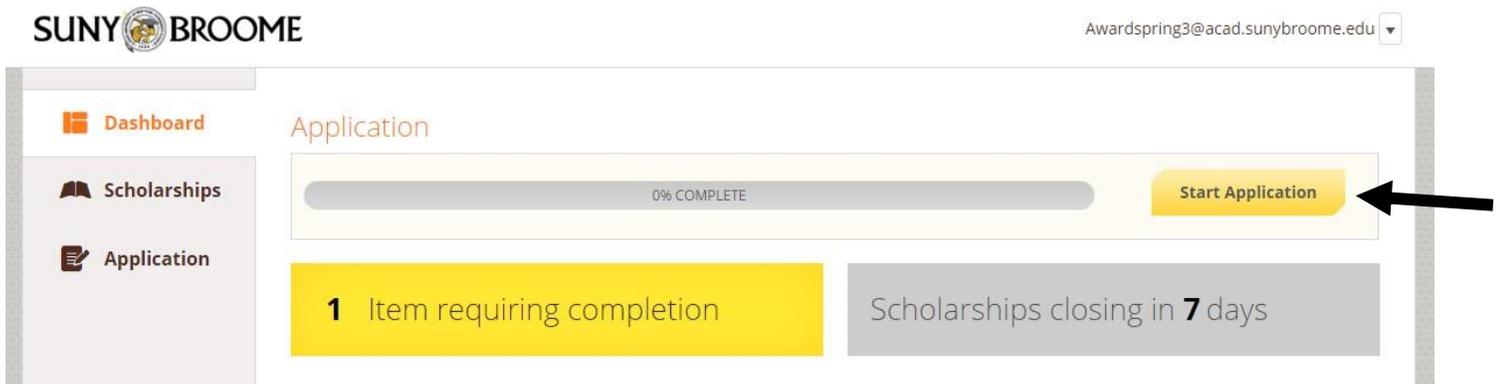
Click on the yellow box that says, “Sign In With Your School Account”



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

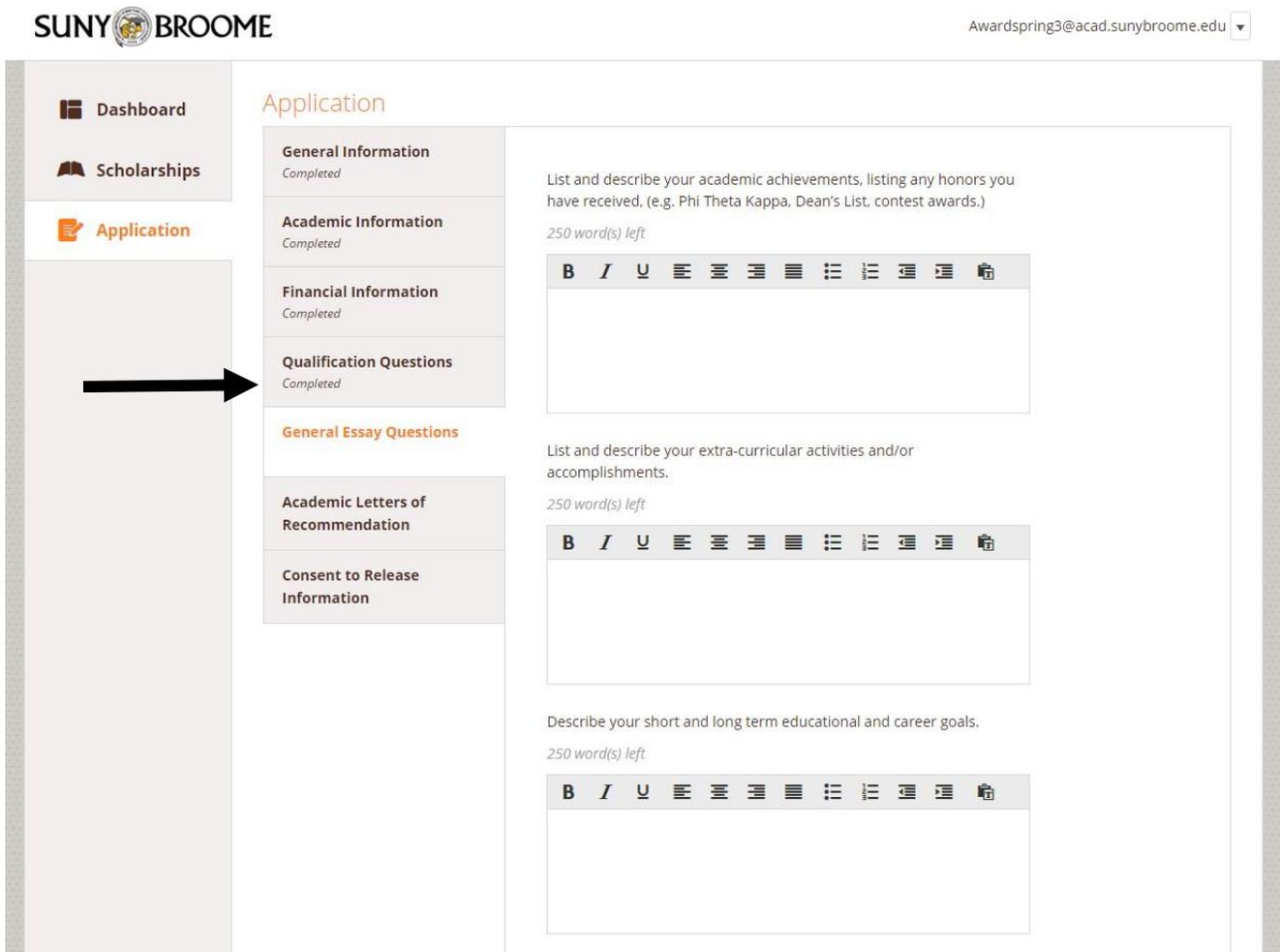


Begin the application process by clicking the “Start Application” button, which will take you into the general application. This is required to pair you to all of the scholarships you may be eligible for.



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' and a yellow 'Start Application' button with a black arrow pointing to it. Below the progress bar are two boxes: a yellow one stating '1 Item requiring completion' and a grey one stating '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'. A black arrow points to the 'Qualification Questions' section. The right side of the form contains three text input areas, each with a rich text editor toolbar and a word count of '250 word(s) left'. The first input area is for 'General Information' with the prompt 'List and describe your academic achievements, listing any honors you have received, (e.g. Phi Theta Kappa, Dean's List, contest awards.)'. The second input area is for 'General Essay Questions' with the prompt 'List and describe your extra-curricular activities and/or accomplishments.'. The third input area is for 'Academic Letters of Recommendation' with the prompt 'Describe your short and long term educational and career goals.'.

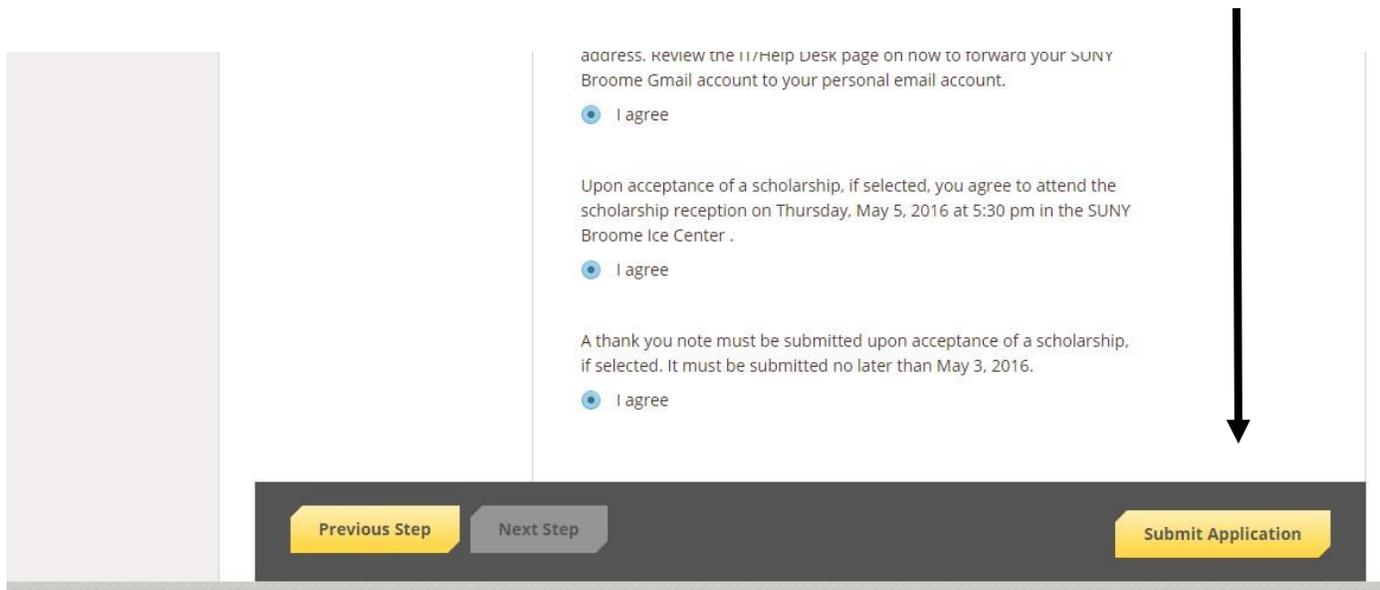
You will notice that when a recommendation has not been submitted it shows as “Status: Pending.” Click on the “Send New Request” button if you would like to resend the request.

The screenshot shows the 'Application' page with a sidebar on the left containing 'Dashboard', 'Scholarships', and 'Application'. The main content area has a header 'Application' and 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). A central box contains instructions: '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, it says 'Requested on Jan 21, 2019', 'Amy Englehart', 'englehartad@sunybroome.edu', and 'Status: Pending'. Two buttons are present: 'Resend Request' and 'Send New Request'. An arrow points from the text 'Send New Request' in the instructions to the 'Send New Request' button. At the bottom, there are 'Previous Step', 'Next Step', and 'Submit Application' buttons.

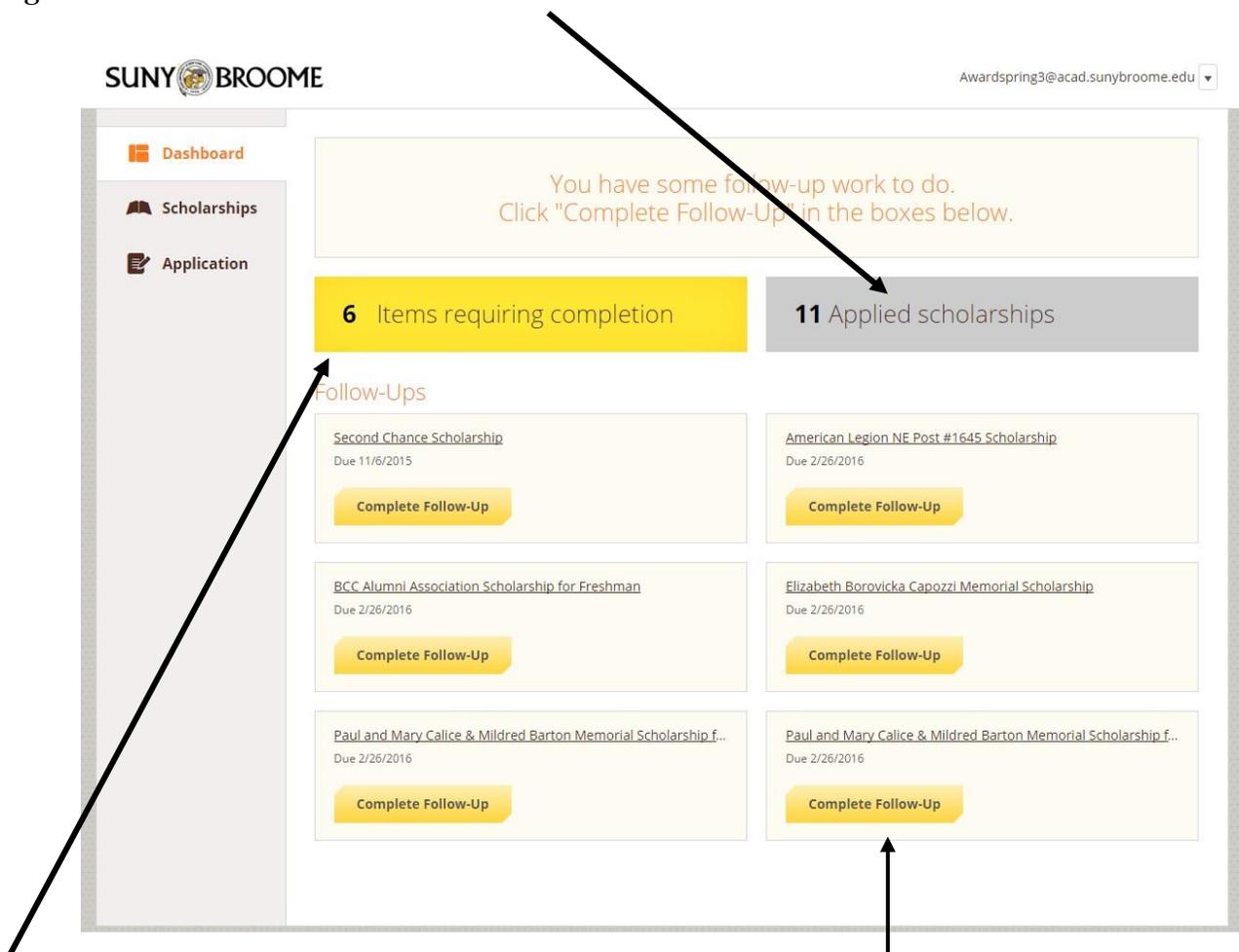
Once your recommender submits your letter of recommendation it is marked as completed and turns orange. You can still submit your scholarship application, even if we have not received your recommendations yet. (It is *strongly recommended* that periodically, you sign in to your application prior to the 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 main content area has the same header 'Application' and list of sections. The 'Academic Letters of Recommendation' section is now highlighted in orange. The central box contains the same instructions, but now says 'Requested on Jan 21, 2019', 'Amy Englehart', 'englehartad@sunybroome.edu', and 'Status: Completed'. The 'Submitted on: Jan 21, 2019' text is now visible. An arrow points from the text 'Status: Completed' to the 'Status: Completed' text. At the bottom, there are 'Previous Step', 'Next Step', and 'Submit Application' buttons.

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.