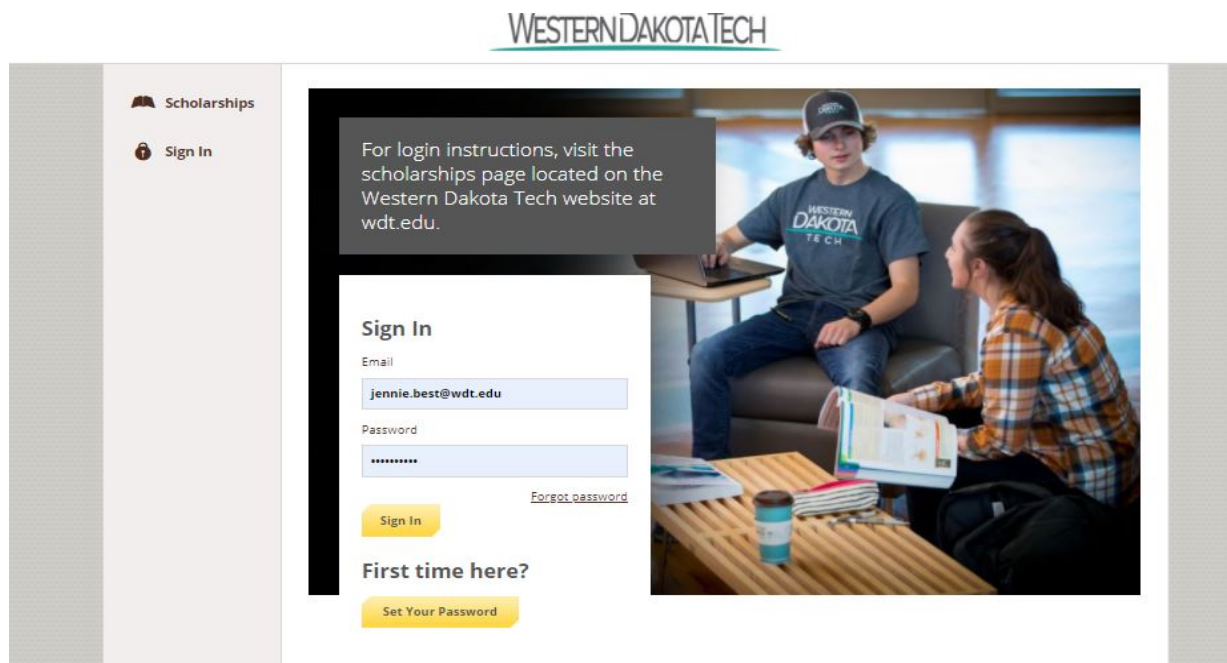


Navigating AwardSpring

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

Start by navigating to Western Dakota Tech's AwardSpring site at www.wdt.awardspring.com.



In the left menu bar, you will see the **scholarships** button. Clicking **Scholarships** will show you a list of all scholarships that are being offered along with their respective award amounts (if known) and deadlines.

1. **To apply** for scholarships, **new students** must first fill out the **FREE** Western Dakota Tech admissions application located on the Western Dakota Tech website at www.wdt.edu/future-students/admissions-process. Once your application is processed, you will receive an email communication from **admissions@wdt.edu** with the subject line **“WDT Login Information”**. After you receive this email, you can login to AwardSpring using the email address you provided on your admissions application.

Note: Once you are issued a Western Dakota Tech student email account, your AwardSpring account will automatically update and you will then use your Western Dakota Tech student email to login to your account.

2. Click the **set your password** button to create your AwardSpring password.

3. **Current Western Dakota Tech students** will now use their Western Dakota Tech email to login to their account. This may require students, who have an AwardSpring account, to reset their password.
4. Click the **set your password** button to create your new AwardSpring password.

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

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

SpringSquad University studentexample@awardspring.com

Dashboard Application

0% COMPLETE Start Application

1 Item requiring completion Scholarships closing in **0** days

Application

General Information *In Progress*

Academic Information

Financial Information

Qualification Questions

Phone Number
5558675309

Date of Birth
12/29/2008

Address 1
123 Electric Ave.

Address 2 (Optional)

City
Funkytown

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

Some information will be populated for you based on the information stored in the Western Dakota Tech student data base.

6. You may see an embedded External Request form that requests information from a third party (i.e. 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. Make sure to read the instructions on External Request forms.

The screenshot shows a sidebar on the left with four tabs: 'Financial Information' (Completed), 'Qualification Questions' (In Progress), and two others. The main content area is titled 'Please use the form below to request a letter of recommendation from an instructor.' It contains the following fields:

- Recipient First Name: Jean-Luc
- Recipient Last Name: Picard
- Recipient Email: trichards@awardspring.com
- Message to Recipient: A rich text editor with a toolbar (B, I, U, etc.) containing the text: "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."

A red box highlights the 'Send Request' button at the bottom left of the form.

7. 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

The screenshot shows the 'Application' page with a sidebar on the left containing four tabs: 'General Information' (Completed), 'Academic Information' (Completed), 'Financial Information' (Completed), and 'Qualification Questions' (Completed). The main content area has a question: 'Are you working for a 501(c)(4) or 501(c)(6) organization?' with radio buttons for 'Yes' (selected) and 'No'. Below this, a red box highlights a summary card for a pending request:

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

At the bottom of the summary card are two buttons: 'Resend Request' and 'Send New Request'.

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

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

Previous Step Next Step **Submit Application**

9. 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

10. Click **Dashboard** to return to your Dashboard to view additional information or take further action.
11. You may be eligible for 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. The applicant

needs to click the **Complete Follow-Up** button to provide the required responses and/or documentation.

This screenshot shows a dashboard notification area. At the top, a yellow box contains the text: "You have some follow-up work to do. Click 'Complete Follow-Up' in the boxes below." Below this, there are two summary boxes: a yellow one on the left with a red box around the number "1" and the text "Item requiring completion", and a grey one on the right with the text "2 Applied scholarships". Underneath, a section titled "Follow-Ups" lists a "Pioneers Scholarship" due 5/16/2019. A yellow button labeled "Complete Follow-Up" is highlighted with a red box.

12. 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.

This screenshot shows the SpringSquad University dashboard. The top left has the logo "SpringSquad University" and the top right shows the email "studentexample@awardspring.com". A sidebar on the left contains navigation links: "Dashboard", "Scholarships", "Donors", and "Application". The main content area features a yellow box with the text: "You did it! Nothing left to complete. Way to go!". Below this, there are two summary boxes: a yellow one on the left with a red box around the number "0" and the text "Items requiring completion", and a grey one on the right with the text "3 Applied scholarships".

You are all set!

Please see below for awarding information!

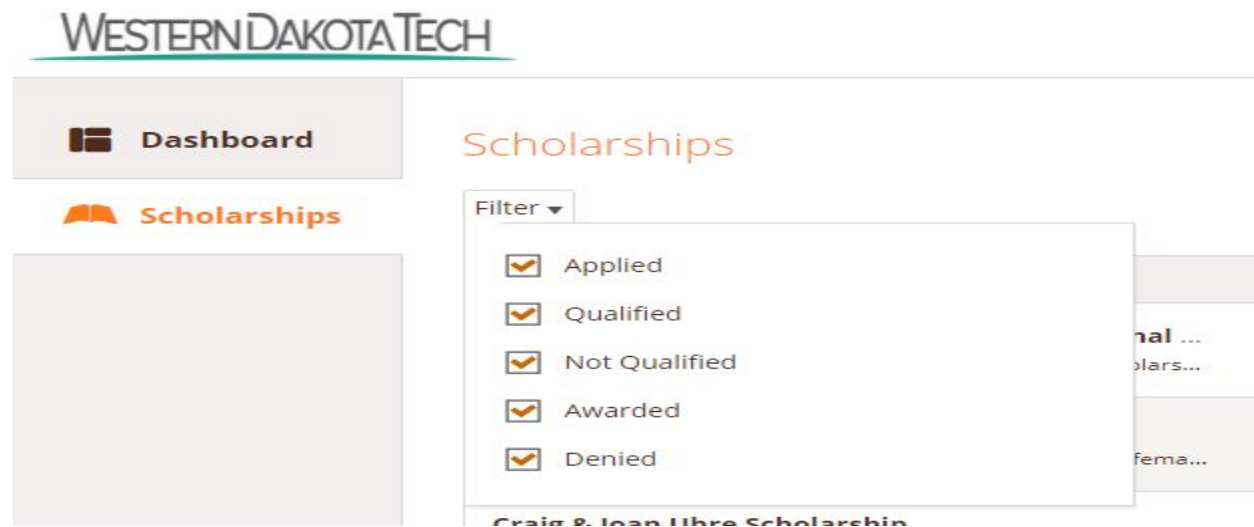
Awarding

After scholarships close on March 31, scholarship applications are sent to Western Dakota Tech's Scholarship Committee for review. Some scholarships require an interview in addition to the committee's review. Students chosen for an interview will be contacted by the Scholarship Coordinator to schedule interview times.

Applicants can check the status of their application/s starting May 1 by looking at their dashboard and clicking the drop-down box. Most awards will be complete by May 7.

NOTE: Build Dakota applicants who request an industry sponsor will show as awarded throughout the application cycle (Jan 1- March 31). Applicants are **NOT** awarded and will be notified if/when awarded a scholarship.

If you have questions or need help completing your application, please contact the Scholarship Coordinator or Assistant Director of Scholarships.



WESTERN DAKOTA TECH

Dashboard

Scholarships

Filter

- Applied
- Qualified
- Not Qualified
- Awarded
- Denied

Craig & Joan Ulbre Scholarship

Scholarship Coordinator
TBA

Assistant Director of Scholarships
Jennie Best
Jennie.Best@wdt.edu
605-718-3061