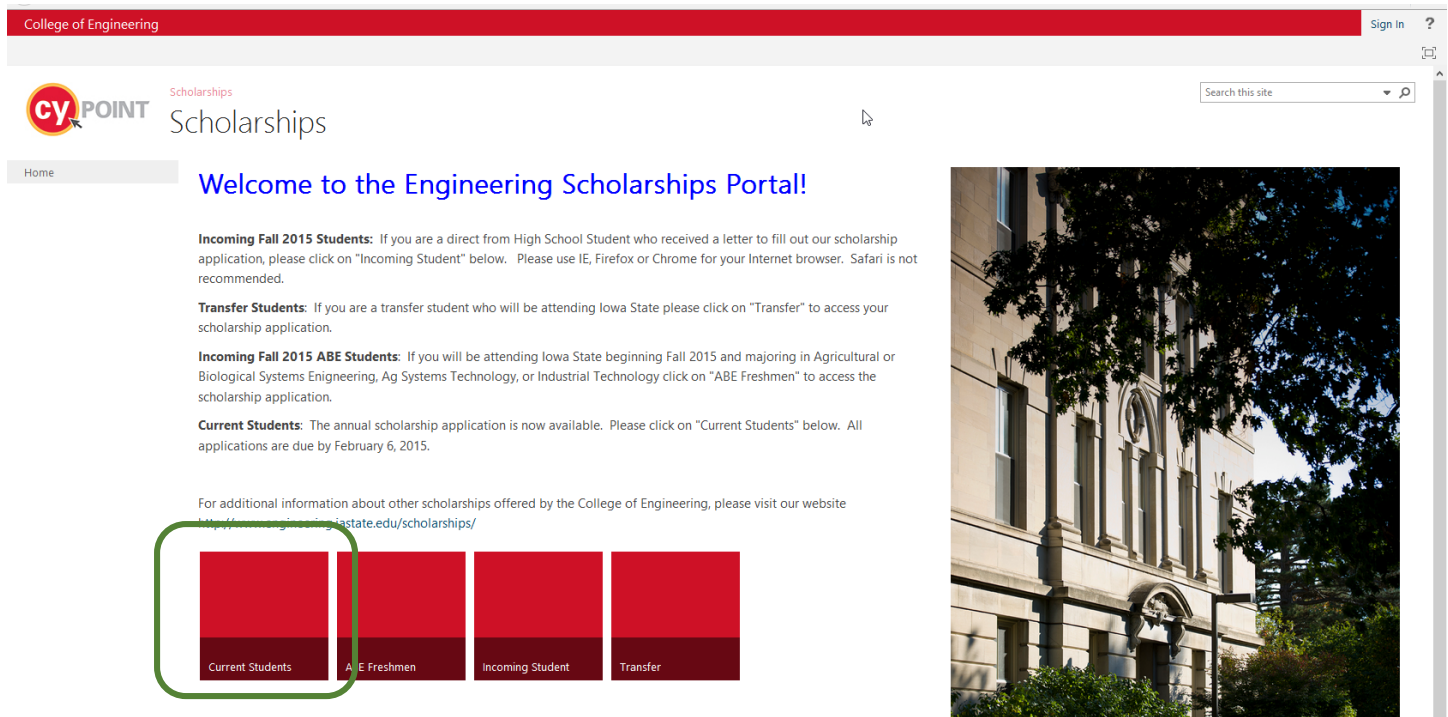


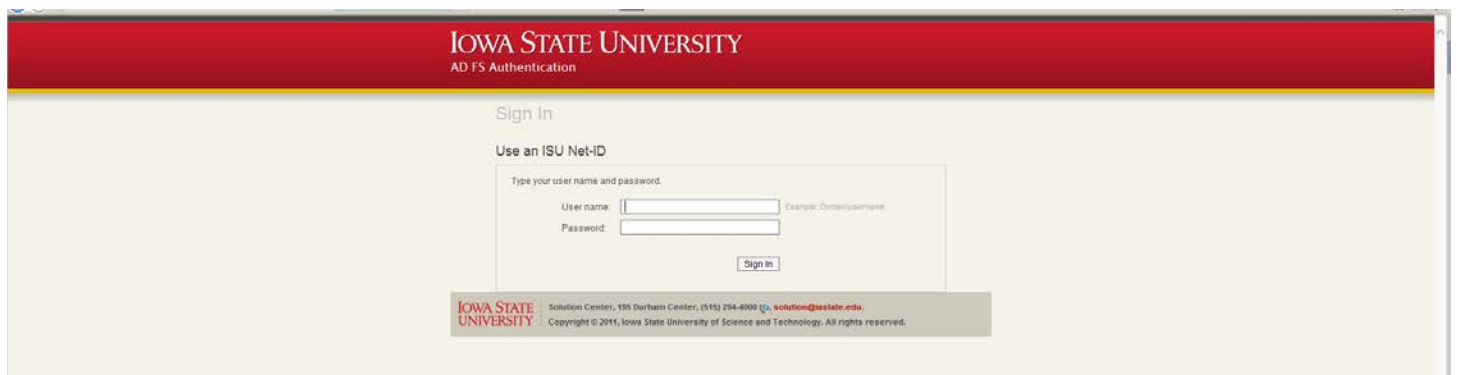
Instructions, Tips & Tricks for the Annual Scholarship Application

1. To access the application click "Current Students".



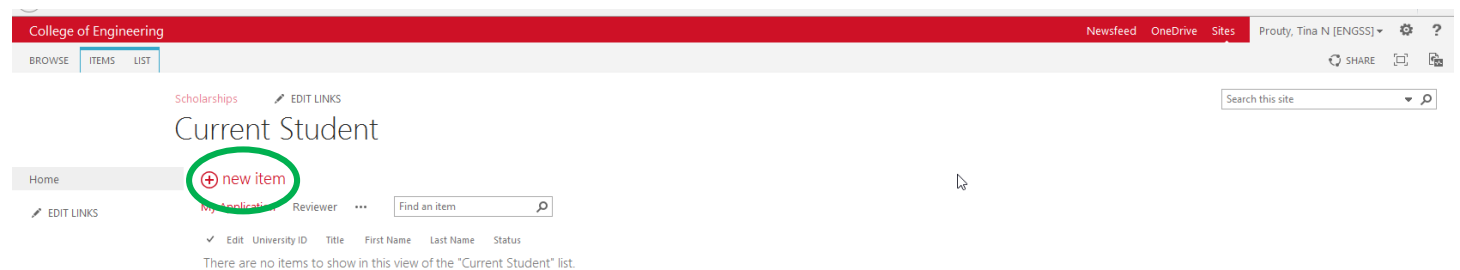
The screenshot shows the 'College of Engineering Scholarships' portal. At the top, there is a red navigation bar with 'College of Engineering' on the left and 'Sign In' on the right. Below the navigation bar, the 'CY POINT Scholarships' logo is on the left, and a search bar is on the right. The main heading is 'Welcome to the Engineering Scholarships Portal!'. Below this, there are four sections of text: 'Incoming Fall 2015 Students', 'Transfer Students', 'Incoming Fall 2015 ABE Students', and 'Current Students'. The 'Current Students' section is highlighted with a green box. Below the text, there are four red buttons: 'Current Students', 'ABE Freshmen', 'Incoming Student', and 'Transfer'. The 'Current Students' button is also highlighted with a green box. To the right of the text is a large photograph of a building.

2. After you click "Current Students" it should take you to a page in which you can enter your net id (if you see a page before this that asks how you would like to sign in, choose with ISU NetID)



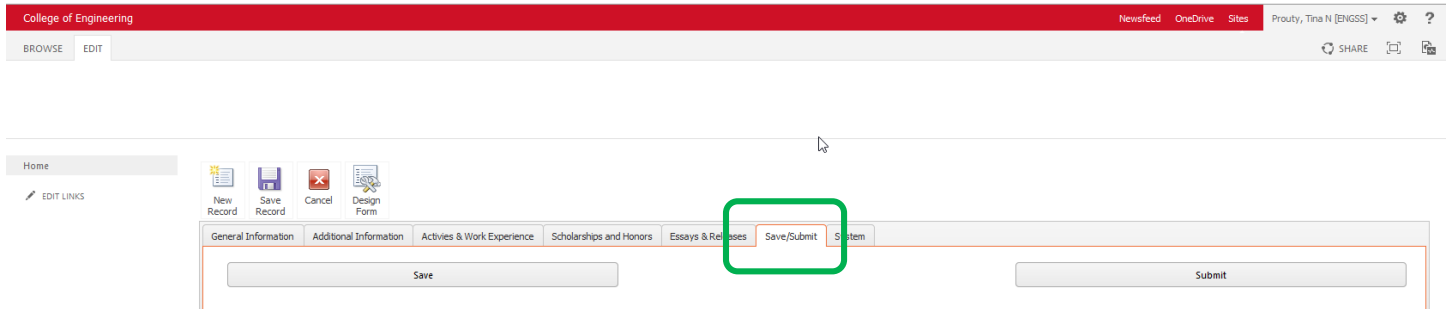
The screenshot shows the 'IOWA STATE UNIVERSITY AD FS Authentication' page. The page has a red header with 'IOWA STATE UNIVERSITY' and 'AD FS Authentication'. Below the header, there is a 'Sign In' section. The text 'Use an ISU Net-ID' is displayed. Below this, there is a form with the following fields: 'Type your user name and password.', 'Username: [input field] Example: C000123456789', and 'Password: [input field]'. A 'Sign In' button is located below the password field. At the bottom of the page, there is a footer with the text: 'IOWA STATE UNIVERSITY Solution Center, 335 Durham Center, (515) 294-6000 | solution@iastate.edu Copyright © 2014, Iowa State University of Science and Technology. All rights reserved.'

3. To begin click "new item"

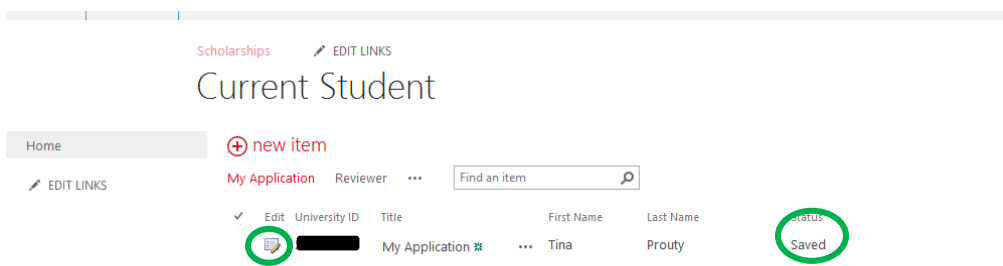


The screenshot shows the 'Current Student' list page. At the top, there is a red navigation bar with 'College of Engineering' on the left and 'Newsfeed OneDrive Sites Prouty, Tina N [ENGSS] ?' on the right. Below the navigation bar, there is a 'BROWSE ITEMS LIST' section. The 'Current Student' heading is displayed. Below the heading, there is a 'new item' button with a plus sign icon, which is highlighted with a green circle. Below the button, there is a search bar with the text 'Find an item'. Below the search bar, there is a table with the following columns: 'Edit', 'University ID', 'Title', 'First Name', 'Last Name', and 'Status'. Below the table, there is a message: 'There are no items to show in this view of the "Current Student" list.'

4. Answer the questions under each of the tabs. A few tabs are major specific. If you are an undeclared student who is interested in changing to any of these majors prior to Fall 2015, please fill out the appropriate section.
5. You can save your work and edit the app at any time prior to submitting it. To save the application you can click "Save" on the Save/Submit Tab.



6. To edit the app, click on the edit icon on the My Application view. This view will also inform you if you have simply saved, or you have submitted your application.



7. Once you are satisfied with your application and everything is complete click the edit icon if you aren't currently editing your application, go to the Save/Submit Tab and click "Submit."

Additional Tips

Saving as you go – CyPoint will not automatically save for you as you go. Make sure you are saving occasionally. For the essays, you may find it easier to type it up in another program and then copy and paste your response into the space provided.

Make sure you click "Submit" - Forms that are simply "saved" will not be considered for scholarship awards. Please make sure you click "Submit." You can tell if your application is submitted by viewing the status on the My Application view.