

Instructions, Tips, and Tricks for the Annual Scholarship Application

1. To access the application go to <https://iastate.academicworks.com> and click “Sign In”.

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Sign In

The screenshot shows the 'All Opportunities' page. It features a search bar, a table of scholarship listings, and a 'Show Filters' button. The table lists two scholarships: the Bestmann Family Scholarship in Engineering and the Electrical, Computer, and Software Engineers as Leaders (ECSEL) scholarship. Both have a deadline of 02/02/2018.

Award	Name	Actions
Varies	Bestmann Family Scholarship in Engineering Recipients shall be enrolled in the College of Engineering. Recipients shall have graduated from a high school located in Marshall County, Iowa as...	Deadline 02/02/2018
Varies	Electrical, Computer, and Software Engineers as Leaders (ECSEL) Electrical, Computer, and Software Engineers as Leaders (ECSEL) is a scholarship program funded by the National Science Foundation. The scholarship...	Deadline 02/02/2018

2. After you click “Sign In,” click on the ‘Sign In With Your Institution’ button.

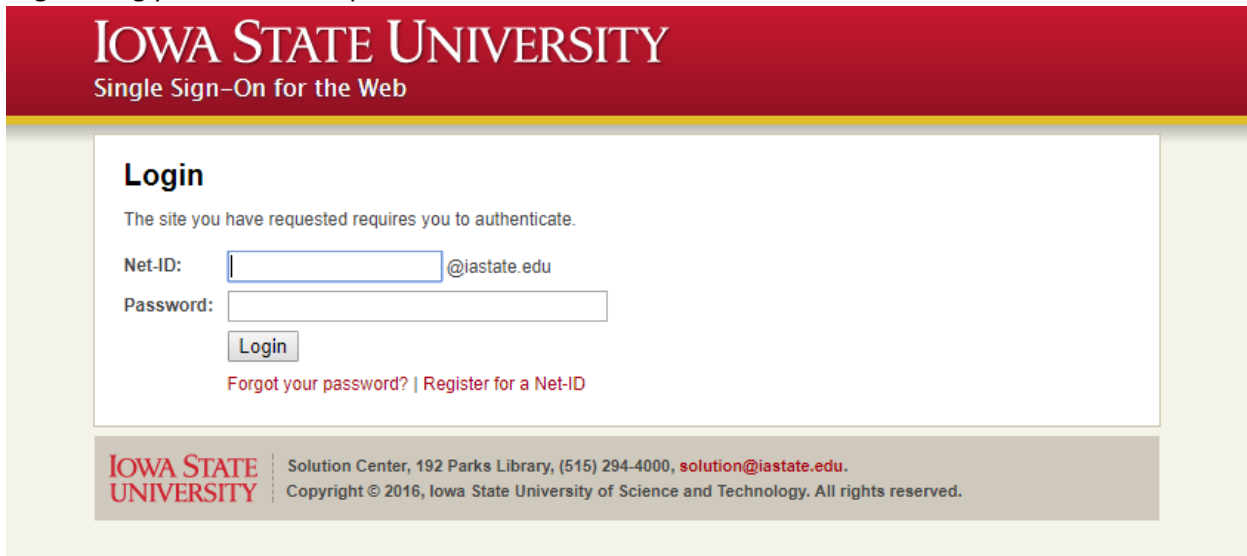
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The screenshot shows the sign-in page. It has a red header with 'Opportunities' and two tabs: 'Applicants and Administrators' and 'References and Reviewers'. The main content area says 'Welcome!' and provides instructions for applicants and administrators. A prominent yellow button labeled 'Sign In With Your Institution' is highlighted with a green border.

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[Iowa State University Homepage](#)

3. Log in using your Net-ID and password.



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Single Sign-On for the Web

Login

The site you have requested requires you to authenticate.

Net-ID: @iastate.edu

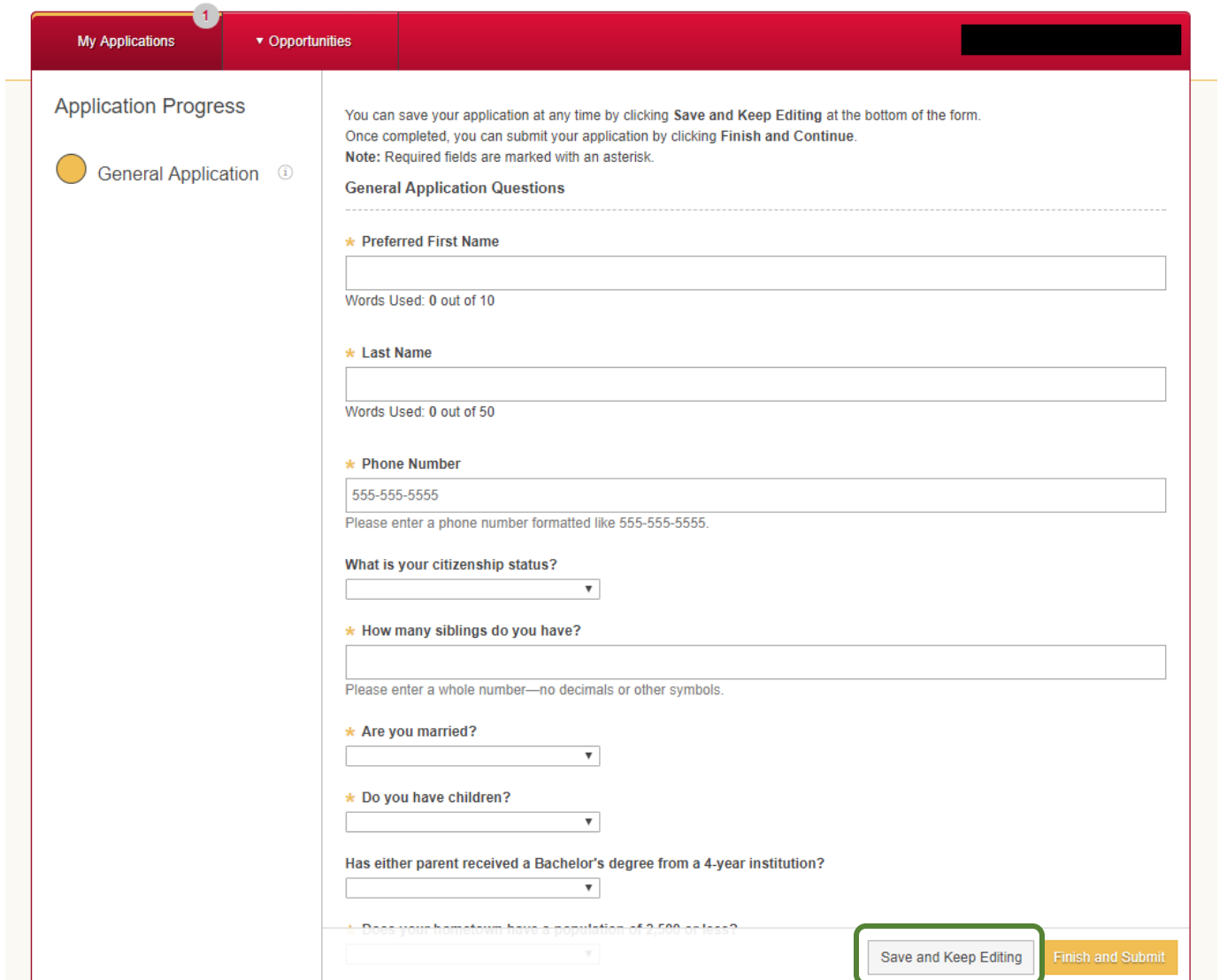
Password:

[Forgot your password?](#) | [Register for a Net-ID](#)

IOWA STATE UNIVERSITY | Solution Center, 192 Parks Library, (515) 294-4000, solution@iastate.edu.
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4. You will see the General Application first. Answer each question. Click 'Save and Keep Editing' to save and come back to it later. Answer all questions, and click 'Finish and Submit to move on to the next step.

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My Applications **1** Opportunities

Application Progress

General Application ⓘ

You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Continue**.
Note: Required fields are marked with an asterisk.

General Application Questions

★ Preferred First Name

Words Used: 0 out of 10

★ Last Name

Words Used: 0 out of 50

★ Phone Number

Please enter a phone number formatted like 555-555-5555.

What is your citizenship status?

★ How many siblings do you have?

Please enter a whole number—no decimals or other symbols.

★ Are you married?

★ Do you have children?

Has either parent received a Bachelor's degree from a 4-year institution?

★ Does your hometown have a population of 2,500 or less?

5. After completing the General Application, you can begin the Engineering Application. Answer all required (*) questions and any applicable to you and/or your major. Click 'Save and Keep Editing' to save and come back to it later. Answer all questions, and click 'Finish and Submit' to move on to the next step.

NOTES:

- There is not a separate application for each major within engineering. This is a general application for all engineering students. However, some majors have specific questions on this application that only need to be answered if you are in that major and/or department. If you do not see your major listed, it is only because there are none of these questions applicable to your major.

- You will receive a confirmation email as soon as you have answered all required questions on the General Application, even if you have not yet clicked 'Finish and Submit' for the Engineering Application.

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The screenshot shows the Iowa State University application portal. At the top, there is a red navigation bar with 'My Applications' and 'Opportunities' tabs. A red circle with the number '1' is positioned above the 'My Applications' tab. Below the navigation bar, the page is divided into two main sections. On the left, under 'Application Progress', there is a vertical timeline with two items: 'General Application' (marked with a green checkmark) and 'Engineering Application' (marked with a yellow circle and highlighted with a green border). A red circle with the number '1' is positioned to the right of the 'Engineering Application' item. On the right, under 'Engineering Application', there are three questions, each with a yellow asterisk indicating it is required. The first question is 'Are you originally from a small rural community or do you have a rural background?' with a dropdown menu below it. The second question is 'In what US state or district were you born?' with a dropdown menu below it. The third question is 'Were you raised in Iowa?'.

6. Once you have completed both the General Application and the Engineering Application, you can click on the link to Other Recommended Opportunities. The scholarships that appear in this section will vary for each student since they populate based on the responses provided in the General Application and Engineering Application. Any scholarships you see in this section require a separate application from the General and Engineering Applications. Simply click on the link for any to which you would like to apply. Then complete and submit the required information.

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The screenshot shows a web interface with a red header. The navigation bar includes 'My Applications' and 'Opportunities'. A notification banner at the top states: 'Complete all Conditional Applications to apply or be automatically matched to possible opportunities.' On the left, 'Application Progress' shows 'General Application' as completed (checkmark), 'Engineering Application' as pending (empty circle), and 'Other Recommended Opportunities' as active (yellow circle). The main content area is titled 'Recommended Opportunities' and includes a 'Show Filters' button. A 'PLEASE NOTE' section explains that 'Recommended' does not mean 'qualified' and provides instructions on how to apply. Below this is a search bar and a table of opportunities. The table has columns for 'Award', 'Name', and 'Actions'. One opportunity is listed: 'Osher Reentry Scholarship Fund' with an 'Apply' button and a deadline of '03/01/2018'. The award details specify: 'Applicants for this award must: 1. Be between the ages of 25 and 50 2. Be an undergraduate student pursuing their first bachelor's degree 3. Be...'

7. Students can log back in and edit their application at any time up until the deadline. Just click the link to the particular application you want to edit within your 'My Application' view and click the 'Update your Application' button to save the changes.

NOTE:

The review process will not begin until after the deadline has passed, so students can continue to edit as needed without any negative consequences. Once the review process begins, the review committee will only see the most recently submitted version of the application and will use that when making selection decisions.

Additional Tips

Save as you go – The application software system will not automatically save for you as you go. Make sure you are saving occasionally. For the essays, it is helpful to type your answers in another program (ex: Word) and then copy and paste your response into the space provided.

Make sure you click 'Submit' - Forms that are only "saved" are not 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 Applications' view. There will be a checkmark in the circle next to each specific application if has been submitted.