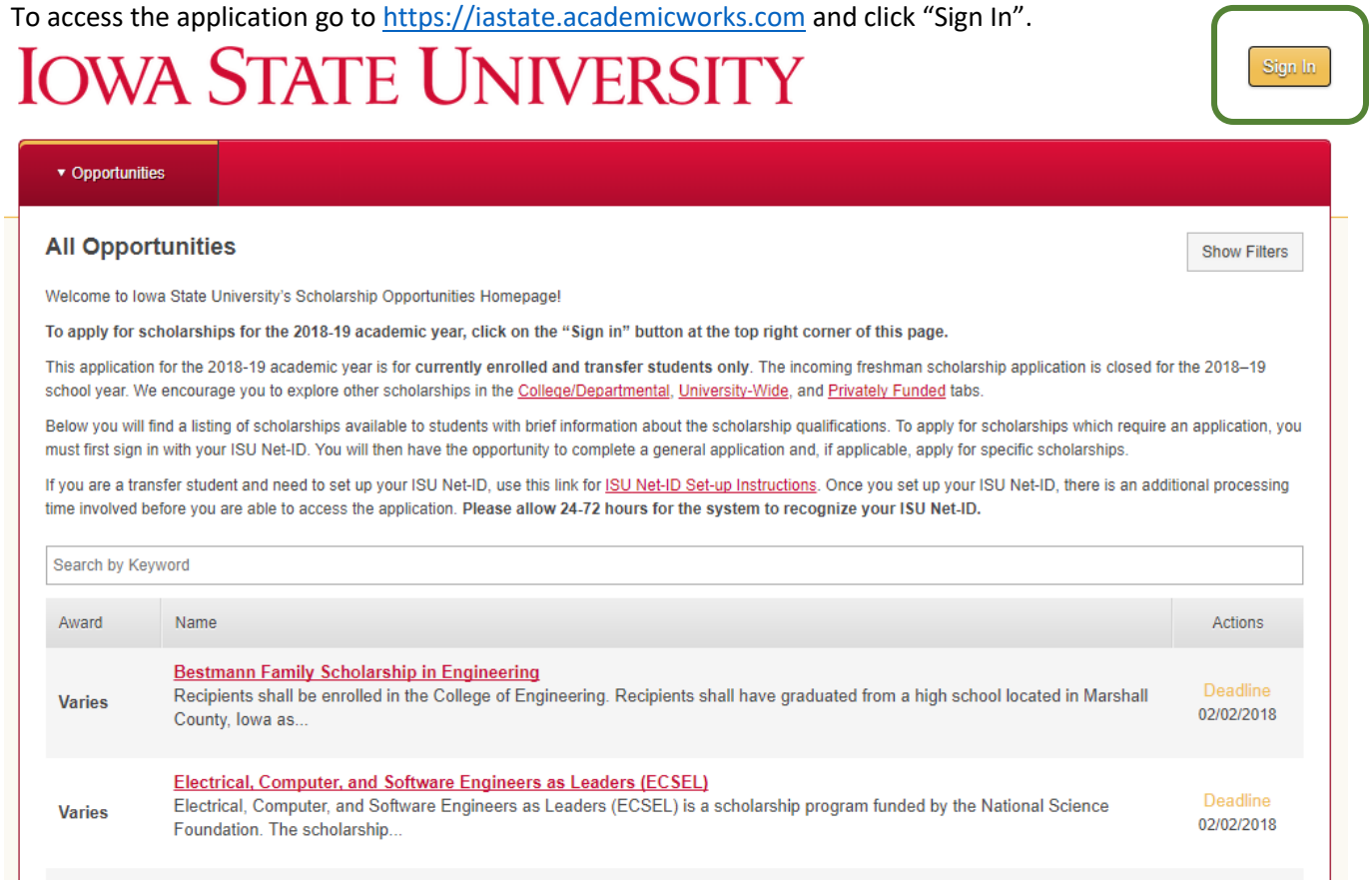
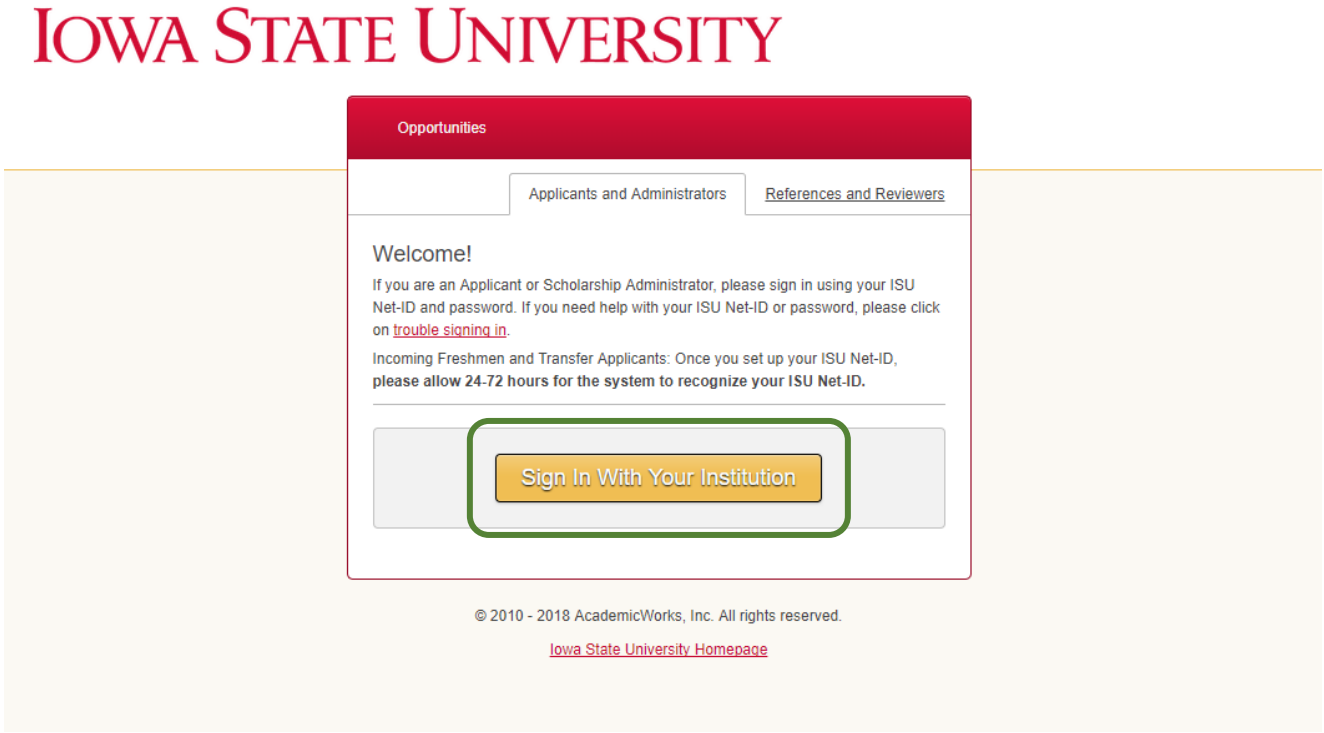
Instructions, Tips, and Tricks for the Annual Scholarship Application

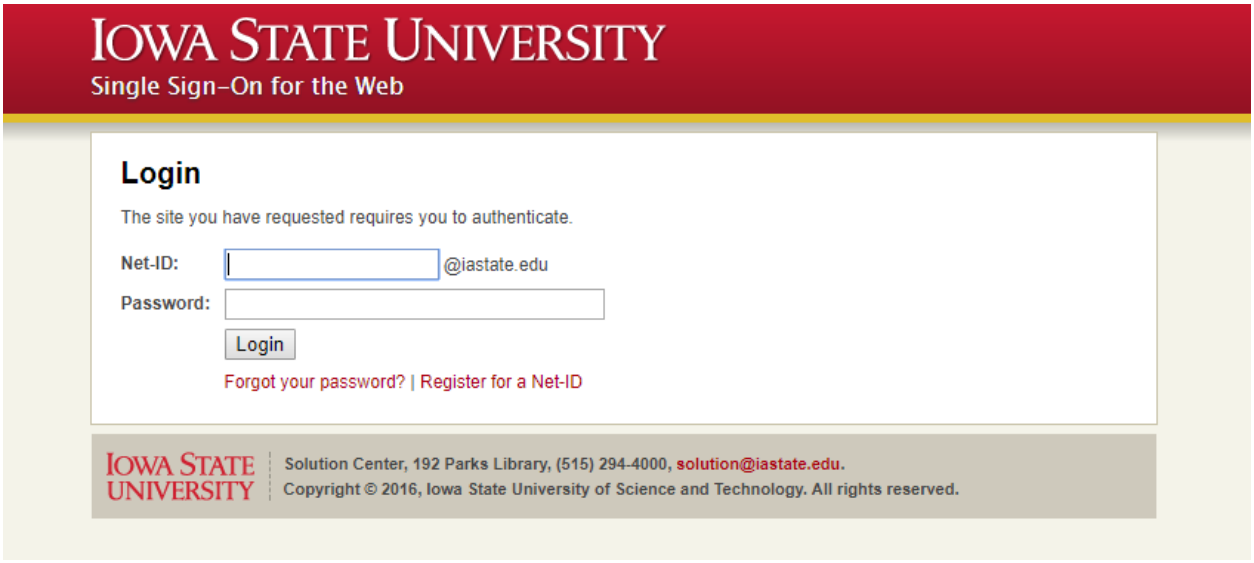
1. To access the application go to https://iastate.academicworks.com and click “Sign In”.



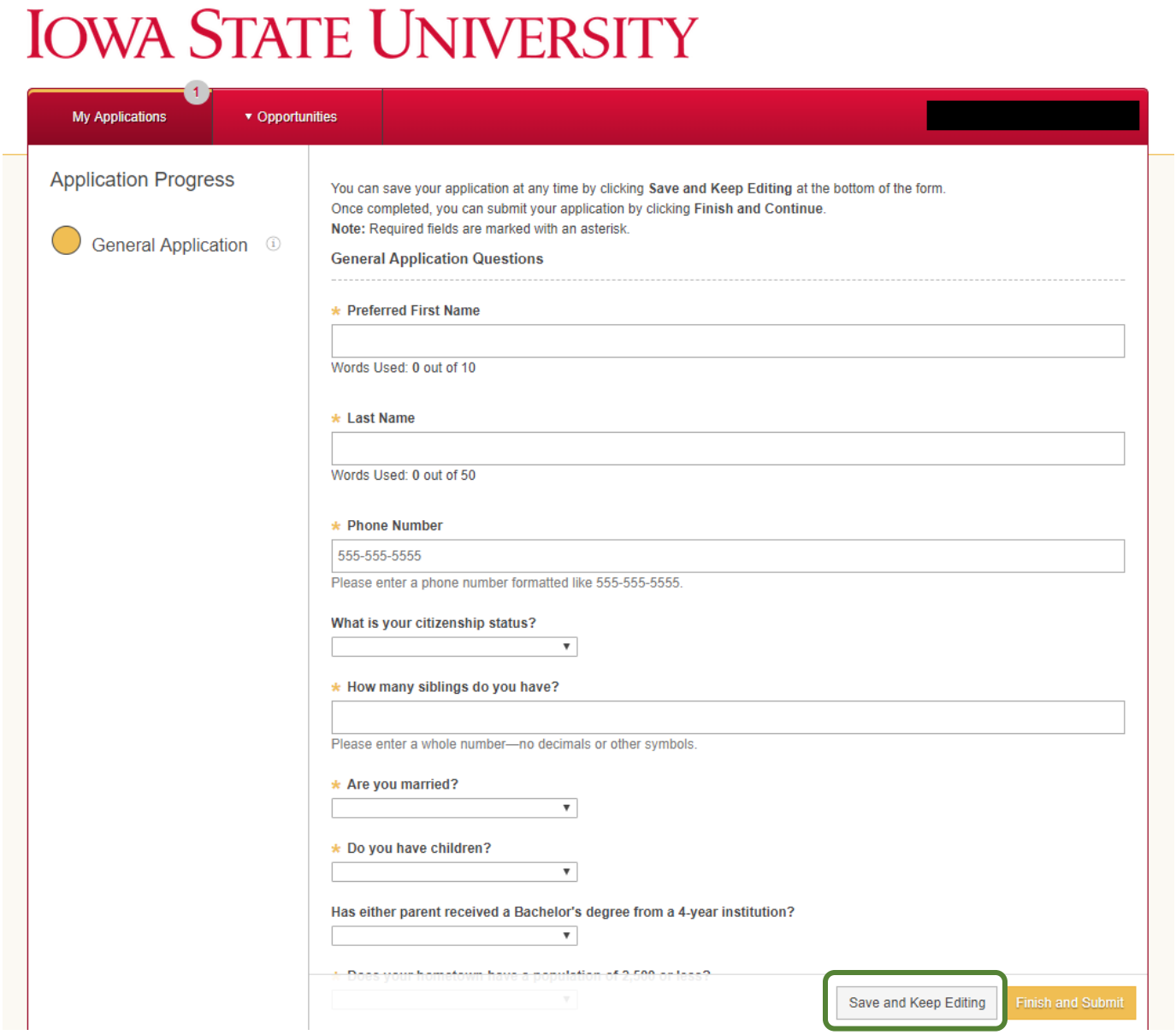
2. After you click “Sign In,” click on the ‘Sign In With Your Institution’ button.



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



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.

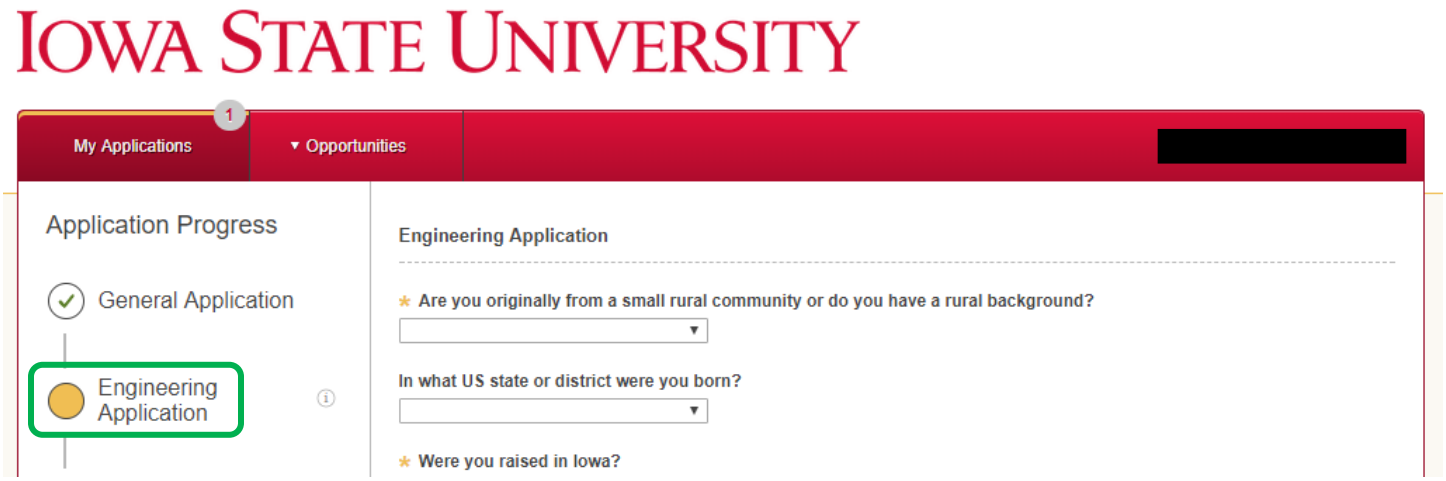


5. After completing the General Application, you can begin the Engineering Application. Answer all required (*) questions and any applicable to you and/or your major. Click 'Save and Keep Editing' to save and come back to it later. Answer all questions, and click 'Finish and Submit to move on to the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

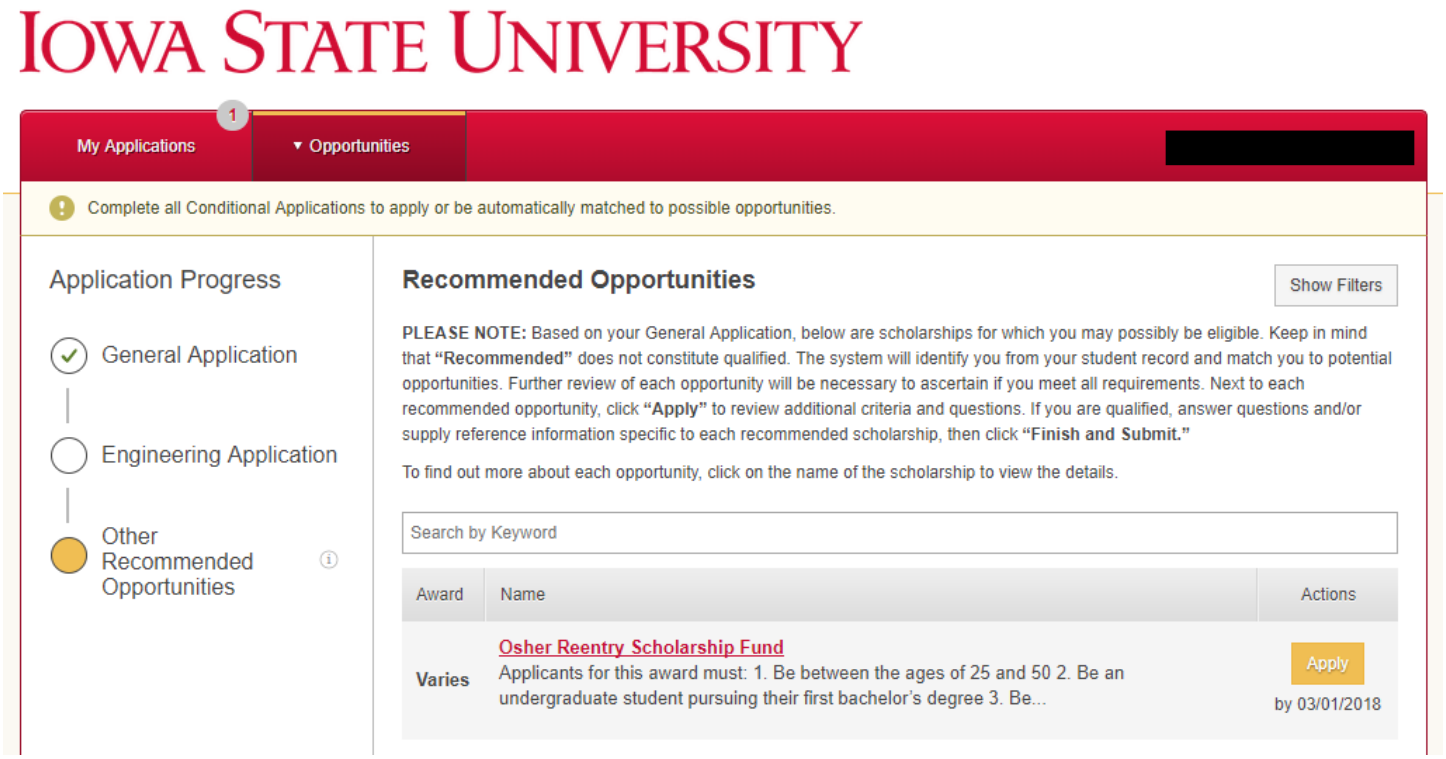
NOTES:

- 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.



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.



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.