



METROPOLITAN
Community College

Award Spring Users Guide

<https://mccneb.awardspring.com>



Lisa Stepanek
Scholarship Coordinator
lstepanek@mccneb.edu
531-622-2330

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Before you Apply for Scholarships

Before starting your AwardSpring profile and applying for scholarships read through the following.

Students will need to:

- Supply a valid MCC email address and MCC student ID number
(****Warning, this is NOT your social security number**)
- If required, submit electronic documents in pdf format. Failure to upload the required documentation will result in disqualification. Directions for creating a PDF are located on page 7.
- Complete short-answer essays.

Student's Responsibilities:

- All information is verified prior to awarding.
- If you are awarded a scholarship, you will receive an award packet in the mail with your official award letter, acceptance form, a blank thank you note and a return envelope. You will have two weeks to sign and return the acceptance form and thank you note to the Financial Aid office. These must be returned by the deadline date stated on the form or **you will forfeit** the scholarship.
- Thank you letters to the donor are required to be on file at the Financial Aid office. Your award will be posted to your account as pending until the deadline date. After we have received your thank you note and acceptance form, the award is changed from pending to active for the intended quarter.
- All notices are sent to your MCC email address. If you do not use your student email, you will not receive your notifications. To make sure you are receiving notifications from the Scholarship office, add lstepanek@mccneb.edu to your contact list.

Start AwardSpring

New Students

New students to AwardSpring click the **“Register”** Button on the login to AwardSpring screen.

Returning Users

Type in your MCC email address and password and click the **“Sign In”** button.

Register

New users

The new user will need to input their MCC email, first name, last name and password to create their account here.

What email address and password should I use?

Make sure you are using your valid MCC email address. If you do not use your MCC email, our office can't contact you.

Check the “I agree to Terms of Use and Privacy Policy” checkbox and then click **“Create Account”**.

Sign In

Registered Users

Click the Sign In link at the top right of the page. To request a new password, click forgot password.

General Information

MCC ID Numbers

Your MCC ID number can be found on your MyWay portal under student information. **Do NOT use your social security number.**

Phone number, address, date of birth and gender

List the phone number that is used for your personal use. Some scholarships are awarded based on location or gender. Make sure you are submitting a current mailing address. You will also need to update this information if you move.

Click “Next Step”.

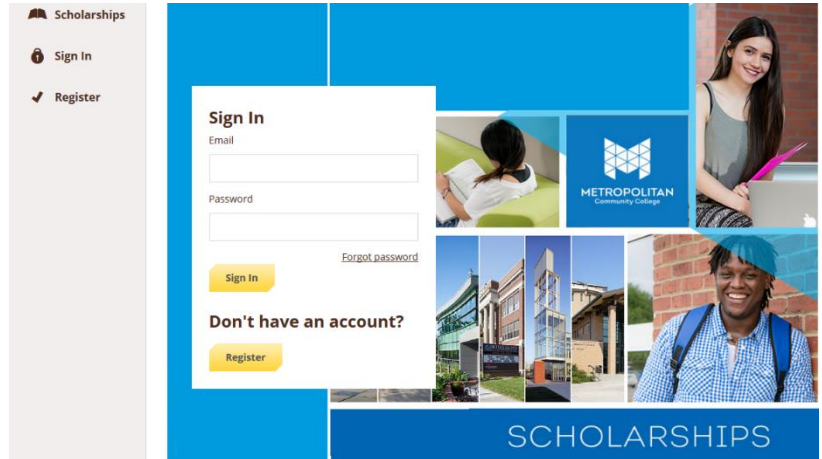
Academic Information

What is my Degree Type?

Associate Degree - Associate of Science, Associate of Applied Science or Associate of Arts
Certificates
Specialist Diplomas

What is my Major?

To select your major, click on the box directly below Major and then scroll to find your listed major. Make sure you are selecting the Major that is listed on your “My Profile” in Myservices. Login to



MyWay <https://myway.mccneb.edu> using your MCC user name and password. After you login into MyWay, click on the “My Profile” link under Academic Profile. If your major is not listed in AwardSpring, please contact Lisa Stepanek at lstepanek@mccneb.edu.

What is my College GPA?

This is your MCC cumulative GPA. If you are a first time student, you can submit your high school GPA if you have an unofficial transcript to upload.

What is my Student Type?

“**Current Student**” current student at MCC

“**New Student**” - first quarter at MCC

“**Transfer Student**” - plan on transferring to a 4-year institution

What is my Enrollment status and credit hours?

Click on the check box next to either full-time or part-time to select your enrollment status.

To find your completed credit hours, you can check your unofficial transcript in your MyWay. You will also be able to see how many credit hours you have taken at or above 1000 in your program area. For example, if you are pursuing a welding degree, you add up the credit hours that pertain directly to your welding degree.

Next Steps.

Qualification Questions

Why these questions?

When donors setup their scholarships, they have focus for them such as journalism, automotive, single parents, Adult Education, Veterans or academic achievement.

Next Steps. **Submit Application**

Recommended Scholarships

How to Apply?

You are almost done with the application process. AwardSpring will recommend scholarships based on your answers in the previous sections. Scholarships that do not require additional steps will be auto applied for you. The scholarships listed on your dashboard, will each require additional steps. Click on the **complete follow-up** button to see the additional requirements.

Each application will have statements that correspond with the criteria for the scholarship. **You will need to check the boxes if you agree with each statement.**

After you have checked all the boxes, uploaded any documents and typed/pasted your additional essay click the **Submit Application** button on the lower right of your screen to apply.

Attach Documents - New Student

Recommendation letters, who do I ask?

Unless otherwise stated in the requirements, letters of recommendation should come from a non-family member. You should ask an instructor, co-worker or boss.

I have my letter of recommendation, now what?

When you have the signed letter of recommendation, you will need a scanned copy of the letter to upload to your scholarship applications. Letters must be uploaded by the deadline date.