



Metropolitan
Community College
FOUNDATION

Stars Online FAQ

Frequently Asked Questions

<http://www.mccneb.edu/scholarships/>

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<p>A</p> <p>ACADEMIC INFORMATION 3</p> <p>ATTACH DOCUMENTS - CURRENT STUDENTS 5</p> <p>ATTACH DOCUMENTS - NEW STUDENT 5</p> <p>C</p> <p>CREATING A PDF 5</p> <p>H</p> <p>HOW ARE ESSAYS GRADED? 4</p> <p>HOW DO I CHECK SCHOLARSHIPS APPLICATION STATUS? 7</p> <p>HOW DO I CREATE A PDF IN THE MyWay PORTAL? 5</p> <p>HOW DO I FILL OUT THE FREE FORM ESSAYS? 4</p> <p>HOW TO APPLY? 6</p> <p>I</p> <p>I CAN'T COPY AND PASTE, WHY?..... 4</p> <p>I DON'T HAVE ADOBE PDF OR CUTEPDF 5</p> <p>I HAVE MY LETTERS OF RECOMMENDATION 7</p> <p>INTERNET EXPLORER SETTINGS 7</p>	<p>M</p> <p>MY SCHOLARSHIP REQUIRES EXTRA DOCUMENTATION 7</p> <p>N</p> <p>NEW STUDENT 2</p> <p>O</p> <p>OPENING QUESTIONNAIRE..... 3</p> <p>P</p> <p>PERSONAL INFORMATION 2</p> <p>R</p> <p>RECOMMENDATION LETTERS, WHO DO I ASK?..... 7</p> <p>RECOMMENDED SCHOLARSHIPS..... 6</p> <p>S</p> <p>SCHOLARSHIP APPLICATION STATUS 7</p> <p>FREE FORM ESSAY QUESTIONS 4</p> <p>START STARS ONLINE 2</p> <p>W</p> <p>WHAT IS MY MAJOR AND WHERE DO I FIND IT? 3</p> <p>WHAT IS MY DEGREE TYPE?..... 3</p> <p>WHAT IS MY STUDENT ID? 2</p> <p>WHAT IS MY STUDENT TYPE? 3</p> <p>WHAT IS MY MCC EMAIL ADDRESS, USER NAME AND PASSWORD?..... 2</p>
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BEFORE YOU APPLY FOR SCHOLARSHIP

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

STUDENTS WILL NEED TO:

- Supply a user name and a MCC student ID number
(****Warning, this is NOT your social security number**)
- 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.
 - **New students** - electronic copies of unofficial high school or college transcripts or GED scores.
 - **Current Students** – electronic copies of MCC unofficial transcript.
- Complete short-answer essays.

STUDENT RESPONSIBILITIES:

- If you are awarded a scholarship, you will receive an acceptance form to sign and turn into the MCC Foundation office. This acceptance form must be returned by the deadline date stated on the form or **you will forfeit** the scholarship.
- Thank you letters to the donor will also be required to be on file at the MCC Foundation office prior to your award being put on your student account. Awards are put on student's accounts after the census date in the quarter the scholarships are to be used.
- All notices are sent to the email address you supply. Make sure you are using a valid email and that lstepanek@mccneb.edu has been added to your contacts so that your notifications are not sent to the junk folder.

START STARS ONLINE

New Student

New students to Stars Online click the “**Sign Up**” Button on the Login to Stars Online screen.

PERSONAL INFORMATION

MCC ID Numbers

Your MCC ID number should be found on your MyWay portal under student information. If you are not sure of your MCC ID number, you can ask your instructor, advisor or call 402-457-2400.

Do NOT use your social security number.

What email address, user name and password should I use?

Make sure you are using a valid email address. Without a valid email, our office can't contact you regarding scholarship notifications, future scholarships, or tips on filling out the application.

Your user name should be something you can remember. For example, your first initial then last name would be a usable username. Do not use your email address as your login.

If you can't remember your MCC user name and password please visit <https://www.mccneb.edu/Password/>.

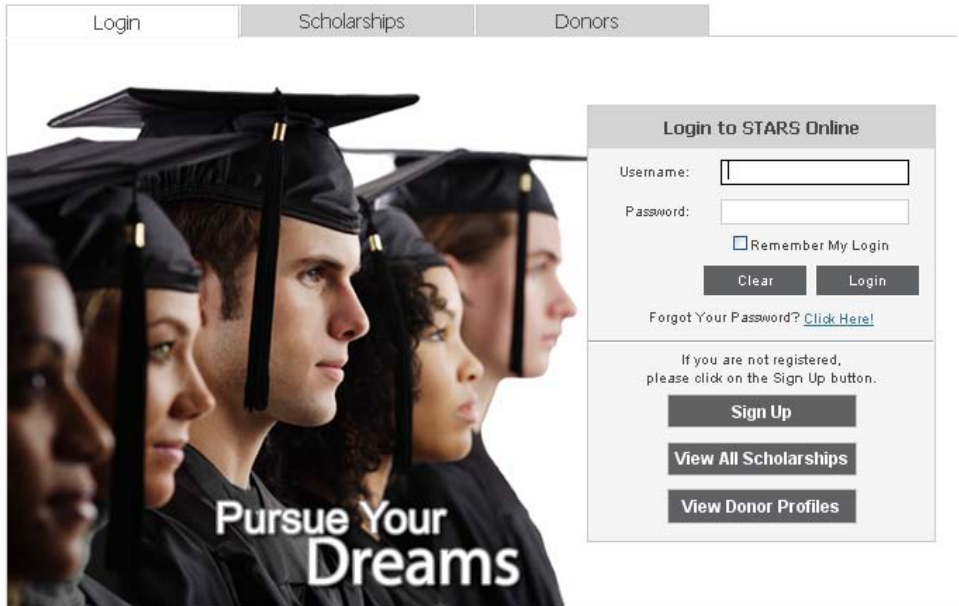
✦ If you are awarded a scholarship and your email notification comes back as undeliverable, one letter will be sent to the home address listed in your profile asking you to fix your email address. If your email address is not changed within 30 days, your profile may be deleted.

Your password should be something easily remembered. Passwords are case sensitive. If you can't remember your Stars Online password, click forgot password.

What phone number should I list?

If you use your cell phone as your home number, please type your phone number into the home phone field. You will leave the Cell Phone field blank.

Click the Save and Continue.



Personal Information	Opening Questionnaire	Academic Information	Free Form Essay Questions	Attach Documents	Recommended Scholarships
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Personal Information

Please fill out all required fields to the best of your ability and click 'Continue' to proceed to the next part. Type 'N/A' if the question does not apply. Do not leave it blank. You can also save your progress and exit the system by clicking the 'Save and Exit' button. You can return any time to complete the process.

* First Name: Middle Name: * Last Name:

* Country: * Gender: * Ethnicity: * Date of Birth:

United States of America | Female | American/Alaska Native | 12/14/1965

* Address 1: Address 2:

Po Box 3777

* City: * State: * County: * Zip Code:

Omaha | Nebraska | DOUGLAS | 68103-0777

* Student ID #: * Home Phone: Work Phone: Cell Phone:

0141328 | (402) 457-2772 | | |

* Email Address: * Confirm Email:

|stepanek@mccneb.edu

* Username: * Password: * Confirm Password:

teststudent | | |

IMPORTANT! Please provide a valid e-mail address. Your logon credentials and notifications will be sent to this address. All scholarship award letters will be sent via e-mail, so PLEASE be SURE that the e-mail address you provide is correct.

OPENING QUESTIONNAIRE

What is my Student Type?

If you are a current student or a first time MCC student, click the radio button that says **“Current/New Student”**.

“Dual Enrollment” is for high school students who are earning high school credit along with college credit.

If you are graduating and plan on attending a 4-year institution, select the radio button next to **“Transfer Student”**.

What is my Degree Type?

AA - Associate of Arts, AS – Associate of Science, AAS – Associate of Applied Science, CE – Certificate and SD – Specialist Diploma.

Click the Save and Continue.

ACADEMIC INFORMATION

What is my Major and where do I find it?

For a list of Majors at MCC visit the following page http://www.mccneb.edu/catalog/programs/program_pages_grid.asp or pick the Major that is listed on your “My Profile” in Myservices. <https://myway.mccneb.edu> .

Login to MyWay using your MCC user name and password. After you login into MyWay, click on the “My Profile” link under Academic Profile. Toward the bottom you will see your degree listed.

If your major is not listed in Stars Online, please contact Lisa Stepanek at lstepanek@mccneb.edu to report it.


Click the Save and Continue.

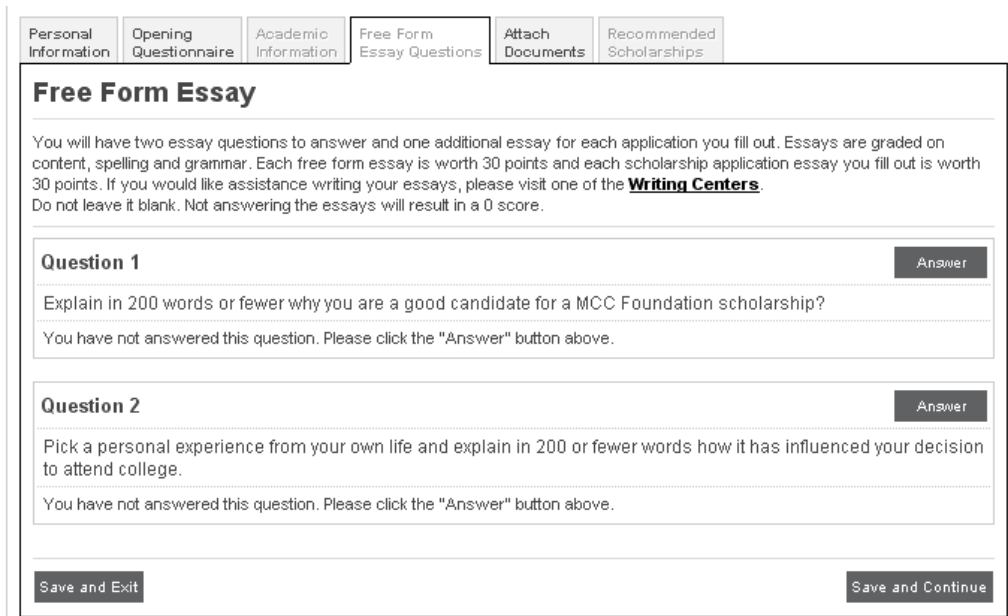
FREE FORM ESSAY QUESTIONS

How do I fill out the Free Form Essay questions?

To type in your Free Form essay answer on the Free Form Essay section, click on the answer button to the right of the first essay question. When you are done typing in your answers to both essays, click the **“Save and Continue”** button.

How do I fill out and Save the Free Form Essay questions?

To save your Free Form essay questions, you might need to resize the webpage dialog box. If the dialog box fills the full screen, you will need to change the resolution of your browser. Hold the **“Ctrl”** button down and press the **“- ”** button. This will shrink the print on your screen. Next move your mouse cursor over the right bottom corner of the dialog box, when the cursor changes to  left click and drag the mouse to the right and down until you see the **Cancel, Delete and Save** buttons.



Stars Online timed out. Now what?

If Stars Online times out due to inactivity, you will need to re-login. When it comes time to do your essays, type them in Word or another text editing program and then cut and paste to efficiently complete this section without timing out. If you prefer to use Stars Online, the software does have spell checking capabilities.

I can't copy and paste, why?

To copy and paste you first highlight the essay in Word or your text editing program and either press **“CTRL”** and **“C”** or click the right mouse button and left click on **“Copy”**. Switch over to Stars Online and go to the Free Form Essay section and left click in the box you want your essay to be in. To paste your essay into the box either press **“CTRL”** and **“V”** or click the right mouse button and left click on **“Paste”**.

How are essays graded?

You will have two Free Form essay questions to answer and one additional scholarship essay for each application you fill out. Essays are graded on content, spelling and grammar. Each free form essay is worth 30 points and each scholarship application essay you fill out is worth 60 points. If you would like assistance writing your essays, please visit one of the [Writing Centers](#). Do not leave it blank. Not answering the essays will result in a 0 score

Click the Save and Continue.

CREATING A PDF

How do I create a PDF in the MyWay Portal?

To create a PDF of your Unofficial Transcript from MyWay login to MyServices <https://myway.mccneb.edu> using your MCC user name and password. If you can't remember your MCC user name and password please visit <https://www.mccneb.edu/Password/>.

After you login into MyServices, click on the Academic Profile under the MyServices section.

If you have different options for the types of transcripts, chose the CR – CR Credit Courses type. Then click the Submit button

When your unofficial transcript shows on the monitor, click File, Print, and chose an PDF creator (AdobePDF, CutePDF) to print. This will create a pdf of your unofficial transcript. Save the document using your MCC id number.pdf

You will then be able to upload this document to Stars Online in the “**Attach Document**” section. Make sure you are creating a **PDF** document of your unofficial transcripts.

Follow the same steps to create a PDF of your other documents, making sure your correct program of study and catalog year is selected.

If you do not submit the required documents electronically before the application deadline, your application will be incomplete and will not be considered.

I don't have AdobePDF or CutePDF or any pdf option. Now what do I do?

If you have access to a scanner, you can print the document(s) that you need to upload and scan and save them as a jpg, pdf or a tiff. You do not need to scan in color.

Download a free PDF creator. There is a list of pdf readers/creators on our website. <http://www.mccneb.edu/scholarships/>

ATTACH DOCUMENTS - CURRENT STUDENTS

How do I upload my Unofficial Transcript?

In Stars Online, click on the “**Attach Document**” link on the left side. Click “**Upload**”, type in the title of your document and then click on the “**Browse**” button. Go to the folder that your file is in, click on the file, click “**Open**” then upload.

The document upload file manager will show you the progress of the file.

ATTACH DOCUMENTS - NEW STUDENT

How do I get my MCC GED scores?

Login to “MyWay Portal” and click on “Test Summary” to obtain a pdf your GED scores. Follow the directions in the Creating a PDF section.

Create a PDF and upload to Stars Online. Click on the “Attach Document” link on the left side. Click “Upload”, type in the title of your document and then click on the “Browse” button. Go to the folder that your file is in, click on the file, click “Open” then upload.

How do I get my unofficial transcripts uploaded?

If you have requested an unofficial transcript from your previous school and you have a hard copy, scan as a jpeg, tiff or a pdf and upload to Stars Online.

Click the Save and Continue.

RECOMMENDED SCHOLARSHIPS

How to Apply?

You are almost done with the application process. Stars Online will recommend scholarships based on your answers in the previous sections. Each scholarship will have an **“Apply Now”** button on the right side.

To view the scholarship application click **“Apply Now”**.

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.

Also, each application will have the following statements at the bottom of the screen that you must agree to before you can

apply for the scholarship. Check all that apply and then click the **“Apply Now”** button.

- I confirm that I meet ALL the eligibility requirements listed above for this scholarship.
- In submitting this application, I agree to release my records to scholarship donors if requested.
- I hereby authorize release of information contained in this application, my academic transcript, and any additional information to scholarship donors and to the Scholarship Selection Committee.

If you cannot check all of the boxes, you cannot apply for that scholarship.

Some scholarships will have additional documents you will need to upload to Stars Online or an additional essay question to answer.

If you do not apply for the scholarship and click **“Save and Apply Later”**, when you get back to the recommended scholarship page you will see **“Saved”** after the scholarship name. If you would like to apply for that scholarship, click on **“Saved”**. To apply for the next scholarship on your list, click the next **“Apply Now”**.

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

Recommended Scholarships

The Recommended Scholarships wizard will help you set up your application and determine your best scholarship options.

Your Recommended Scholarships

Based on the information you have provided, here are the scholarship programs that offer the best chance for success. Click the 'Apply Now' button next to the scholarship to fill out the application(s) for which you would like to apply.

Scholarship Name	Status	Action
MCCF Amy Forss Honor Scholarship		Apply Now
MCCF David M. Rice Honor Scholarship		Apply Now
MCCF Mike Abramson Honor Scholarship		Apply Now
MCCF New Student Scholarship		Apply Now
MCCF Trey Hansen Memorial Scholarship		Apply Now
Nebraska Trucking Association CDL Scholarship		Apply Now

Application Deadline: 10/21/2013 Number of Awards: 3 Amount of Awards: \$1,000.00

Scholarship Eligibility Requirements: (Please Check All That Apply)

1. Yes, I am enrolled in the Commercial Drivers License Program at MCC. **(Required)**

Scholarship Essays:

1) In 100 words or fewer explain what influenced your decision to enter the Commercial Drivers License Program, what are your future educational goals and what are your goals for the next two years. **(Required)**

Design HTML Preview

* I confirm that I meet ALL the eligibility requirements listed above for this scholarship.

* In submitting this application, I agree to release my records to scholarship donors if requested.

* I hereby authorize release of information contained in this application, my academic transcript, and any additional information to scholarship donors and to the Scholarship Selection Committee.

Return to Scholarships Search Save and Apply Later Apply Now

How do I Check Scholarships Application Status?

After you have finished applying for all of your scholarships that you qualified for, click on the scholarship status button to view the scholarships you have applied for. You should see this screen with “Applied For” next to the scholarship name.

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?

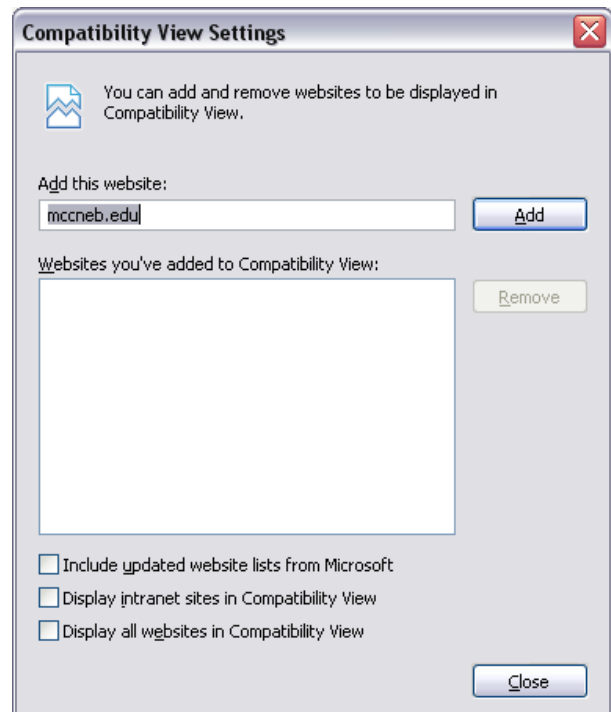
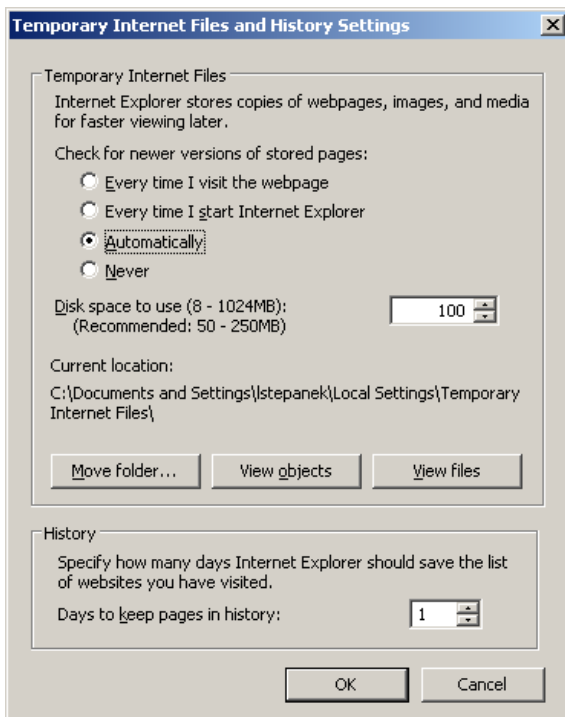
When you have the signed letter(s) of recommendation you will need a scanned copy of the letter to upload to your scholarship applications. Letters must be uploaded by the deadline date.

My scholarship requires extra documentation, where do I upload it?

When the scholarship you are applying for requires additional documentation, for example, copy of a bill, DD214, additional essay, letters of recommendation you must upload these in the recommended scholarship section. You will not be able to apply for that scholarship until you upload the documents from that screen. Do not upload these documents on the “**Attach Document**” section.

INTERNET EXPLORER SETTINGS

Before starting Stars Online, please check the following settings on your Internet Explorer. Open Internet Explorer, click on “**Tools**”, “**Internet Options**”, and under “**Browsing History**”, click on “**Settings**”. When the setting tab opens, make sure the “**Automatically**” radio button is checked. Click Ok and Ok again.



If you have Internet Explorer 8 and you have compatibility mode turned on, you will need to turn it off. Follow these steps: Click on “**Tools**” then click on “**Compatibility View Settings**”, make sure the boxes next to “**Include updated website lists from Microsoft**”, “**Display intranet sites in Compatibility View**”, and “**Display all websites in Compatibility View**” are unchecked. Click Close.