

# Navigating the Scholarship Application System

## Sign-Up/Sign-In page

When you click on the link to the Scholarship Application System, this is the first page you will see:

Sign-Up

Sign up or access my account

Welcome!

If you are a student at Riverside Community College, Norco College or Riverside City College, please provide your MVC, NC or RCC student email address and create a password to sign up for an account. After you sign up, you will receive a confirmation email to verify your identity. Please be sure to also check your spam folder for this email. Once you have confirmed your identity, you can begin accessing the system.

You MUST have an MVC, NC or RCC student email in order to apply for scholarships. If you do not know your student email address, please contact the Admissions & Records office at your home college.

If you have already signed up for an account, please sign in here.

Note: If you are applying as a Referee or Referee, you do not need to sign up for an account. Please refer to the invitation email you received or visit <http://rcc.academicworks.com>

Email Address

Password

Confirm Your Password

Create your account here

Please follow the directions and enter your MVC, NC or RCC student email address and create a password. You will be sent an email (see below) to your student email address to confirm your identity. Use the link within the email to log back into the system and get started completing your scholarship application. Whenever you log in at later times, you will use the yellow Sign-In button (the white Sign-Up button is only for first time users).

From: Paula Farish <[paula.farish-rcc.edu@academicworks.com](mailto:paula.farish-rcc.edu@academicworks.com)> on behalf of [paula.farish@rcc.edu](mailto:paula.farish@rcc.edu)

Sent: Monday, October 28, 2013 8:13 AM

To: [Redacted]

Subject: Please confirm your account!

Hi, [Redacted].

Before you can start searching for financial aid opportunities with us, please confirm your account by visiting the following link:

[http://rcc.academicworks.com/users/confirmation?confirmation\\_token=iGCH2NNzz8ppk6313c3q&email\\_id=ebelford%40student.rcc.edu](http://rcc.academicworks.com/users/confirmation?confirmation_token=iGCH2NNzz8ppk6313c3q&email_id=ebelford%40student.rcc.edu)

If you believe this confirmation message was sent to you in error, please ignore this email. Your account will not be created until you access the previous link and create a password.

Thanks!

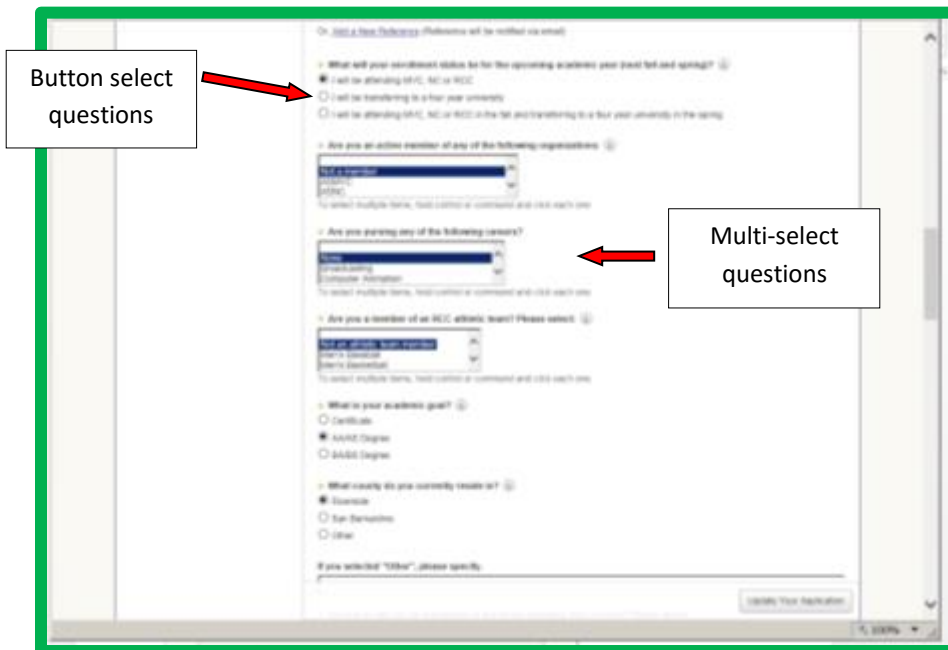
Sample of confirmation email. Use this link to log back into the scholarship application system

## General Application

After you are able to log-in, you will see this page:



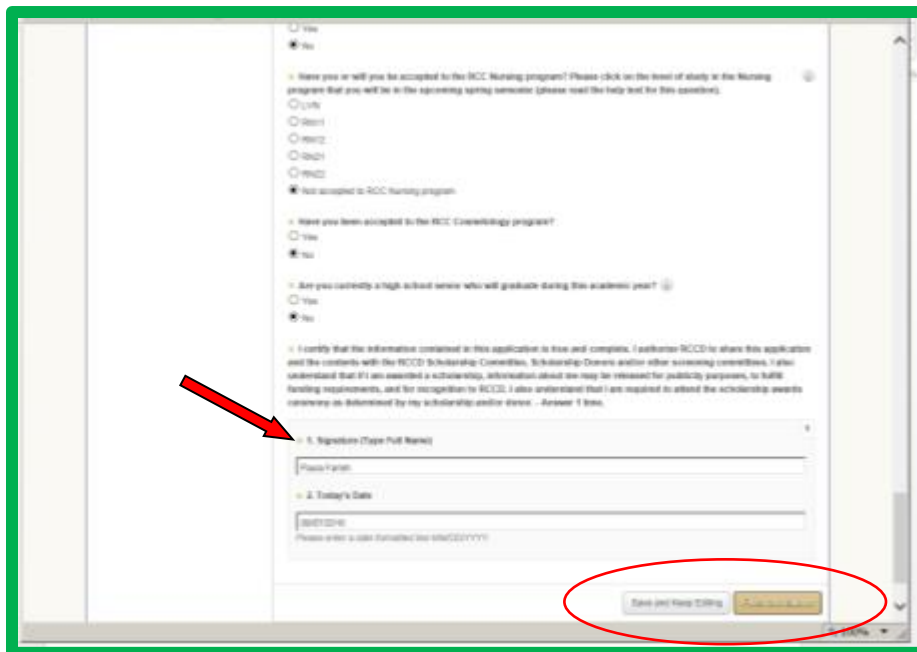
This is the General Scholarship Application that you will need to complete. It consists of a series of questions to answer in order for the scholarship system to match you to scholarship opportunities for which you meet the criteria. Some questions are fill-in or essays, some are multiple select, some are buttons. Please be sure to answer all questions as accurately as possible as an inaccurate answer will affect your eligibility. Tip: For any essay questions, it is recommended that you complete the question in a word document, finish any editing and then copy and paste it into the application where indicated.



Some of the questions have a “help” feature that offers an explanation if necessary. Run the cursor over the question and the help text will appear.



The final question serves as your signature. Please follow the directions to answer this question. You can click on the “Save and Keep Editing” button, or if you are ready to submit your application, click on the yellow “Finish and Submit” button. Please keep in mind that you can still make changes to any part of your application up until the deadline even after you click submit. To make changes, click the “Update Your Application” button. Don’t forget to submit your application before the deadline!



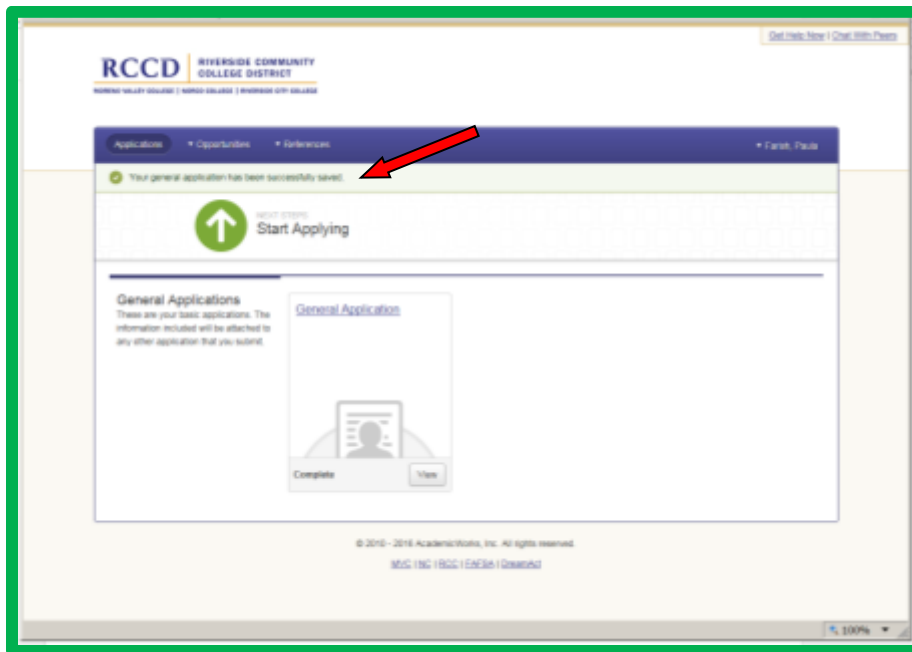
Home Page / Dashboard

Whenever you log-in to the system, you will see your “Home Page” or “Dashboard.” The General Application is the application for all RCCD scholarships. Click on “View” to enter the application and make updates if necessary.



### Message Bar

Please pay attention to the message bar near the top of the page:

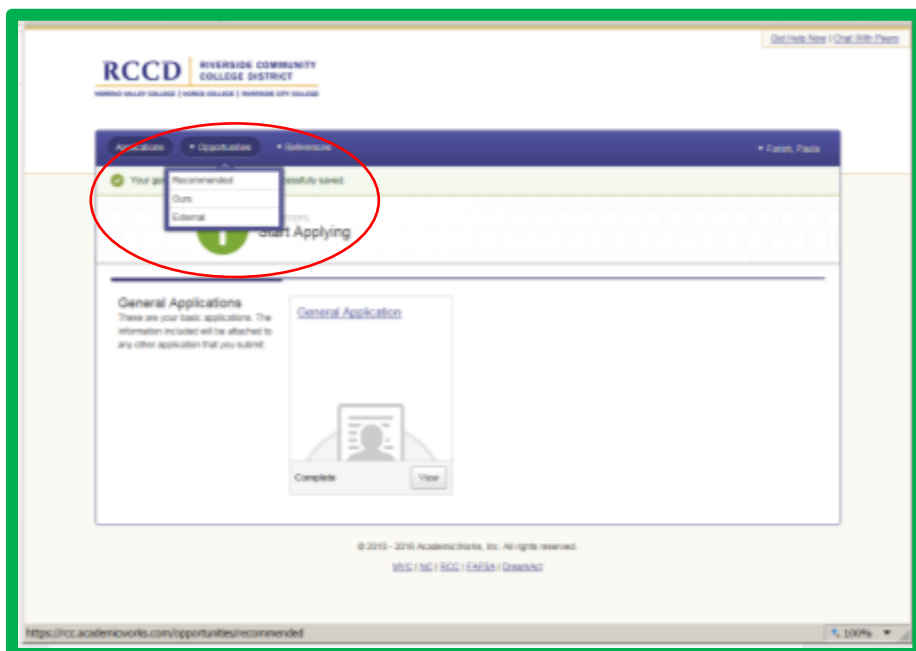


Anything needing immediate attention will be listed in red.



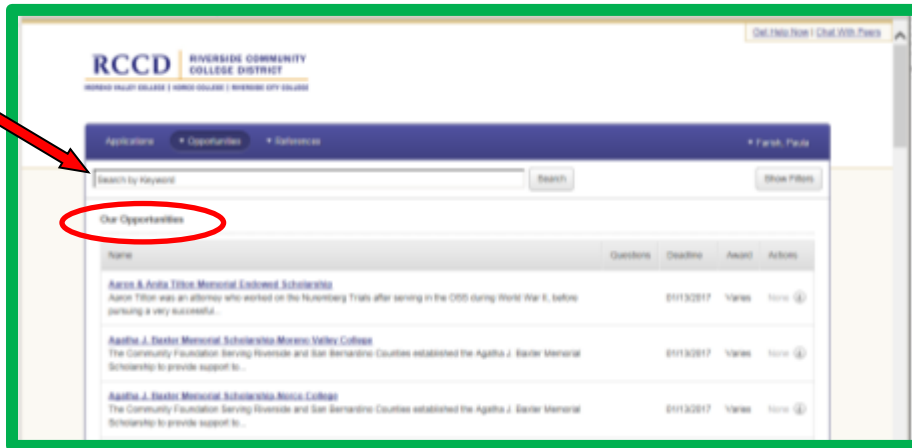
## List of Scholarship Opportunities

If you would like to see a list of the scholarship opportunities offered, click on “Opportunities in the purple bar near the top of the page. There will be three options: Ours, External and Recommended.



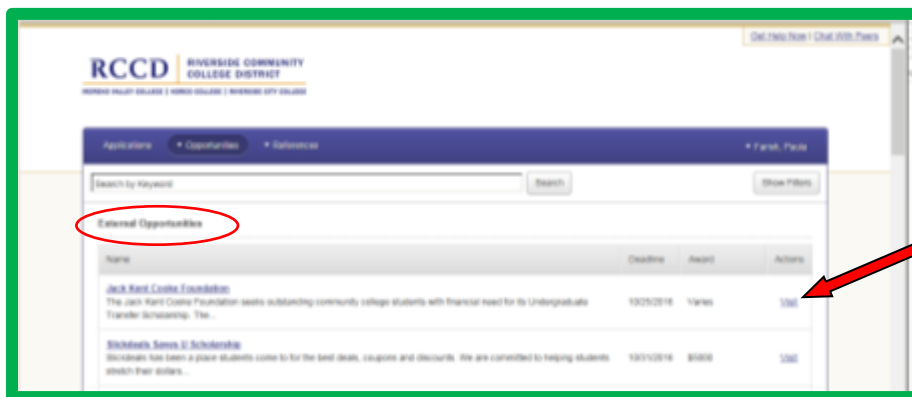
## Our Scholarships

If you click on “Ours” you will see a list of the scholarship opportunities offered by the RCCD Foundation Office. These are the scholarships you will be considered for when you complete the General Scholarship Application. You will be matched to scholarship opportunities based on your answers on the General Scholarship Application and information imported into the scholarship application system (for example: GPA, Major, Home College, etc.). You can also use the “Search by Keyword” function to find specific scholarships. For example, to see scholarships for Engineering students, type in the word Engineering and a list of scholarships pertaining to Engineering will appear.



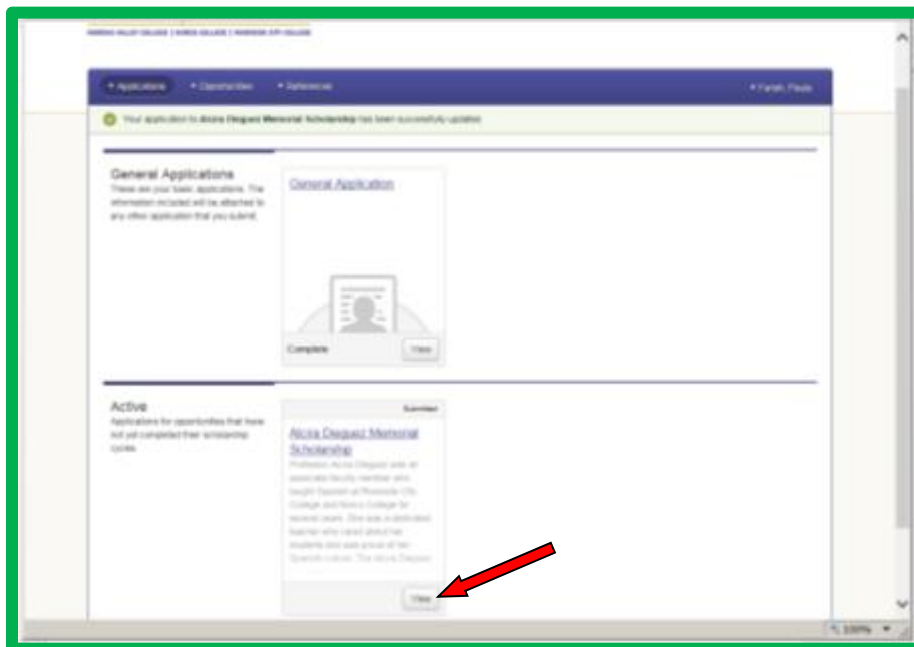
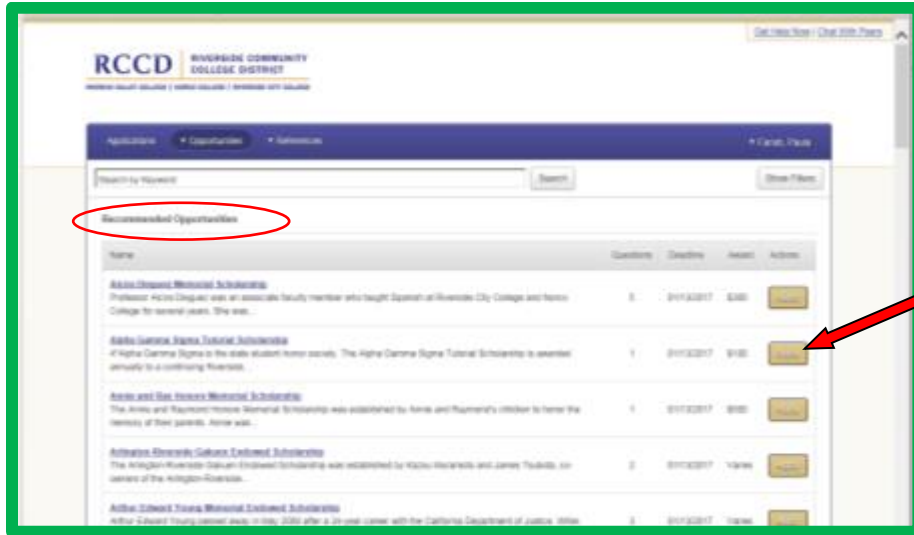
### External Scholarships

RCCD Foundation Scholarships are not the only source of scholarships for students. There are many other resources and opportunities for students to find scholarships outside of Moreno Valley College. Some outside scholarships and their eligibility requirements that we have received notification of are listed under the “External” heading. Then, to review specific information regarding the scholarship and how to apply, click on “Visit.” This link will take you to the scholarship website. It is up to you at that point to determine if you are eligible and then follow the directions on how to apply. Please note: We do not endorse any of the external scholarships listed on the scholarship site. We only provide the information as a possible scholarship opportunity that may be of interest to you.



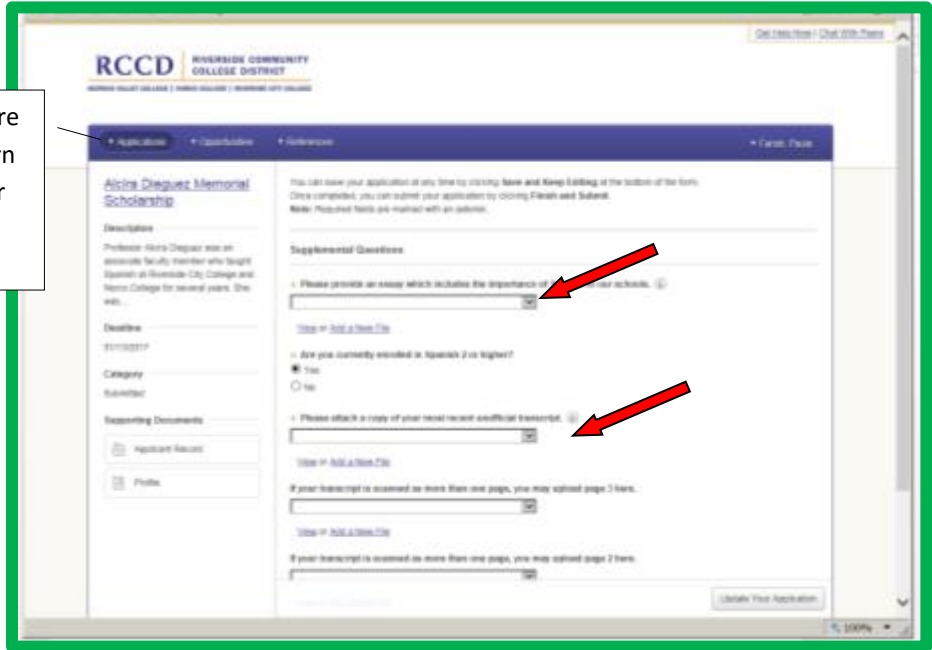
### Recommended Scholarships

This is a list of scholarships that you have been matched too but needs something extra for you to be considered as an applicant (please note that you have been matched to other scholarship opportunities besides the ones in the recommended list, but there is nothing else you need to do to be considered for those other scholarships). There will also be a list of the same scholarships that need attention from you on your Home Page. You can click on the yellow “Apply” button to complete the required items, or you can click on the scholarship opportunity from your home page.



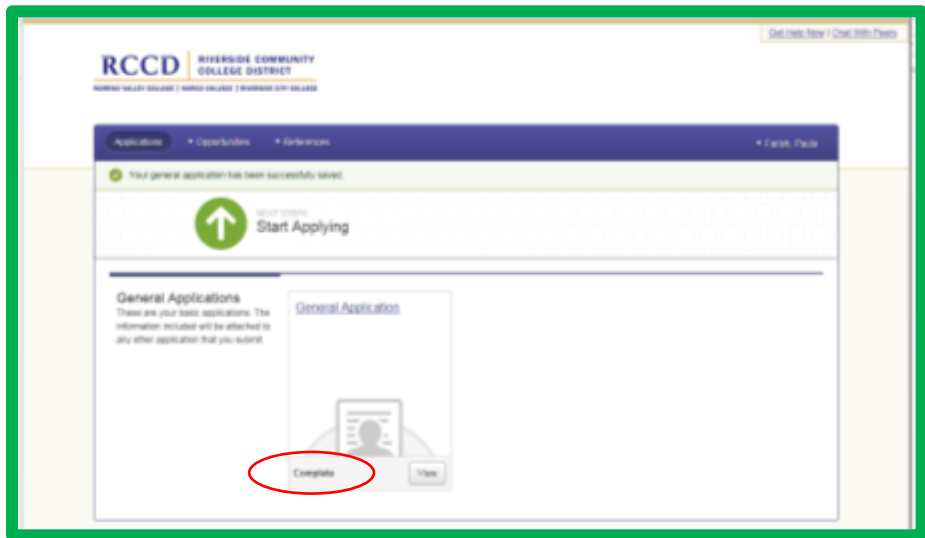
After you click “View” or “Apply” you will be taken to a screen that allows you to complete the actions necessary for that particular scholarship. Some require answering specific questions, some require an additional short essay, and some may require that you upload documents to the application (for example: College transcripts, Veteran documents, Creative Writing Samples, etc.).

Click here to return to your Home Page

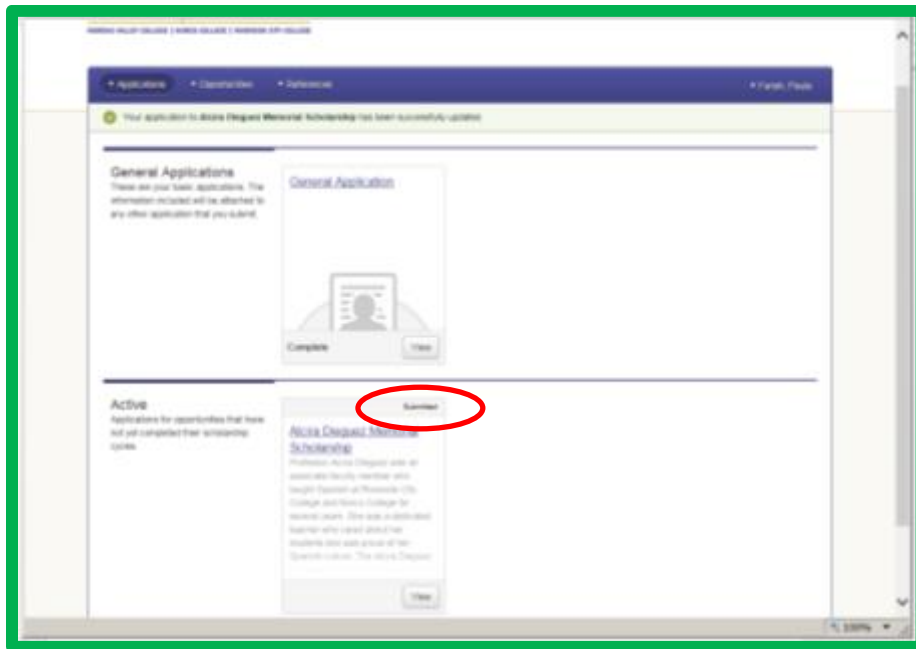


### Application Status

Please pay attention to the status listed for your scholarship applications. Submitted or Complete means you successfully submitted the scholarship application. If it says Drafted, you have not yet completed and/or submitted the application properly.

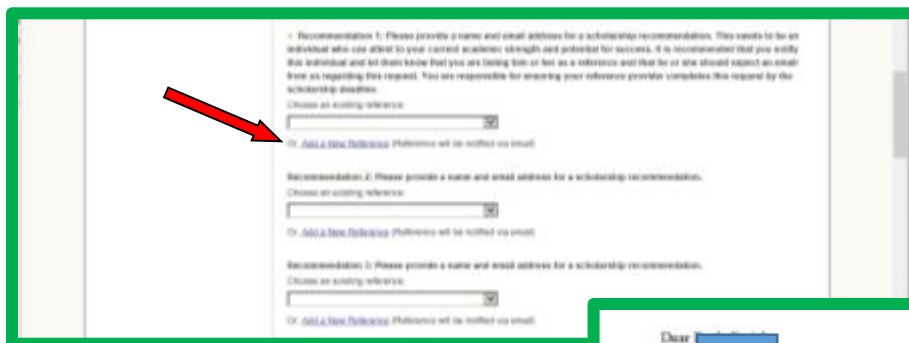




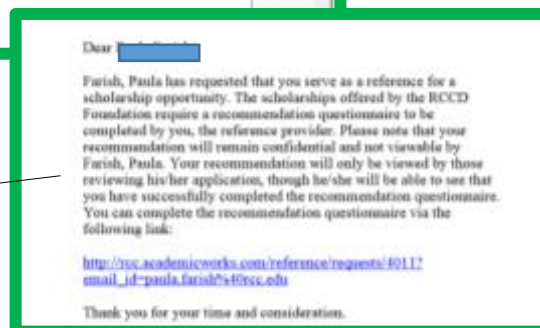


## Scholarship References

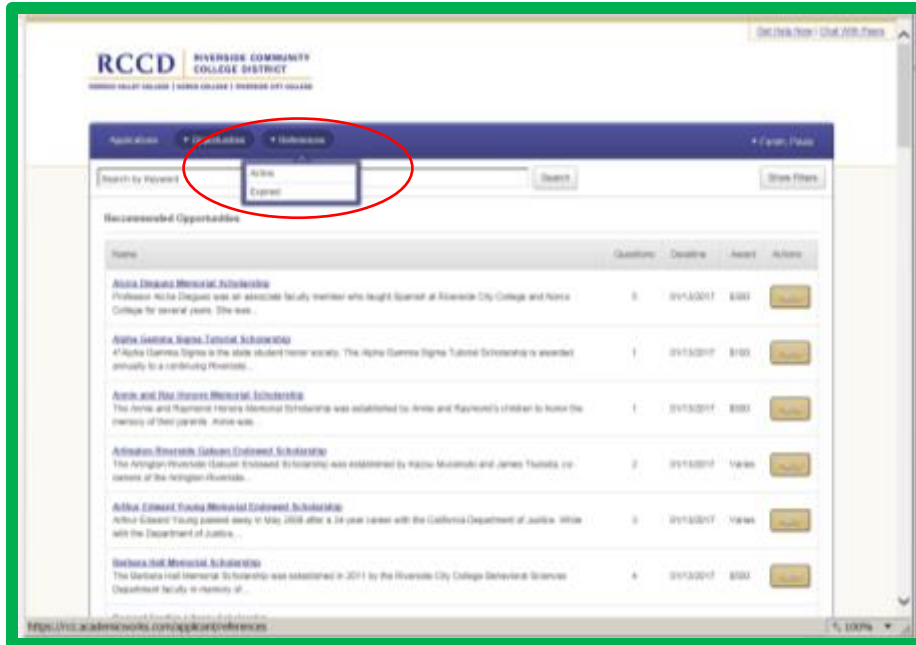
When completing your scholarship application, you will be required to provide at least one scholarship reference/recommendation (you can provide up to three). You do this by entering the email address of the person you wish to complete the reference/recommendation in the space provided within the General Scholarship Application. Be sure to enter the email addresses accurately. The reference provider will receive an email with a link to log into the scholarship system and complete a reference questionnaire on your behalf.



Sample of the email the person you request a reference from will receive



To check if the reference has been completed, click on “References” in the purple bar near the top of page, click on “Active”:



If the reference has been completed, it will say “Submitted.” If it still says “Requested” then the reference provider still needs to complete the reference questionnaire. You have the option of re-sending the request email by clicking “Resend.”

