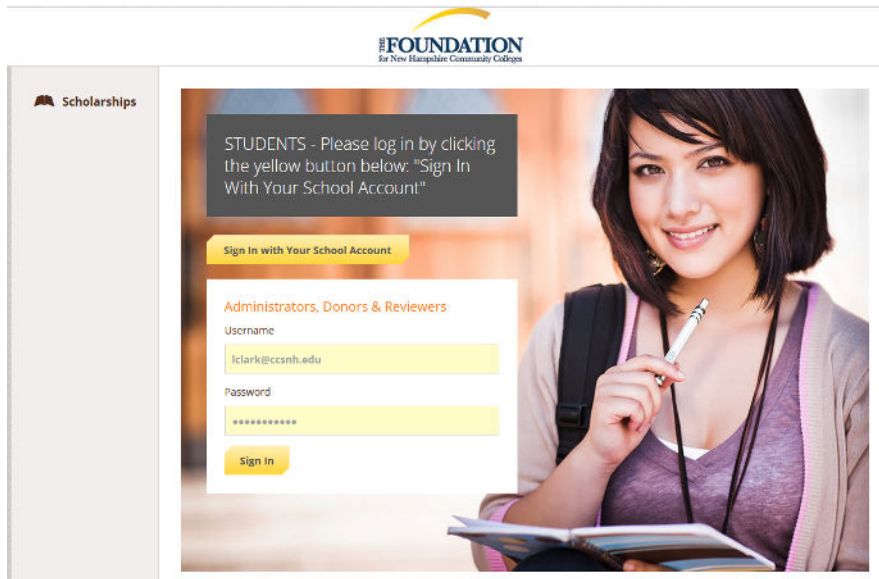


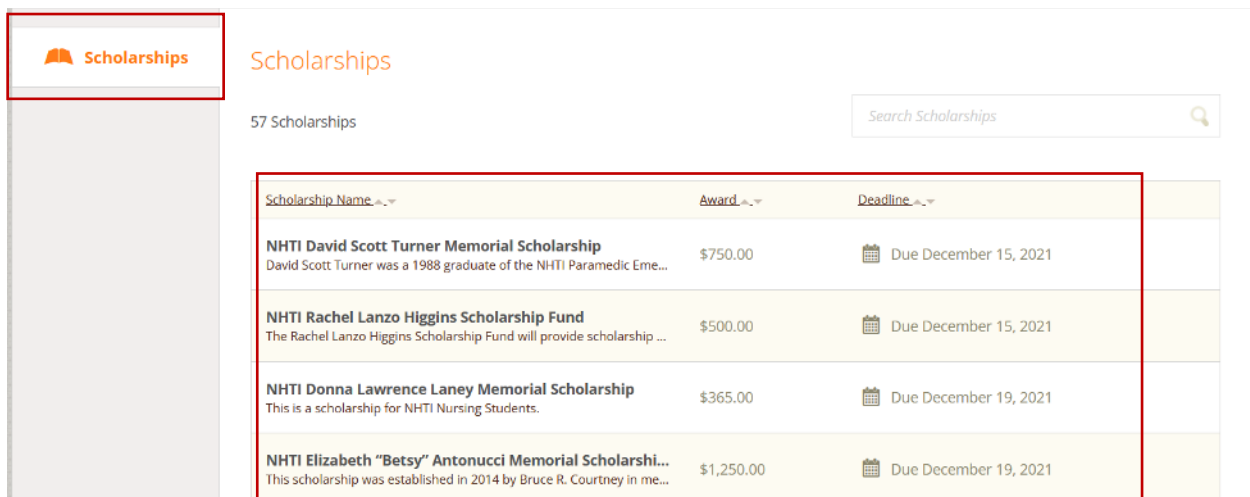
## Navigating AwardSpring

This guide will walk you through the process of applying for scholarships managed by The Foundation for New Hampshire Community Colleges.

1. Start by navigating to [ccsnh.awardspring.com](https://ccsnh.awardspring.com).



You can find a list of scholarships and their respective deadlines by clicking on the **Scholarships** button on the left-hand menu.



Scholarship Name	Award	Deadline
<b>NHTI David Scott Turner Memorial Scholarship</b> David Scott Turner was a 1988 graduate of the NHTI Paramedic Eme...	\$750.00	Due December 15, 2021
<b>NHTI Rachel Lanzo Higgins Scholarship Fund</b> The Rachel Lanzo Higgins Scholarship Fund will provide scholarship ...	\$500.00	Due December 15, 2021
<b>NHTI Donna Lawrence Laney Memorial Scholarship</b> This is a scholarship for NHTI Nursing Students.	\$365.00	Due December 19, 2021
<b>NHTI Elizabeth "Betsy" Antonucci Memorial Scholarshi...</b> This scholarship was established in 2014 by Bruce R. Courtney in me...	\$1,250.00	Due December 19, 2021

Click on a scholarship for additional information.

The screenshot shows the website header with the logo for 'THE FOUNDATION for New Hampshire Community Colleges'. Below the header, a navigation menu includes 'Scholarships'. The main content area is titled 'Scholarships - NHTI David Scott Turner Memorial Scholarship'. It features two columns: 'Overview' and 'Quick Facts'. The 'Overview' section contains a paragraph about David Scott Turner, a 1988 graduate who died in an accident in 1990, and the scholarship's purpose. The 'Quick Facts' section includes a calendar icon and the text 'Apply by Dec 15, 2021' and a trophy icon with '\$750.00'. Below these is a 'Qualifications' section with two bullet points: 'Applicant must be enrolled at NHTI-Concord's Community College.' and 'Applicant must be enrolled in the Paramedic Emergency Medicine program.'

2. To apply for scholarships, log into AwardSpring using your CCSNH EasyLogin (SIS) email and password. Click the **Start Application** button to complete the general application.

The screenshot shows a user dashboard for 'Lisa'. The top left has the foundation logo and the user's email 'lclark@ad.ccsnh.edu'. A navigation menu on the left includes 'Dashboard', 'Scholarships', and 'Application'. The main area says 'Welcome, Lisa' and shows a progress bar at '0% COMPLETE' with a yellow 'Start Application' button. To the right, a yellow box displays '1 Item requiring completion'.

Several tabs make up the application.

The screenshot shows the 'Application for L' form. A left sidebar contains navigation tabs: 'Dashboard', 'Scholarships', and 'Application' (which is highlighted). The main form area is divided into sections: 'General Information' (In Progress), 'Academic Information' (Completed), 'Financial Information' (Completed), 'Qualification Questions' (Completed), and 'Certification & Publicity Release' (Completed). The 'General Information' section includes a dropdown for 'High School Attended' (with 'Select an answer' and a search icon) and a list of 'County of residence' options: Belknap, Carroll, Grafton, Sullivan, Other, and Office Use Only, each with an unchecked checkbox.

The application may include **Qualification Questions**, which require information from a third party (i.e., a letter of recommendation from an instructor).

Complete the requested information and click the **Send Request** button. The recommender will receive an email and provide the requested information directly in AwardSpring.

The request will sit in a pending state until the recommender completes it.

**Financial Information**  
*Completed*

**Qualification Questions**  
*In Progress*

Please use the form below to request a letter of recommendation from an instructor.

Recipient First Name  
Jean-Luc

Recipient Last Name  
Picard

Recipient Email  
trichards@awardspring.com

Message to Recipient

**B** *I* U

I am applying for scholarships through SpringSquad University. This award requires a letter of recommendation which will help the award committee review and score my application. Thank you in advance for your assistance.

**Send Request**

3. Once all tabs are marked complete, click the **Submit Application** button in the lower right corner.

studentexample@awardspring.com

**Dashboard**

**Scholarships**

**Donors**

**Application**

**Application**

**General Information**  
*Completed*

**Academic Information**  
*Completed*

**Financial Information**  
*Completed*

**Qualification Questions**  
*Completed*

Are you working for a 501(c)(4) or 501(c)(6) organization?

Yes

No

Please use the form below to request a letter of recommendation from an instructor.

Requested on May 16, 2019  
**Jean-Luc Picard**  
trichards@awardspring.com  
Status: Completed






Submitted on: May 16, 2019

**Previous Step** **Next Step** **Submit Application**

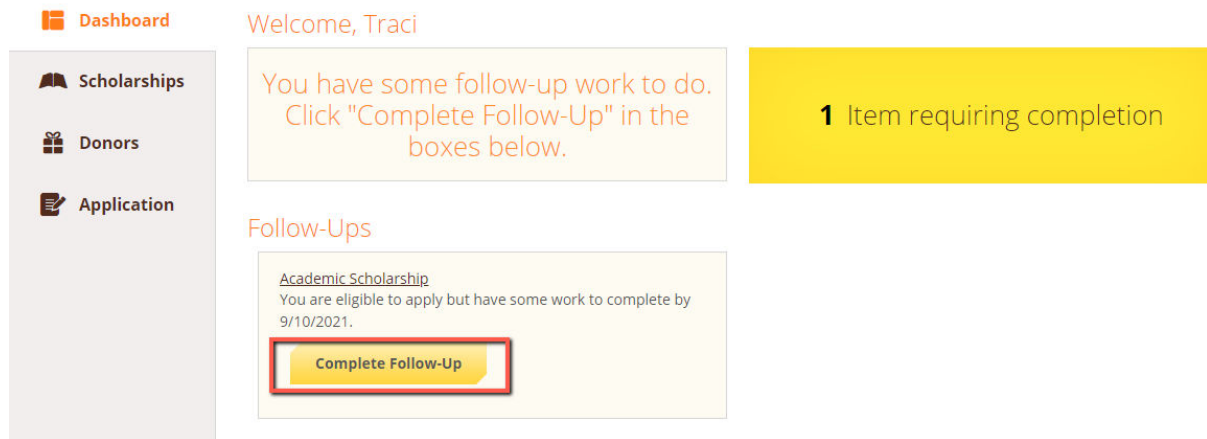
You will return to your **Dashboard**. To view the number of scholarships you are eligible for or have applied to, click on the **Scholarships** button.

## Scholarships

Filter 

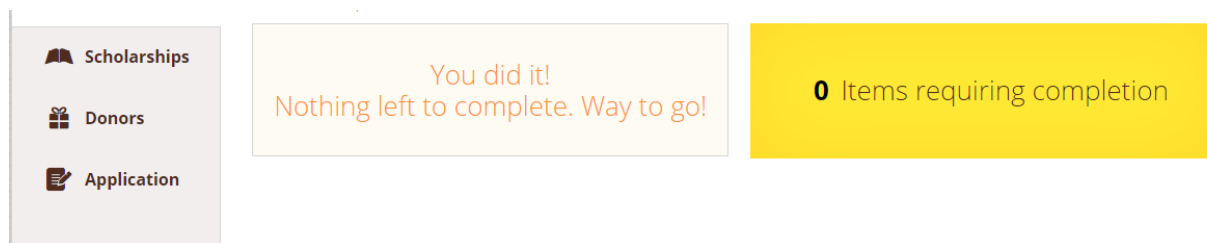
Scholarship Name 	Award 	Deadline 	Status
<b>Arts Scholarship</b> For students pursuing careers in the arts.	N/A	 Due May 16, 2019	Applied
<b>The FC Barcelona Football Scholarship</b> This scholarship is intended for a skilled footballer who wishes to j...	N/A	 Due May 16, 2019	Applied

Return to the **Dashboard**. You may be eligible for scholarships that require additional information. In the example below, the applicant qualifies for the Academic Scholarship, but follow-up information is needed. To provide the necessary responses and documentation, click the **Complete Follow-Up** button.



The screenshot shows a dashboard with a sidebar on the left containing 'Dashboard', 'Scholarships', 'Donors', and 'Application'. The main content area has a 'Welcome, Traci' message, a notification box stating 'You have some follow-up work to do. Click "Complete Follow-Up" in the boxes below.', and a yellow box indicating '1 Item requiring completion'. Below this, a 'Follow-Ups' section lists 'Academic Scholarship' with the text 'You are eligible to apply but have some work to complete by 9/10/2021.' and a yellow 'Complete Follow-Up' button highlighted with a red border.

4. After completing the Follow-Up item(s), click the **Submit Application** button. Continue this process until you have completed all Follow-Up items for the scholarships listed.



The screenshot shows the same dashboard as above, but the notification box now says 'You did it! Nothing left to complete. Way to go!' and the yellow box indicates '0 Items requiring completion'. The 'Complete Follow-Up' button is no longer present.

5. That's it! Scholarships are generally reviewed and awarded within three weeks of the application deadline. You will receive an email if you receive a scholarship. Return to the dashboard at any time to check on the status of your application(s).

**If you have any questions, please get in touch with Lisa Clark at [scholarships@ccsnh.edu](mailto:scholarships@ccsnh.edu).**