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:

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 later, you will use the yellow Sign-In button (the white Sign-Up button is only for first time users). Please note: The scholarship application site works best using browsers other than Internet Explorer.
General Application

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

This is the General Scholarship Application you will need to complete and submit. 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 the 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 Riverside Community 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.).
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

Dear [Name],

Paula has requested that you serve as a reference for a scholarship opportunity. The scholarships offered by the RCCD Foundation require a recommendation questionnaire to be completed by you, the reference provider. Please note that your recommendation will remain confidential and not viewable by Paula. Your recommendation will only be viewed by those reviewing her application, though she will be able to see that you have successfully completed the recommendation questionnaire. You can complete the recommendation questionnaire via the following link:

http://my.academicworks.com/reference/requests/45117

email_id@paula.farida@example.edu

Thank you for your time and consideration.
To check if the reference has been completed, click on “References” in the purple bar near the top of the 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 resending the request email by clicking “Resend.”