**Step 1a.** Go to https://www.century.edu/foundation-alumni/foundation, click on scholarship opportunities, under the Century College Foundation Scholarships, there will be a link in the second paragraph called online. Click on that, and it will bring you to https://centurycollege.awardspring.com/.

**Step 1b.** In the Century College Foundation Scholarship section above the online link, there is also a downloadable PDF that helps you look ahead at potential scholarships. This is a way you can also make sure that your scholarship essay fits the criteria needed for that scholarship. Some scholarships want certain things in their essay, it is always best practice to check the criteria for each scholarship you are applying to. This gives you a better chance to be awarded the scholarship.

**Step 2a.** Once you get to the award spring page, you can either register a new account or log in from a previous year (keep in mind, if you have forgotten your password you can click on forgot password link to get that set up). Your STARID does not work here, you will need to enter an email address, preferably your Century College email address.

**Step 2b.** Registering a new account- when you click on register it will bring you to a page that has you enter your email, first name, last name, and password. Make sure this an email that you use. You also have to agree to the terms and services or you will not be able to continue with the online application process. Please use your real information, and a password you can remember. You will have to log into the portal multiple times.

**Step 3.** When you finally get set up with your username and password it will bring you to a page that tells you that you have 1 item requiring completion, and it will tell you how many days till the scholarship application period closes. Above those two items it will tell you how far the application is in regards to completion, and to the right it will stay start application. Click on start application.

**Step 4a.** When you click on start application, a window will pop up that gives you four different tabs. General Information, Academic Information, Financial Information, and Qualifying questions.

**Step 4b.** When answering the information in these sections, answer with your details. This means, answer to the best of your abilities. With the general information, please enter your school email, your student ID number (this is NOT your STARID).

**Step 4c.** When answering the qualifying questions, answer to the best of your ability. Do not guess on these questions because it could qualify you for scholarships you do not actually qualify for or disqualify you from scholarships you actually qualify for.

**Step 5.** Once you have completed the application, uploaded transcripts (current Century College students can find these in eservices), uploaded one or two letters of recommendation, and your personal essay. There will be a button at the bottom of the page that says Submit Application. When you click on that a new page will pop up of all the scholarships you qualify for. Some might have you automatically apply if you meet the criteria, but some have follow up questions. To answer those, click on the # items requiring completion and then click on the scholarships in that section one at a time.
Step 6. Wait for the scholarship application period to end, and we will let you know if you have been awarded or denied for each scholarship you have applied to.