Step 1. Go to the login page. If you already have an account from previous years, go ahead and log in. If not, click on the register button under the ‘Don’t have an account?’

Step 1a. Once you click on the register button, it brings you to the register page. Enter your information, and use your STARID email. Once you are done, click the box next to ‘I agree to the terms of use and privacy policy at the bottom of the page (please read them before clicking). Then push create account. Example below.
Step 2. Once you register a screen like the one above will pop up. Click on the Start Application.

Step 3. When you start the application, this screen will pop up. You have to fill out the general information, academic information, financial information and qualification questions BEFORE YOU CAN APPLY to specific scholarships. Below are screen shots of the application, with the different sections.
County: (Scholarship-specific question)

- Ramsey
- Washington
- Dakota
- Pine County, MN
- Other

Country

Select an answer

Gender

- Female
- Male
- Prefer Not to Identify

What is your race/ethnicity? (check all that apply)

Select an answer

What is your current age?

- 20 or under
- 21-24
- 25-29
- 30 or older
*In the application you will have to upload an unofficial transcript, directions on how to receive your Century College unofficial transcript are on the scholarship website.

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### Application

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Academic Summary</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Academic Status</td>
</tr>
<tr>
<td></td>
<td>Graduating from high school this year</td>
</tr>
<tr>
<td></td>
<td>PSEO student</td>
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<tr>
<td></td>
<td>Current Century College Student</td>
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<tr>
<td></td>
<td>Transferring from another college</td>
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<td>Returning to college after a gap in time</td>
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<table>
<thead>
<tr>
<th>Questionnaire</th>
<th>Financial Information</th>
<th>Disclosure (Required)</th>
<th>Feedback (Optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Major (check all that apply)</td>
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<tr>
<td></td>
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<td>Select an answer</td>
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<td></td>
<td></td>
<td>Degree Pursuing</td>
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<td></td>
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<td>Select an answer</td>
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<tr>
<td></td>
<td>Please provide your Current GPA (example: 2.90)</td>
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<tr>
<td></td>
<td>Century College ID (not STAR ID, and if you do not have one, type 0)</td>
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<td>8 word(s) left</td>
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<tr>
<td></td>
<td>Please upload a copy of your unofficial transcript. Tip: You can get it online or go to a computer lab on campus for help.</td>
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<td></td>
<td>Upload File</td>
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</table>
Step 3a. Below are the questions that are being asked instead of having you upload a personal essay.

These 5 questions are...

1. Tell us about yourself (please include your background and what led you to Century College)
2. Tell us about your academic and career goals.
3. Describe an obstacle you’ve overcome or discuss your greatest achievement.
4. How will this scholarship help you? Please talk about any financial need you might have.
5. Is there anything else you would like to add that was not covered in the last four questions?

These questions are in replace of a personal essay. These are essential if you are to be considered for a scholarship.

Step 3b. Once you have answered these Questions, the application will ask you to submit a letter of recommendation.

Do you have a letter of recommendation to upload?
- Yes
- No
Step 3b. Once you have answered these Questions, the application will ask you to submit a letter of recommendation. Depending on your answer, you are able to email your reference right from AwardSpring!

Step 4. From here you will fill out the Questionnaire portion of the application! This is how you will be determining what scholarships you qualify for.
Step 5. In the financial aid portion, you will be asked the following. If you say yes to the ‘Did you complete your FAFASA application’ there will be a drop down asking for what you qualify for.

Step 6. We ask that you agree to these before you apply for the different scholarships.
Step 7. Before the application questionnaire is complete, we do ask for your feedback! We are always improving and would love to make sure this process is as smooth as possible. Once you are done, and everything is filled out. Push Submit Application!
Step 8. Once you have submitted your application, a screen like the one above will pop up. According to how you answered the questions, you might have automatically been applied to some scholarships. Other scholarships might need some additional information.

Step 8b. If you click on the applied scholarships, you will see what scholarships you automatically apply for.

Step 9. When you see a scholarship that you qualify for that needs an additional requirement, click on the ‘Complete Follow Up’. When you do, the follow up is tailored to each scholarship. Some require a short essay, while others require you to agree to the scholarship terms.

To view all scholarships, push on the scholarship tab. If you get more letters of recommendation, or need to adjust your application click on the application tab.