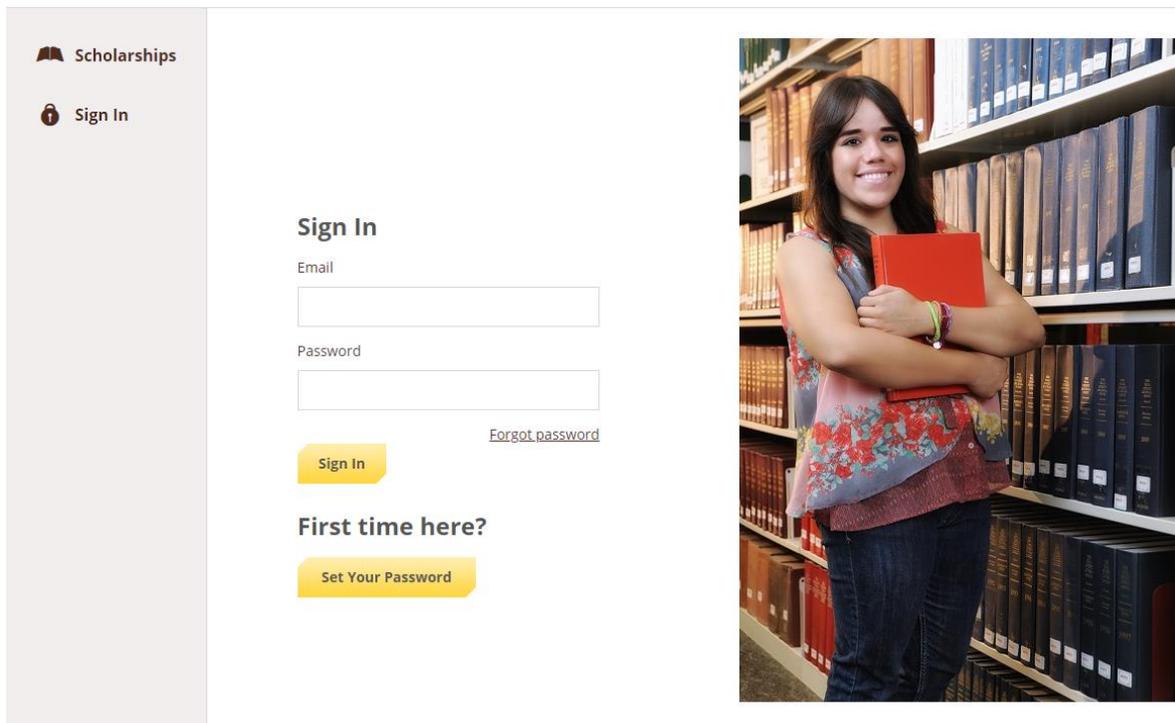


Navigating through Sul Ross State University Scholarship Application: A Guide for Applicants

The purpose of this guide is to walk you through the process of applying for scholarships using our scholarship application platform.

1. Access the scholarship application page by clicking [HERE](#).
2. **Sign In:** You already have an account. Enter your email address and password and click the yellow Sign In button.
Register: You do not have an account. You will be directed to a registration page. Enter all of the required information, click the agreement box, and click the Create Account button.

Sul Ross State University



Scholarships

Sign In

Sign In

Email

Password

[Forgot password](#)

Sign In

First time here?

Set Your Password

3. Type in your Sul Ross email then click “Send Email Button”. **NOTE:** You **MAY NOT** use a personal email – the application system will only recognize your Sul Ross email account.

Sul Ross State University

Set Password [Back to Sign In](#)

Enter your email address below and a link to set your password will be sent to you.

Email

YOUR_LOBO_ID@sulross.edu

Send Email

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4. An alert in a red box will pop up, “A link to reset your password has been sent to your inbox” - the email link may take up to 5 minutes to arrive in your inbox. Log in to your Sul Ross email to click on the link to “reset” your password.
You may use the same password as you do for your Sul Ross email, or create a whole different one. Your password should be at least 7 characters long and contain three of the following:
 - at least one upper case letter,
 - at least one lowercase letter,
 - at least one special character,
 - or at least one number
5. After successfully creating your password, you will see a Privacy and Use Policy – view policies, agree to the terms, and then accept agreement to get started.

Privacy and Use Policy

On this page you'll be agreeing to a few things in order to use the AwardSpring website:

- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

I agree to the AwardSpring Terms of Use and Privacy Policy.

Accept Agreement Cancel

6. After login/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here.

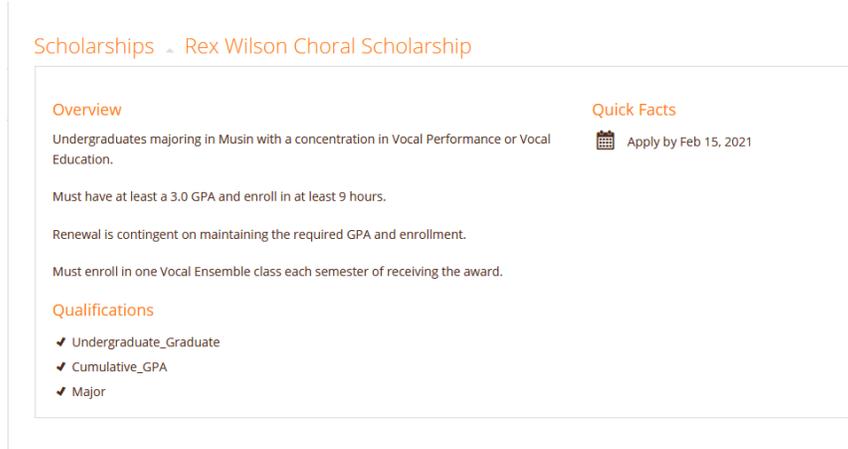
TAB Scholarships will show you a list of all scholarships that are being offered and deadlines.



The screenshot shows a dashboard with a sidebar on the left containing 'Dashboard', 'Scholarships', and 'Application' options. The main content area is titled 'Scholarships' and features a table with columns for 'Scholarship Name', 'Award', 'Deadline', and 'Status'. A filter dropdown is located above the table. The table lists two scholarships: 'Rex Wilson Choral Scholarship' and 'B. L. Pruitt Memorial Rodeo Scholarship - Undergradua...'. The first scholarship is expanded to show details: 'Undergraduates majoring in Musin with a concentration in Vocal Perf...' and a deadline of 'Due Feb 15, 2021'.

Scholarship Name	Award	Deadline	Status
Rex Wilson Choral Scholarship Undergraduates majoring in Musin with a concentration in Vocal Perf...	N/A	Due Feb 15, 2021	
B. L. Pruitt Memorial Rodeo Scholarship - Undergradua...			

Click into a scholarship to see additional information.



The screenshot shows the details for the 'Rex Wilson Choral Scholarship'. The breadcrumb path is 'Scholarships > Rex Wilson Choral Scholarship'. The page is divided into two main sections: 'Overview' and 'Quick Facts'. The 'Overview' section contains the following text: 'Undergraduates majoring in Musin with a concentration in Vocal Performance or Vocal Education.', 'Must have at least a 3.0 GPA and enroll in at least 9 hours.', 'Renewal is contingent on maintaining the required GPA and enrollment.', and 'Must enroll in one Vocal Ensemble class each semester of receiving the award.' The 'Quick Facts' section shows a calendar icon and the text 'Apply by Feb 15, 2021'. Below these sections is a 'Qualifications' section with a list of requirements, each preceded by a checkmark: 'Undergraduate_Graduate', 'Cumulative_GPA', and 'Major'.

Scholarships > Rex Wilson Choral Scholarship

Overview

Undergraduates majoring in Musin with a concentration in Vocal Performance or Vocal Education.

Must have at least a 3.0 GPA and enroll in at least 9 hours.

Renewal is contingent on maintaining the required GPA and enrollment.

Must enroll in one Vocal Ensemble class each semester of receiving the award.

Quick Facts

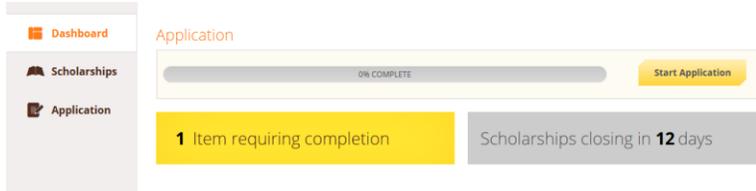
Apply by Feb 15, 2021

Qualifications

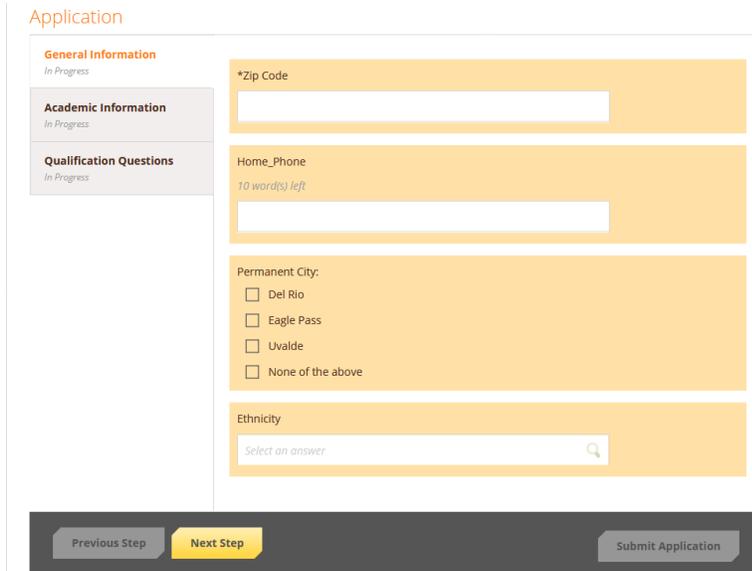
- ✓ Undergraduate_Graduate
- ✓ Cumulative_GPA
- ✓ Major

7. Ready, Set, APPLY!

Click the **Start Application** button to begin filling out your application.



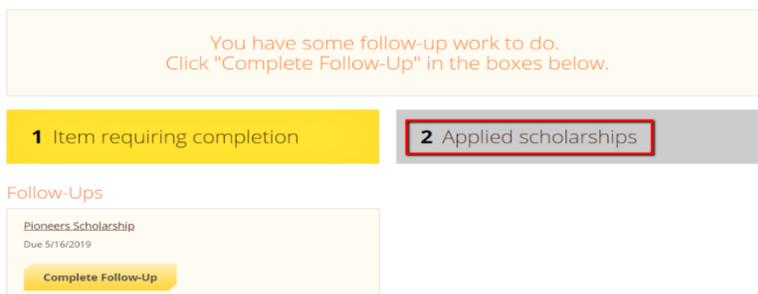
There are several tabs that make up the entire application. Complete all of them in order to submit your application.



The screenshot displays the 'Application' form with a sidebar on the left containing 'General Information', 'Academic Information', and 'Qualification Questions', all marked as 'In Progress'. The main form area includes fields for '*Zip Code', 'Home_Phone' (with a '10 word(s) left' indicator), 'Permanent City' (with radio button options: Del Rio, Eagle Pass, Uvalde, None of the above), and 'Ethnicity' (with a 'Select an answer' dropdown). At the bottom, there are 'Previous Step', 'Next Step', and 'Submit Application' buttons.

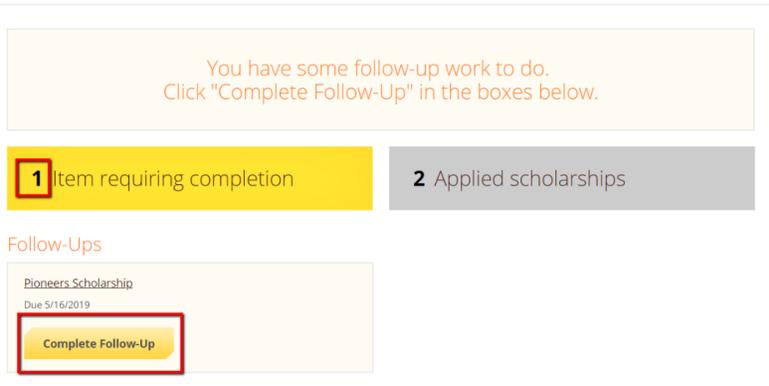
Completing all tabs of your application will enable the **Submit Application** button in the lower right corner. Click it to submit your application.

You will be directed back to your Dashboard where you will see the number of scholarships to which you have been automatically applied. Click in the gray **Applied scholarships** box to view the full list of applied scholarships.

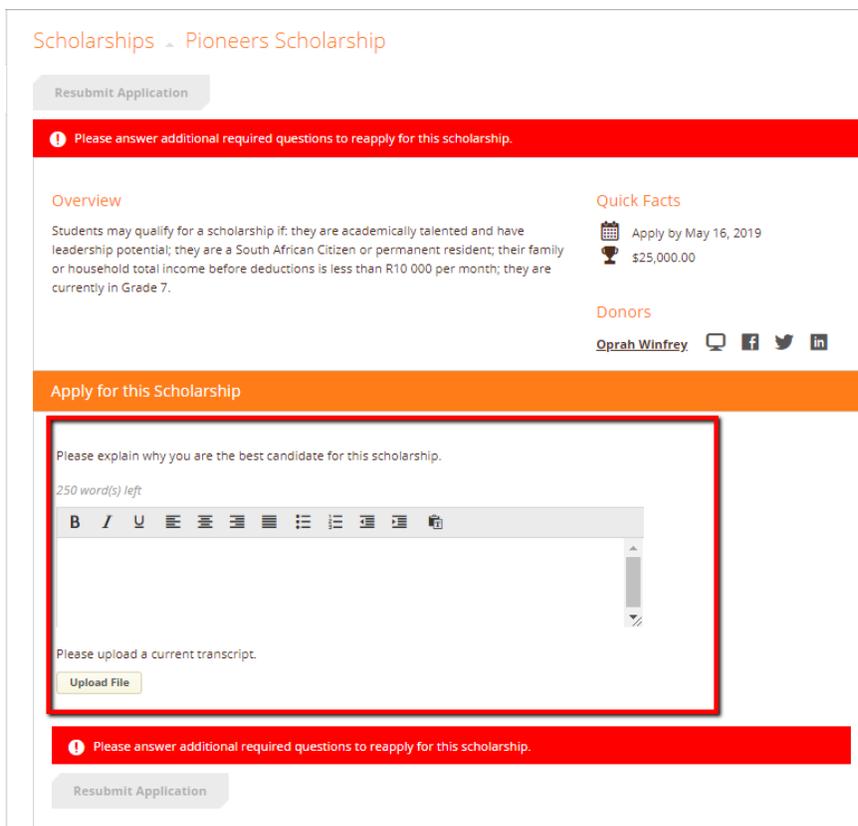


8. Click **Dashboard** to return to your Dashboard to view additional information or take further action.

You may be eligible for additional scholarships that require additional information. The Dashboard will prompt you to provide this. In this example, the applicant qualifies for the Pioneers scholarship but additional follow-up information is required to apply for them. The applicant needs to click the Complete Follow-Up button to provide the required responses and/or documentation.



In this example, the applicant needs to respond to an essay question and upload a current transcript to apply for the scholarship.



After completing all follow-up items for the scholarship, click the **Resubmit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed until you see "0 Items requiring completion" on your Dashboard.

9. You are all set!

You will be contacted via email if for further direction if it is needed.

You did it!
Nothing left to complete. Way to go!

0 Items requiring completion

3 Applied scholarships



10.

Monitor your Sul Ross email account after March 1st for scholarship awards you were nominated for.