

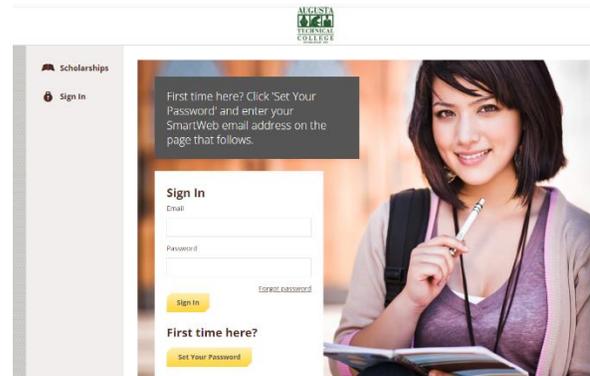
## Navigating AwardSpring: A Guide for Applicants

Augusta Technical College utilizes the AwardSpring Scholarship Management platform for students who are currently registered and meet specified criteria to apply scholarship opportunities. The purpose of this guide is to walk you through the process of applying for available scholarships using the online platform. For more information on scholarships or the AwardSpring Scholarship Management platform, view the FAQs or contact the College's Financial Aid Office 706.771.4149.

### STEP 1

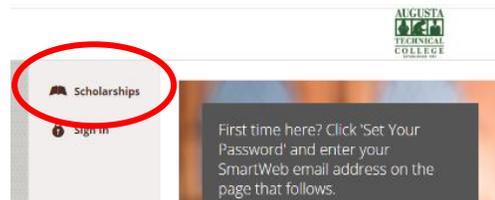
Navigate to the

[Augusta Technical College AwardSpring Login Page](#)



### STEP 2

**Review Available Scholarships.** The AwardSpring platform opens up to accept applications just prior to the start of each semester. The [scholarship listings](#) will change depending on what funds are available each semester.

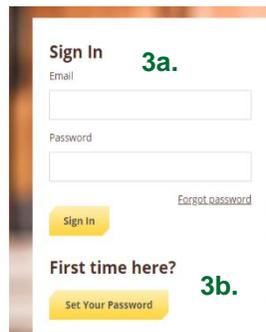


### STEP 3

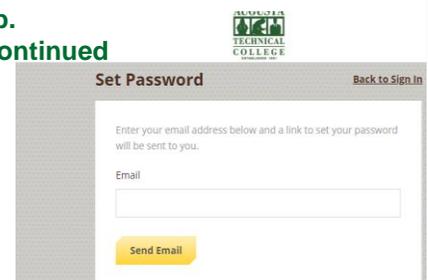
a. **Sign In** (You have used the AwardSpring platform before. Enter your SMARTweb email address and previously established password.)

OR

b. **Set Your Password** (You are a first-time user. Click Set Your Password, enter your SMARTweb email, and follow the instructions on the resulting dialog screen.)

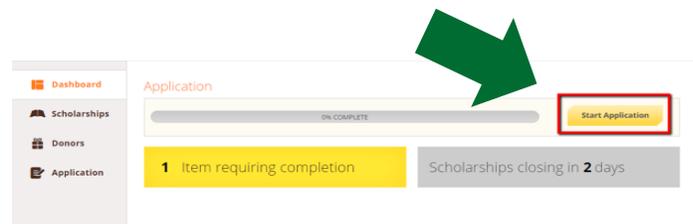


3b.  
Continued



### STEP 4

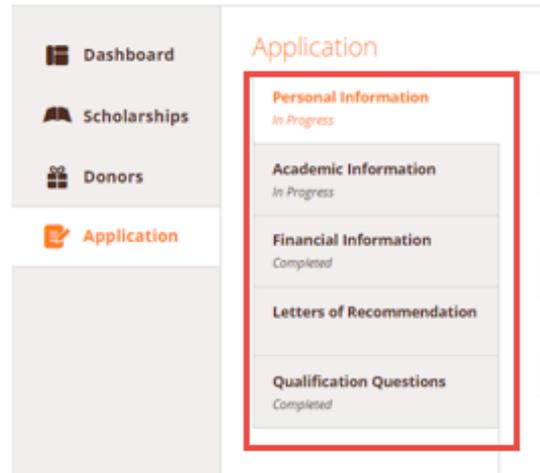
**Start Application.** Once you are logged in, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed for you here. Click the Start Application button to begin filling out your application.



## Navigating AwardSpring: A Guide for Applicants

### STEP 5

**Apply For a Scholarship.** There are several tabs that make up the entire application. Complete all of them in order to submit your application. You may see a **Letter of Recommendation** tab. This tool allows you to send a request for a letter of recommendation via email. The number of letters required is in bold.



### STEP 6

**Submit Application.** There are several tabs that make up the entire application. Completing all tabs of your application will enable the **Submit Application** button in the lower right corner. Click it to submit your application.



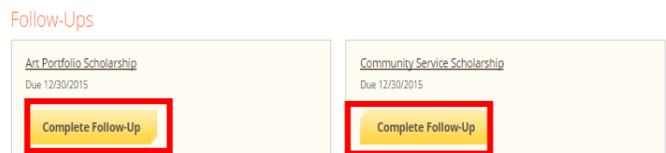
### STEP 7

**Return to Dashboard.** 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.



OR

**Additional Information.** You may be eligible for additional scholarships that require additional information. The Dashboard will prompt you to provide this. Click the Complete Follow-Up button to provide the required responses and/or documentation.



### STEP 8

**Application Complete?** 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. A Financial Aid representative will notify all scholarship recipients that are awarded funds.

