

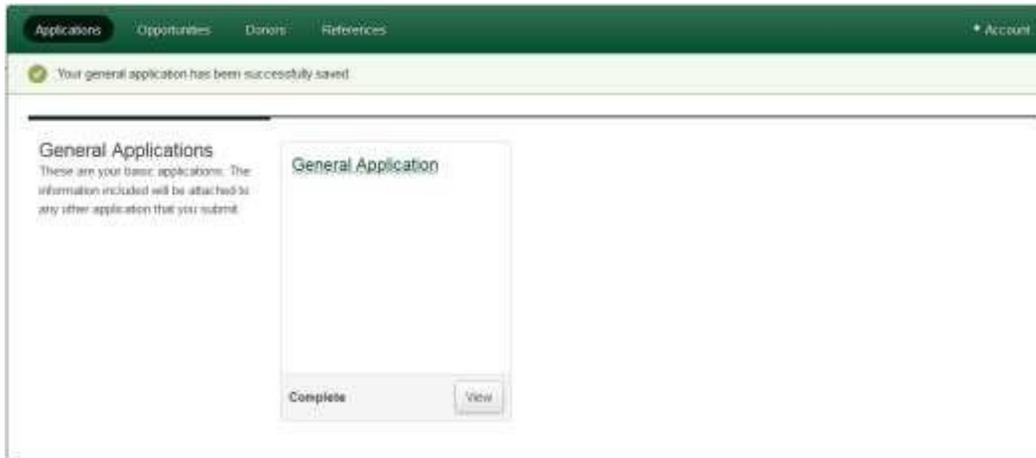
Scholarship User Guide

1. Go to https://sunyrockland.academicworks.com/users/sign_in
2. Log-in using the email address and password you have on file with RCC.
3. The first page you see should be “Your General Application.” You will need to complete the General Application before you will be shown any recommended scholarships that you may be eligible to apply for. Please read all of the instructions in the box at the top of the page and complete all questions in the application.

The screenshot displays the 'General Application Progress' interface. On the left, a progress indicator shows 'Applicant Record' as completed and 'Profile Information' as pending. The main content area is titled 'General Application Questions' and includes instructions on saving and submitting the application. It features several required text input fields: 'First Name', 'Middle Name', and 'Last Name'. Below these is a section for 'Extracurricular Activities Information' with three numbered questions: '1. Name or Description of Activity', '2. Date(s) Involved in Activity', and '3. Leadership Positions, Recognitions, or Accomplishments in Activity?'. Each question has a corresponding text input field.

4. Once you have completed the General Application, click the Submit button at the bottom of the page.

5. Locate the checkmark in the upper left corner of the page. If it is gray, your application was not submitted successfully. If it is green, you may proceed.



6. Click on the “recommended opportunities” link. You should now see a list of scholarships recommended for you based on your answers to the General Application. If you would like to apply for a scholarship, click on the yellow “Apply Now” button beside a scholarship to get started.
7. If there are any additional new questions, answer them. When finished, click on the blue “Finish and Submit” button to submit your application.
8. Want to find more scholarships? Click on the Opportunities tab in the upper left part of the page!

Monitoring Your Scholarship Applications

To monitor the progress of your scholarship application, you may click on the “Home” tab in the upper left corner of the page. This will show you all of the recommended scholarships for which you’ve submitted an application. It will also display additional scholarships you have been *automatically applied for simply by submitting your General Application.*

By clicking on the “Manage References” button, you can also monitor whether or not your references have successfully submitted recommendations. (You can also re-request a reference from this location.)

How Will I Know if I Have Received a Scholarship?

If you are offered a scholarship, you will receive an email notifying you about it at the email address associated with your scholarship applications account. You will also see a status beside a scholarship application on the “Home” tab display “Offered.”