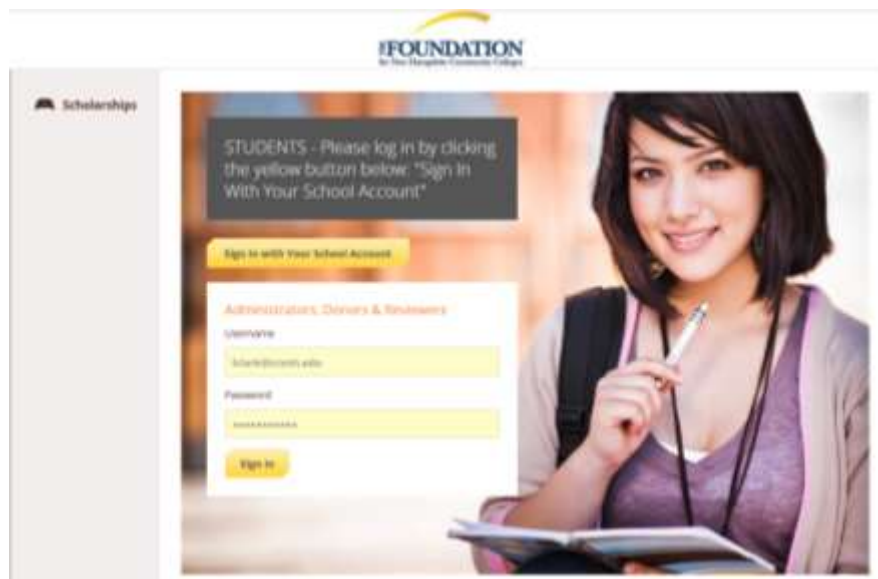




Navigating AwardSpring

This guide will walk you through the process of applying for scholarships managed by The Foundation for New Hampshire Community Colleges.

1. Start by navigating to ccsnh.awardspring.com.



You can find a list of scholarships and their respective deadlines by clicking on the **Scholarships** button on the left-hand menu.

Scholarship Name	Award	Deadline	
NHTI David Scott Turner Memorial Scholarship David Scott Turner was a 1988 graduate of the NHTI Paramedic Eme...	\$750.00	Due December 15, 2021	
NHTI Rachel Lanzo Higgins Scholarship Fund The Rachel Lanzo Higgins Scholarship Fund will provide scholarship ...	\$500.00	Due December 15, 2021	
NHTI Donna Lawrence Laney Memorial Scholarship This is a scholarship for NHTI Nursing Students.	\$365.00	Due December 19, 2021	
NHTI Elizabeth "Betsy" Antonucci Memorial Scholarshi... This scholarship was established in 2014 by Bruce R. Courtney in me...	\$1,250.00	Due December 18, 2021	

Click on a scholarship for additional information.

The screenshot shows the NHTI Foundation website for New Hampshire Community Colleges. The page is titled "Scholarships - NHTI David Scott Turner Memorial Scholarship". It features an "Overview" section with a paragraph about David Scott Turner, a "Quick Facts" section with a calendar icon and the text "Apply by Dec 15, 2021" and a trophy icon with "\$750.00", and a "Qualifications" section with two bullet points: "Applicant must be enrolled at NHTI-Concord's Community College" and "Applicant must be enrolled in the Paramedic Emergency Medicine program".

2. To apply for scholarships, log into AwardSpring using your CCSNH EasyLogin (SIS) email and password. Click the **Start Application** button to complete the general application.

The screenshot shows the AwardSpring dashboard for a user named Lisa. The dashboard includes a sidebar with "Dashboard", "Scholarships", and "Application" tabs. The main content area shows a "Welcome, Lisa" message, a progress bar indicating "0% COMPLETE", and a yellow button labeled "Start Application". A large yellow box on the right says "1 Item requiring completion".

Several tabs make up the application.

The screenshot shows the AwardSpring application form for Lisa. The form has a sidebar with "Dashboard", "Scholarships", and "Application" tabs. The main content area is titled "Application for L" and includes a list of tabs: "General Information" (in progress), "Academic Information" (Completed), "Financial Information" (Completed), "Qualification Questions" (Completed), and "Certification & Publicity Release" (Completed). The "General Information" tab is highlighted with a red box. The form also includes a "High School Attended" dropdown menu and a "County of residence" section with checkboxes for Belknap, Carroll, Grafton, Sullivan, Other, and Office Use Only.

The application may include **Qualification Questions**, which require information from a third party (i.e., a letter of recommendation from an instructor).

Complete the requested information and click the **Send Request** button. The recommender will receive an email and provide the requested information directly in AwardSpring.

The request will sit in a pending state until the recommender completes it.

The screenshot shows a web interface for requesting a letter of recommendation. On the left, a sidebar contains two tabs: 'Financial Information' (marked 'Completed') and 'Qualification Questions' (marked 'In Progress'). The main content area is titled 'Please use the form below to request a letter of recommendation from an instructor.' It includes three input fields: 'Recipient First Name' (filled with 'Jean-Luc'), 'Recipient Last Name' (filled with 'Picard'), and 'Recipient Email' (filled with 'trichards@awardspring.com'). Below these is a rich text editor for 'Message to Recipient', containing the text: 'I am applying for scholarships through SpringSquad University. This award requires a letter of recommendation which will help the award committee review and score my application. Thank you in advance for your assistance.' At the bottom of the form is a yellow button labeled 'Send Request', which is highlighted with a red rectangle.

3. Once all tabs are marked complete, click the **Submit Application** button in the lower right corner.

The screenshot shows the 'Application' dashboard. The top right corner displays the user email 'studentesample@awardspring.com'. The left sidebar has four menu items: 'Dashboard', 'Scholarships', 'Donors', and 'Application' (which is highlighted). The main content area is titled 'Application' and contains a list of tabs: 'General Information' (Completed), 'Academic Information' (Completed), 'Financial Information' (Completed), and 'Qualification Questions' (Completed). A red arrow points to the 'Qualification Questions' tab. To the right of the tabs, there is a section titled 'Are you working for a 501(c)(3) or 501(c)(28) organization?' with 'Yes' selected. Below this, a message states: 'Please use the form below to request a letter of recommendation from an instructor.' It also shows 'Requested on May 16, 2019', the user name 'Jean-Luc Picard', email 'trichards@awardspring.com', and 'Status: Completed'. At the bottom, there are three buttons: 'Previous Step', 'Next Step', and 'Submit Application'. The 'Submit Application' button is highlighted with a red rectangle.

You will return to your **Dashboard**. To view the number of scholarships you are eligible for or have applied to, click on the **Scholarships** button.

Scholarships

Filter ▼

Scholarship Name	Award	Deadline	Status
Arts Scholarship For students pursuing careers in the arts.	N/A	Due May 16, 2019	Applied
The FC Barcelona Football Scholarship This scholarship is intended for a skilled footballer who wishes to j...	N/A	Due May 16, 2019	Applied

Return to the **Dashboard**. You may be eligible for scholarships that require additional information. In the example below, the applicant qualifies for the Academic Scholarship, but follow-up information is needed. To provide the necessary responses and documentation, click the **Complete Follow-Up** button.

Dashboard

Scholarships
Donors
Application

Welcome, Traci

You have some follow-up work to do.
Click "Complete Follow-Up" in the boxes below.

1 Item requiring completion

Follow-Ups

Academic Scholarship
You are eligible to apply but have some work to complete by 9/10/2021.

Complete Follow-Up

- After completing the Follow-Up item(s), click the **Submit Application** button. Continue this process until you have completed all Follow-Up items for the scholarships listed.

Scholarships
Donors
Application

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

0 Items requiring completion

- That's it! Scholarships are generally reviewed and awarded within three weeks of the application deadline. You will receive an email if you receive a scholarship. Return to the dashboard at any time to check on the status of your application(s).

If you have any questions, please get in touch with Lisa Clark at scholarships@ccsnh.edu.