

Navigating AwardSpring



EDMONDS COLLEGE
FOUNDATION

Overview

This slideshow will cover:

- How to sign up for and log in to AwardSpring.
- How to get supporting documents.
- The purpose of each section and which sections have essays.

You can view and download a PDF of the full application and the scoring rubric on our [website](#).

New Users

1. Create your user account by navigating to edmonds.awardspring.com
2. Click "Register."
3. Enter all of the required information, then click the "Create Account" button.
4. Once registration is complete, you will be directed to your Dashboard.

Scholarships

Sign In

Register



Sign In

Email

Password

[Forgot password](#)

Sign In


Don't have an account?

Register





Returning Users

1. If you have applied for a scholarship before, you should already have an account.
2. If you can't remember your password, use the "Forgot password" button.
3. If you can't remember what email you used last time, please email foundation_scholarships@edmonds.edu and we will try to recover your email address.

 Scholarships

 Sign In

 Register



Sign In

Email

Password

[Forgot password](#)

Sign In

Don't have an account?

Register

How to navigate the application

- Click "Start Application" to begin filling out your application.
- There are 5 sections to the application that need to be completed. Continue for more details on each section, or click below to skip to a specific section.
 - [General Information](#)
 - [Academic Learning and Reflection](#)
 - [Financial Need Information](#)
 - [Qualification Questions](#)
 - [Planning for the Future](#)

Section 1: General Information

This section is for collecting basic information so that we can contact you.

Please provide whichever email address you check most often AND your student email.

If you have multiple phone numbers, please make sure to provide the one you can be most easily reached at.

- If you are an international student with a US phone number and an international phone number, consider providing your international number as your secondary phone number.

Section 2: Academic Learning & Reflection

The Foundation relies on you to provide us with information about your educational background, experience, and goals so we can pair you with scholarships that best suit your needs and qualifications.

You will be asked to upload your unofficial transcript. See the next slide for instructions.

Includes one short answer essay question (maximum 300 words).

Unofficial Transcripts

- How to get your unofficial transcript:
 - Go to your Student Self Service Portal.
 - Under the Academic Records tile, select unofficial transcripts.
 - Right click and save your transcripts as a PDF or copy/paste into a Word document.
 - Upload it to your scholarship application when prompted.
- ctcLink has detailed [instructions](#) with screenshots on how to access your transcript

Section 3: Financial Need Information

One of the factors used in determining your eligibility for scholarships is your financial need. Gaining information about your individual financial situation will help us connect you with scholarships that best suit your need. Please answer every question to the best of your knowledge.

Applying for FAFSA/WAFSA is not required, but it does help the Financial Aid Office verify your eligibility and need. This makes the rewarding process faster.

Information provided in this section will be verified with the Financial Aid Office during review.

Includes two short answer essay question (maximum 300 words each).

Section 4: Qualification Questions

The Foundation relies on you to provide us with information about your personal background, gender, ethnicity, and other information to match you with scholarships.

Please answer these questions honestly and to the best of your ability.

These questions are used only used to verify your eligibility for certain scholarships
Your answers will not be visible to our reviewers and will not affect your overall application score.

Section 5: Planning for the Future

This is your opportunity to share your educational and career aspirations with the people who will be reviewing your application. As much as you are comfortable sharing, tell us about you: your goals, your community, and your dreams for the future. Please only share information that relates to the questions being asked.

We encourage you to write a detailed response of a minimum 75-100 words for each question. We recommend that you answer these questions in a separate document to make it easy for you to see what you have written, and save time for revisions. If you feel comfortable, have someone proofread your answers to each question. [The Learning Support Center](#) can help with this.

There are five short answer essay questions (maximum 300 words each).

Completing the Application

- Click the "Submit Application" button in the lower right corner.
 - The button is disabled until your application is complete.
- You will be directed back to your Dashboard where you will see the number of scholarships to which you have been **automatically** applied.
- Some scholarships require additional information if you qualify for them. Your Dashboard will prompt you to provide this.
- After completing all follow-up items for the scholarship, click "Resubmit Application."
 - If there are no follow-up items that need to be completed, you do not need to resubmit your application.
- Proceed through all follow-up items for all scholarships listed until you see "0 items requiring completion" on your Dashboard.