

BROOME COMMUNITY COLLEGE FOUNDATION, INC.

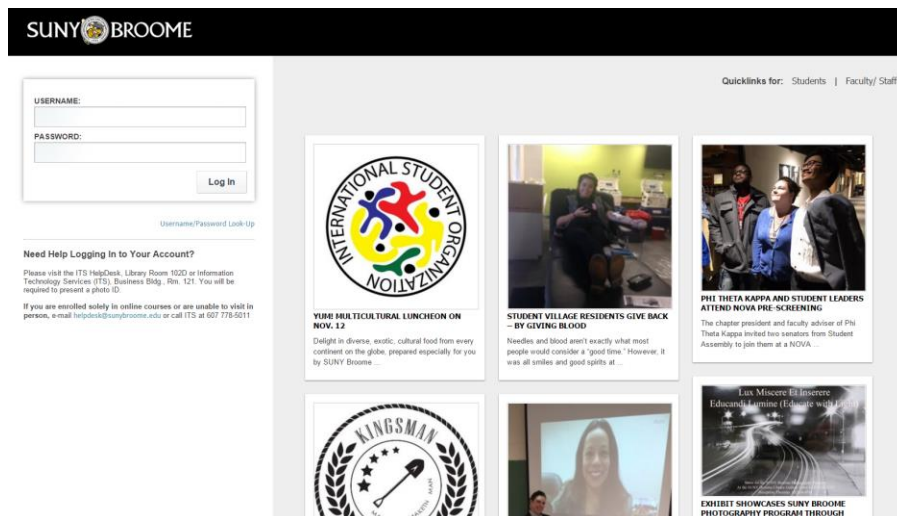


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How to Apply for Scholarships Online

1) FOR CURRENT STUDENTS:

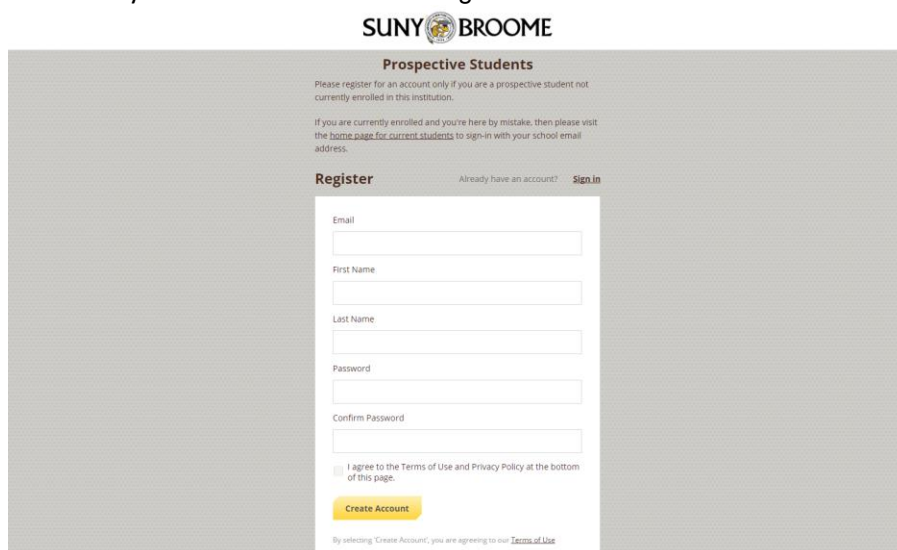
To begin go to sunnybroomerawardspring.com. Use your my College username and password to login. You should be seeing this screen or one very similar to it (may have different news blocks):



FOR PROSPECTIVE STUDENTS:

To begin go to sunnybroomerawardspring.com/prospective/register

To begin applying for scholarships you will need to first create a new account and register. Once you create your account you will be able to access your application using the same credentials at any time. You should be seeing this screen:



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- 2) To begin the application process you will click “Start Application” which will take you into the general application (required to match you to all scholarships you may be eligible for).

SUNY BROOME Awardspring3@acad.sunybroome.edu

Dashboard Scholarships Application

Application

0% COMPLETE Start Application

1 Item requiring completion Scholarships closing in 7 days

- 3) Notice that as you complete each section of the application the section is marked complete, signifying that you have completed all necessary requirements for that section.

SUNY BROOME Awardspring3@acad.sunybroome.edu

Dashboard Scholarships Application

Application

General Information Completed

Academic Information Completed

Financial Information Completed

Qualification Questions Completed

General Essay Questions

Academic Letters of Recommendation

Consent to Release Information

List and describe your academic achievements, listing any honors you have received, (e.g. Phi Theta Kappa, Dean's List, contest awards.)
250 word(s) left

List and describe your extra-curricular activities and/or accomplishments.
250 word(s) left

Describe your short and long term educational and career goals.
250 word(s) left

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4) **When requesting your Letters of Recommendation you must request two.** You will notice that when a recommendation has not been submitted it shows as pending. Click on the “Edit Request” button for each recommendation request you would like to resend. Once your recommender submits your letter of recommendation it is marked as completed and turns orange. You can still apply for scholarships even if we have not received your recommendations yet.

The screenshot shows the SUNY Broome application portal. The top navigation bar includes the SUNY Broome logo and the user email 'Awardspring3@acad.sunybroome.edu'. The left sidebar contains navigation links for 'Dashboard', 'Scholarships', and 'Application'. The main content area is titled 'Application' and features several tabs: 'General Information' (Completed), 'Academic Information' (Completed), 'Financial Information' (Completed), 'Qualification Questions' (Completed), 'General Essay Questions', 'Academic Letters of Recommendation' (Completed), and 'Consent to Release Information'. The 'Recommendations' section is active, displaying a form with the following fields: 'Recommendation Letters' (SUNY Broome Community College requires that you have 2 recommendation letter(s).), 'Simply fill out the form below to send request for recommendation letters.', 'Recommender First Name' (Andrea), 'Recommender Last Name' (Roma), 'Email' (romaal@sunybroome.edu), and 'Relationship' (Teacher). A 'Request Message' field contains the text: 'Hello, I am applying for scholarship opportunities that are available through the BCC Foundation.' A 'Send Request' button is located at the bottom of the form. On the right side, there are two recommendation cards. The first card is for 'John Smith' (drespad@gmail.com, Teacher, Requested on 10/30/2015) and is marked as 'Pending'. The second card is for 'Andrea Roma' (romaal@sunybroome.edu, Teacher, Submitted on 10/30/2015) and is marked as 'Completed'.

5) Once you have completed each tab on the general application you can submit your application by clicking “Submit Application” at the bottom of the screen.

The screenshot shows the 'Consent to Release Information' section of the application portal. It contains three radio buttons, each followed by the text 'I agree'. The first radio button is selected. The text for the first radio button is: 'address. review the IT/Help Desk page on how to forward your SUNY Broome Gmail account to your personal email account.' The text for the second radio button is: 'Upon acceptance of a scholarship, if selected, you agree to attend the scholarship reception on Thursday, May 5, 2016 at 5:30 pm in the SUNY Broome Ice Center.' The text for the third radio button is: 'A thank you note must be submitted upon acceptance of a scholarship, if selected. It must be submitted no later than May 3, 2016.' At the bottom of the screen, there are three buttons: 'Previous Step', 'Next Step', and 'Submit Application'.

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- 6) After submission, a list of scholarships that you qualify for will appear. Complete the next steps necessary to apply by clicking "Complete Follow-up".

The screenshot shows the SUNY Broome scholarship dashboard. At the top, the SUNY Broome logo is on the left and the email address Awardspring3@acad.sunybroome.edu is on the right. A navigation menu on the left includes Dashboard, Scholarships, and Application. The main content area features a yellow banner with the text: "You have some follow-up work to do. Click 'Complete Follow-Up' in the boxes below." Below this, two summary boxes indicate "6 Items requiring completion" and "11 Applied scholarships". A section titled "Follow-Ups" contains six individual scholarship cards, each with a "Complete Follow-Up" button. The scholarships listed are: Second Chance Scholarship (Due 11/6/2015), American Legion NE Post #1645 Scholarship (Due 2/26/2016), BCC Alumni Association Scholarship for Freshman (Due 2/26/2016), Elizabeth Borovicka Capozzi Memorial Scholarship (Due 2/26/2016), Paul and Mary Calice & Mildred Barton Memorial Scholarship f... (Due 2/26/2016), and Paul and Mary Calice & Mildred Barton Memorial Scholarship f... (Due 2/26/2016).

- 7) Scholarships that you have applied for will appear in your applied scholarships section on the Dashboard.

This screenshot is identical to the one above, showing the SUNY Broome scholarship dashboard with the same navigation menu, summary boxes, and follow-up section.

- 8) **FOR CURRENT STUDENTS:** Be sure to check your SUNY Broome Gmail account for communication about your scholarship application.

FOR PROSPECTIVE STUDENTS: Be sure to check the email you indicated in your application for communication about your scholarship application.