

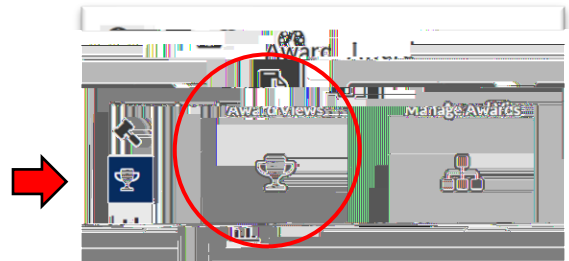






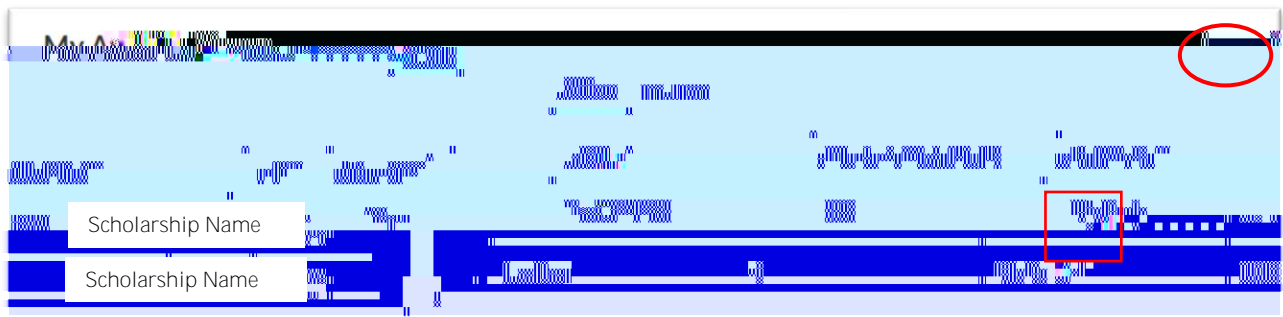
JagSPOT Awarding Internal Application Scholarships



This guide will assist with the awarding process for Scholarships with an Internal Application (previous known as conditional applications). Detailed instructions for the reviewing process can be found in the Reviewing and Rubrics For Internal Applications Quick Start Guide.

1. First, select to  on the left-hand navigation bar and click on .

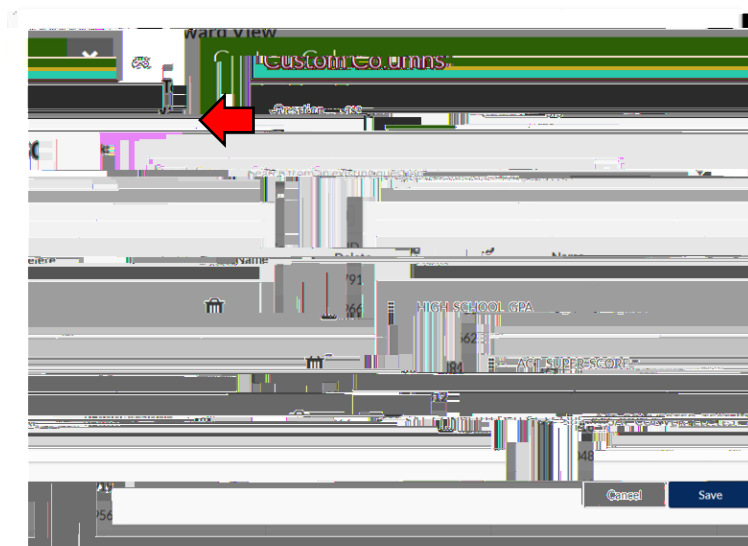


2. If an award view has already been created for this scholarship, select that view by clicking on the corresponding  icon. If not, create a new award view by pressing the  button (detailed instructions can be found in the Creating Award Views Document).



3. Once inside the  a list of eligible students will be visible.  can be used to add additional information from the student's file to your view.



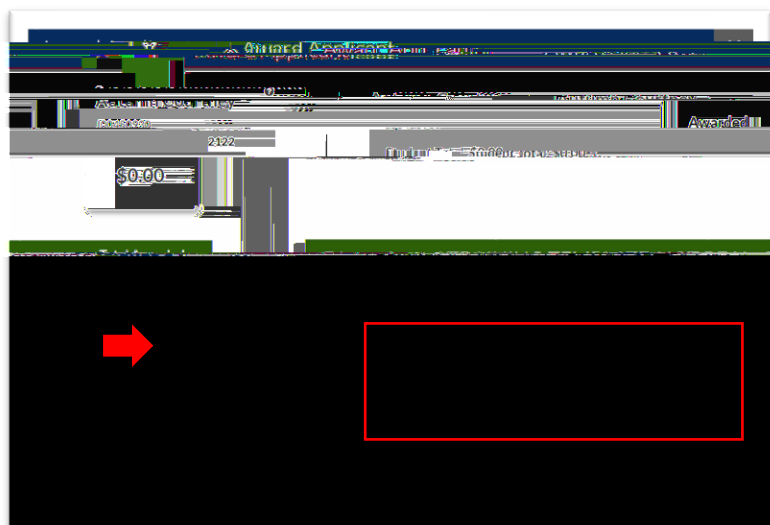


4. A pop-up window will appear to allow you to search via Questions or SIS Data. Refer to the list of frequently used SIS Data Codes on the Scholarship Services JagSPOT knowledgebase.

Use the pop-up window to search for and add any columns you may find useful, such as:

- HIGH_SCHOOL_GPA
- ACT_SUPER_SCORE
- SAT_CONVERTED_TEST_SCORE

5. After identifying the students to be awarded, click on the next to their name.
This will pull up an awarding window.



In this window you will enter the dollar amount you are awarding the student into the corresponding award term. There is also a box for comments if you would like to make notations for the record.

6. Once you have allocated all of the awards in the award view, save your work and alert your fundholder that awards are ready for approval.