

HACC Scholarship Application Tutorial  
ApplicationFinal.mp4  
<https://youtu.be/CPbTEVDRoe4>

[Fades to HACC's AcademicWorks web page with text on screen.]  
hacc.academicworks.com

**FEMALE VO**

The HACC Foundation offers two scholarship cycles a year. The scholarship cycle for the fall semester typically begin in August, and closes by October 1st. The spring scholarship begins in February and closes April 1st each year. The purpose of this video is to provide instruction to sign up and apply for HACC Foundation scholarships on the online scholarship database system academic works. To begin you will need a HACC email address or Hawkmail account.

[Text fades from screen]

Your will receive this information when you apply for admission to HACC. Please contact the campus Welcome Center or visit

[Text fades up on screen]  
www.hacc.edu

HACC.edu. to find out more about applying to HACC. To sign up for the online scholarship website, please visit the sign up page.

[Text fades from screen]  
[Clicks sign up button and goes to welcome page]

To sign up, you want enter your Hawkmail account. You'll want to create a new password Please pay special attention to the password information below. Your password must be eight characters long and contain at least one digit, one uppercase, and one lower case letter. Please make sure to type this password in the confirmation box and then click sign up. When you click sign up, you will receive an email to your email account. This will allow you the link to click and log on.

[Fades to new log in web page]

After your first time signing in to the account, you need to visit the sign in page. To sign in, enter the email address and the password that you created with your primary account.  
[computer keyboard typing sounds]

[Cut to General Application page]

When you first sign in to your account, it will bring you to the general application page. This general application is the general application you complete. One general application will automatically match you to any scholarships you may be eligible for. Please complete this application in full. When you completed your application, please electronically sign. If you are under the age of 18 please have a parent sign as well. If you are over the age of 18, type not applicable in this box. Once you complete your general application, click finish and continue. If you still want to work on your general application and return, click save and keep editing. To submit your application quick finish and continue. Also in your general application you'll be able to view the information that's been automatically pulled in from our student record system.

[Clicks on Applicant Record tab]

Click on applicant record tab to see this information. If any of this information is incorrect please contact your campus Welcome Center to correct this.

[Fade to Opportunities page]

Your general application will be automatically matched to any scholarships you may be eligible for. It will bring you to the opportunities page. Please read the Important Notes listed here before you proceed further. Academic works will also provide you with a list of recommended opportunities that require additional steps. Please view these recommended opportunities and if you would like to, apply. You need to do additional steps to apply for these scholarships.

[Fade to Applications page]

For these scholarships you will see both the supplemental questions, and any additional information that is required. For this application this is requesting a letter a recommendation from a reference. To manage your references, answer the questions asked and click add new reference.

[Clicks Add a New Reference]

You will then enter the reference name and email address. An automatically generated email will go to the reference and request a reference for you. Please let your reference know that you will be requesting a letter of recommendation from them. Once you enter the information for this specific scholarship, click finish and submit.

[Clicks on Opportunities at top of page]

On the opportunities tab, you will see also an option to view all opportunities.

[Clicks on All in Opportunities dropdown menu]

You may not be eligible for these additional opportunities; however, this is a listing of all scholarships that we have available. At this time, you can also choose to apply for additional scholarships, or you can search by keyword particular scholarships you're looking for. To manage your applications, click on the applications tab.

[Clicks on Application tab]

This will show you your general application, as well as the applications that you have applied to or have been automatically matched with. On this site you can also managed the references you requested. Click on the references tab to manage the references.

[Clicks on References tab]

This site will show you the reference you requested, their email address, and the status of your request. If the status is showing submitted, your reference has submitted a letter of recommendation.

[Fades to Applications page]

If you receive a scholarship offer, you will receive a scholarship offer via email after the close the scholarship cycle deadline. When you log in to your website, you will see an offer at the top. Please click review the offer to review the offer and accept or reject the terms of the award and the conditions.

[Clicks, review the offer]

To accept the scholarship offer, you'll be provided with the terms and the conditions of the award. Please click accept to accept the scholarship offer or decline to decline the offer. At this time, you can also view details of a scholarship offer.

[Clicks Details tab and clicks back to Offer Letter tab]

When you click accept,

[Clicks Accept button]

you will be prompted to complete your post acceptance process. Please submit a thank you letter to the donor as well as read and accept the other terms of the scholarship when you completed the post acceptance process, please click Finish and Submit. If you would like to come back and work later, the click Save and /keep Editing. Please keep in mind there are often deadlines to accept scholarships.

[Clicks Applications tab]

Another way to view what scholarship offers needed accepted will be on your applications tab. On the applications tab, you will see the information that says need attention. These are scholarships you've been offered and steps you need to complete. To accept a scholarship, click the Complete button.

[Clicks Complete button]

This will again take you to the page to upload your thank you letter, accept the terms and conditions and complete your post accepted process. Once you complete this step, your scholarship has been accepted and you will receive your award.

[Clicks Applications tab]

[Text fades onto screen]

HACCScholarships@hacc.edu

If you have any questions or need additional information, please contact us at  
HACCscholarships@HACC.edu