

HACC Scholarship Application Tutorial
Application 2015 v2.mp4
<https://youtu.be/1URXn25Ju0g>

[Fade in on HACC's Academic Works Scholarship page]

[Fade in text at bottom of screen]

hacc.academicworks.com

FEMALE VO

The HACC Foundation offers two scholarship cycles a year. The scholarship cycle for the fall semester typically begins in August, and closes by October. The spring scholarship cycle begins in February and closes April 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. You will receive this information when you apply for admission to HACC. Please contact the campus Welcome Center

[Fade out text]

[Fade in new text]

www.hacc.edu

FEMALE VO

or visit HACC.edu. to find out more about applying to HACC.

[Cut to myHACC web page]

FEMALE VO

To sign up for HACC scholarships, please visit your

[Fade in text]

my.hacc.edu

FEMALE VO

myHACC student portal by going to my.hacc.edu. You will then click on the scholarships bar on the left side of your screen.

[Yellow box circles scholarships]

[Cut to HACC's Academic Works Opportunities page]

FEMALE VO

You can also go directly to hacc.academicworks.com and click on the sign up button.

[Mouse clicks Sign In button]

[Cut to Welcome page]

FEMALE VO

You will then be prompted to sign in with your institution and redirected to your myHACC.

[Cut to General Application page]

FEMALE VO

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.

[Scrolls to bottom of page]

FEMALE VO

When you've 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.

[Fade back to top of General Application page]

FEMALE VO

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, click finish and continue.

[Fade to General Application page, Applicant Record tab]

FEMALE VO

Also in your general application you'll be able to view the information that's been automatically pulled in from our student record system. 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.

[Click back to Personal Information tab and click on Update General Application button at bottom. Page returns to Opportunities page]

FEMALE VO

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.

[Click on Bruce E. Cooper Esq. Leadership Award. Goes Application page]

FEMALE VO

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 of recommendation from a reference. To manage your references, answer the questions asked and click add 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 Finish and Submit. Returns to Opportunities page]

FEMALE VO

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

[Hover over Opportunities to see drop down menu. Clicks all. Page goes to all Opportunities]

FEMALE VO

You may not be eligible for these additional opportunities; however, this is the 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 Applications tab]

FEMALE VO

click on the applications tab.

[Switches to Application page]

FEMALE VO

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 manage the references you requested. Click on the references tab to manage your references.

[Clicks on References tab. Page goes to Active References page]

FEMALE VO

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.

[Fade to General Application page]

FEMALE VO

If you receive a scholarship offer, you will receive a scholarship offer via email after the close of the scholarship cycle deadline. When you log in to your website, you will see an offer at the top.

[Mouse indicates blue banner under tabs]

FEMALE VO

Please click review the offer to review the offer and accept or reject the terms of the award and the conditions.

[Clicks on “review the offer.” Goes to Offer Letter page]

FEMALE VO

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 the scholarship offer.

[Clicks on Details tab. Goes to Details page. Clicks back to Offer Letter page]

FEMALE VO

When you click accept, you will be prompted to complete your post acceptance process.

[Scrolls down page]

FEMALE VO

Please submit a thank you letter to the donor as well as read and accept the other terms of the scholarship. When you've completed the post acceptance process, please click finish and submit. If you would like to come back and work later, please click save and keep editing. Please keep in mind there are often deadlines to accept scholarships.

[Scrolls back to top of page. Hovers over Applications tab and clicks it. Goes to Application page]

FEMALE VO

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 needs 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 and goes to Supplemental Question page]

FEMALE VO

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.

[Click on Application tab to go back to Application page]

[Text fades in on bottom of screen]

HACCScholarships@hacc.edu

FEMALE VO

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