Anoka-Ramsey Community College and Anoka Technical College Scholarship Application Guide

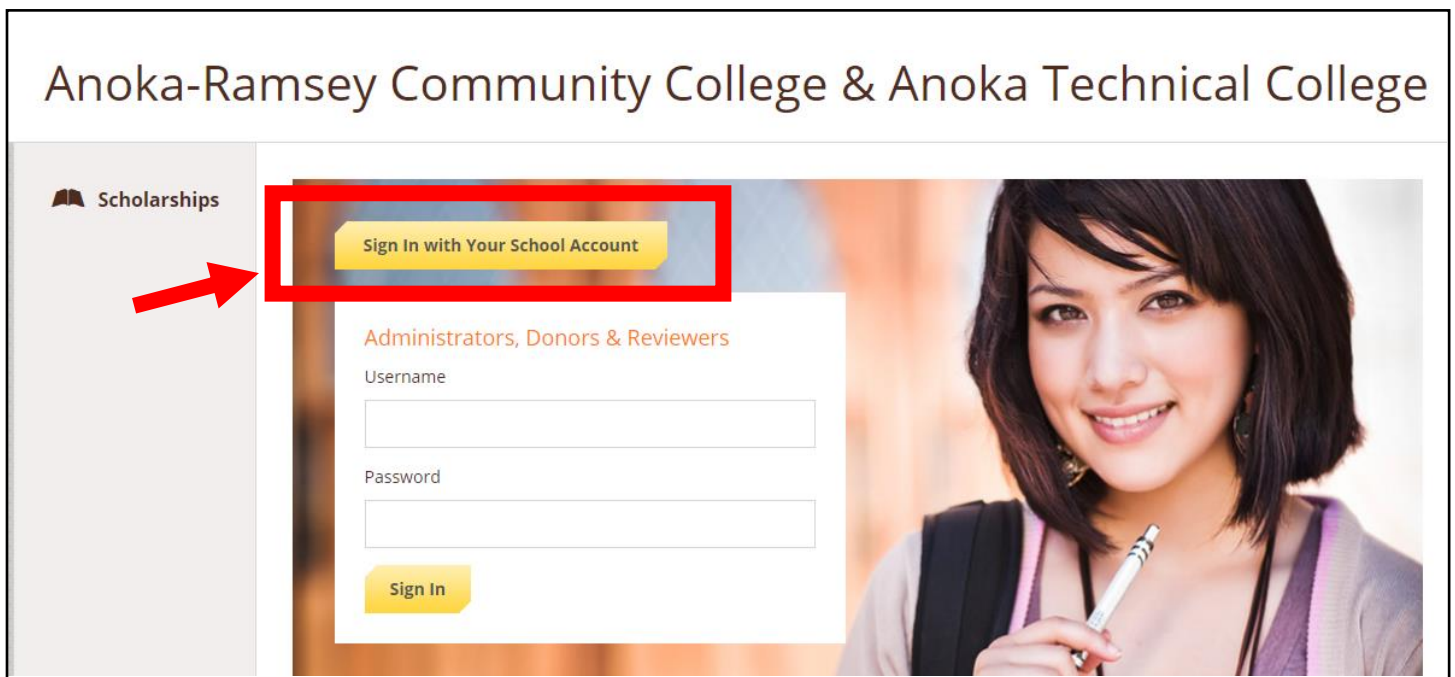# Logging In With a Star ID

Students who have a Star ID will use this application portal.

> Visit **https://arcc-atc.awardspring.com/**

> Sign in as an enrolled student by clicking on the **yellow "Sign In with Your School Account"** button.

(If you *do not* have a Star ID, please see the "Prospective Student Application Guide.")

IMPORTANT: When you sign in with your Star ID, there is a security message for applicants to read before logging into the scholarship portal.

- Please read this waiver so you understand how data is being used.

Helpful hint: If you get an error message signing in, you may need to reset your Star ID password. You can reset your password at https://starid.minnstate.edu/

> If resetting doesn't fix the issue, contact **Foundation@anokaramsey.edu**

Open Scholarships: You can view available scholarships by clicking on the **"Scholarships"** button on the left side of the screen.

Navigating

➤ After signing in, you will be brought to the **"Dashboard"** screen.
- The dashboard screen will show an application % progress bar.
- After application is submitted, the dashboard screen will also show if any items require more follow up.

➤ Click "Dashboard" anytime you want to see your application progress.

Applying

➢ Clicking on the **"Application"** button will bring you to the application.

Helpful hint: The left side of the application will show which sections have been completed and are in progress. Those without a progress indicator have not yet been started.

Demographic Data: Gender Identity, Race and Ethnic Background

➢ Your answers to these confidential and optional questions in the "General Information" area are not reviewable by scholarship committee members.

Helpful hint: You can click **"Next Step"** or **"Previous Step"** at the bottom to move between application sections. Your answers will be saved as you move through the application.

Letter of Recommendation or Faculty Reference:

➢ If you would like to upload a letter of recommendation or faculty reference, you can upload it in the "Letter of Recommendation" section.

Submitting Application

➢ Check the sections on the left side to see if they are all "Completed." If any sections show as blank or "In Progress," you will need to return to the section and fill out that required question that you missed.

➢ Missed questions will show as a red error or will be highlighted in light orange (example below).

Helpful hint: If you get to the end of the application and the "Submit Application" button is greyed out, then you have missed a required question. Check the left side of the application for any "in progress" sections.

➢ Find questions you have not yet answered, recheck your work, and then **submit!**

Follow-Up Opportunities

After submitting your application: Depending on your answers to certain qualification questions, you may have other opportunities to follow-up on.

➢ You can find other opportunities that need follow up in the Dashboard area.

➢ Find these opportunities by clicking on **"Items Requiring Completion."**

➢ Click the **"Complete Follow-Up"** button on any scholarship opportunities requiring an extra step.

- To be considered for this follow-up opportunity, complete the questions and then submit your follow-up application.

Once you have submitted information for the follow-up opportunities you would like to be considered for, your scholarship application is **complete!**

Writing Essays

- ➢ We recommend that applicants begin writing essays in a Word document to help with grammar and spelling. Applicants can then connect with the college writing center to share essay answers with a tutor for writing support.

- ➢ Some questions have maximum word counts. We recommended using a Word document to review the word count before pasting responses into the fields.

Writing Support

In addition to college-based support, all Anoka-Ramsey and Anoka Tech students have access to tutoring services 24 hours a day 7 days a week at **Tutor.com**

Anoka-Ramsey Students:

- ➢ Links to Anoka-Ramsey Tutoring Services and Tutor.com can be found on the D2L Brightspace homepage.

Tutors are available to help applicants improve their essays. Students can schedule a virtual writing session or get essay feedback on weekdays at:
http://www.anokaramsey.edu/resources/tutoring-services/#writing-center

Anoka Tech students:

- ➢ Links to Anoka Tech tutoring resources can be found at the link below.

Tutors are available to help applicants improve their essays. Find more information, including how to schedule a virtual tutoring session, at the Tutoring Services page:
https://www.anokatech.edu/en/StudentServices/Services/Tutoring

❖ **For other application questions, information, or help, please contact:**

Anoka-Ramsey Community College Foundations
Anoka Technical College Foundation
Foundation@anokaramsey.edu
(763) 433-1130