

## How to Use Scholarship Application System

The scholarships listed are offered by various colleges, departments and offices throughout the University. Use the “Search” box to find scholarships by keyword or name. Click “Show Filters” to display filter options such as college or major. Select the scholarship name to learn more about the opportunity and/or to apply.

**Step 1:** Go to <https://scholarships.utah.edu>

(Hint: Read this page for more detailed instructions on how to use the site)

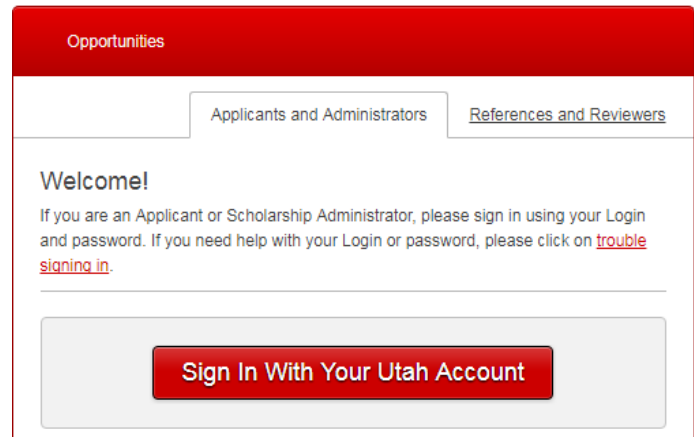
**Step 2:** Click on the Sign In button in the top right hand corner



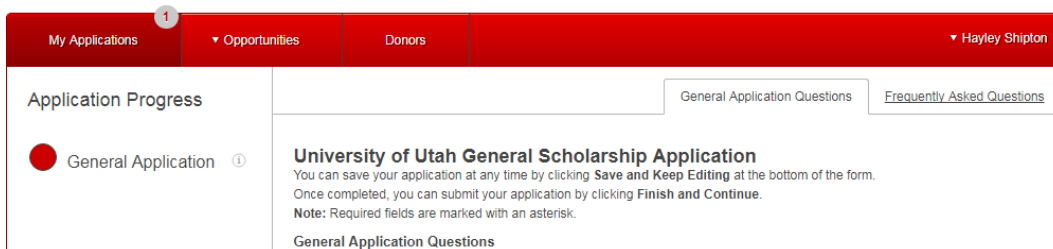
Sign In



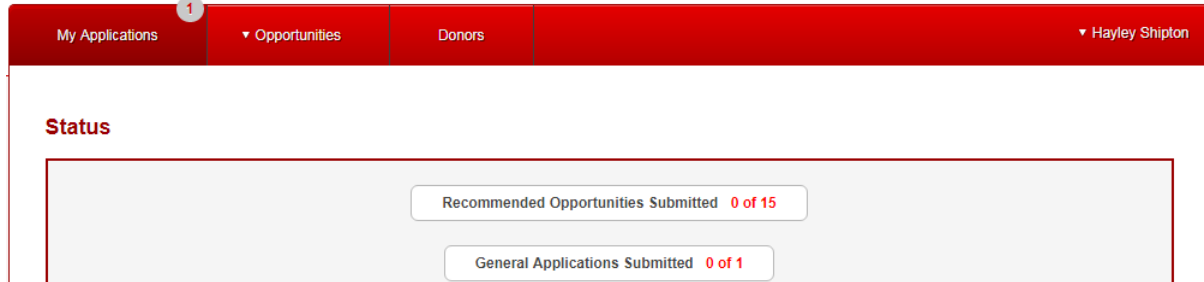
**Step 3:** Sign in with your CIS account under Applicants and Administrator



**Step 4:** Complete the General Application

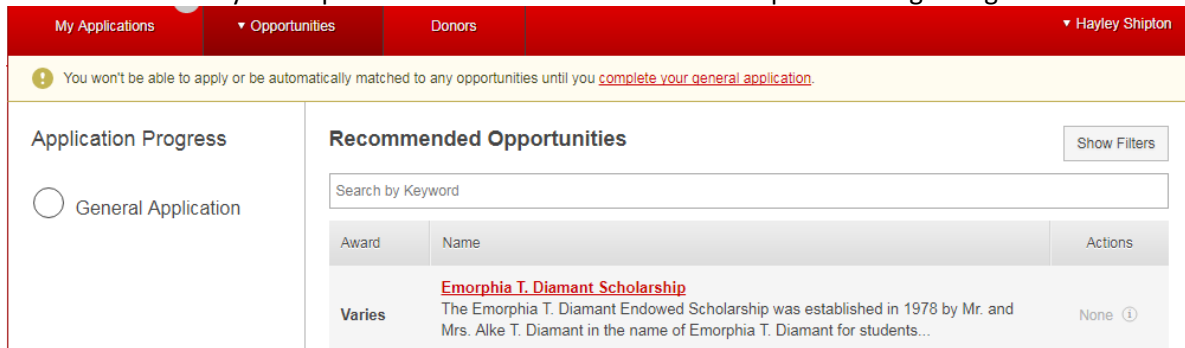


**Step 5:** See the status of your application under the “My Applications” tab



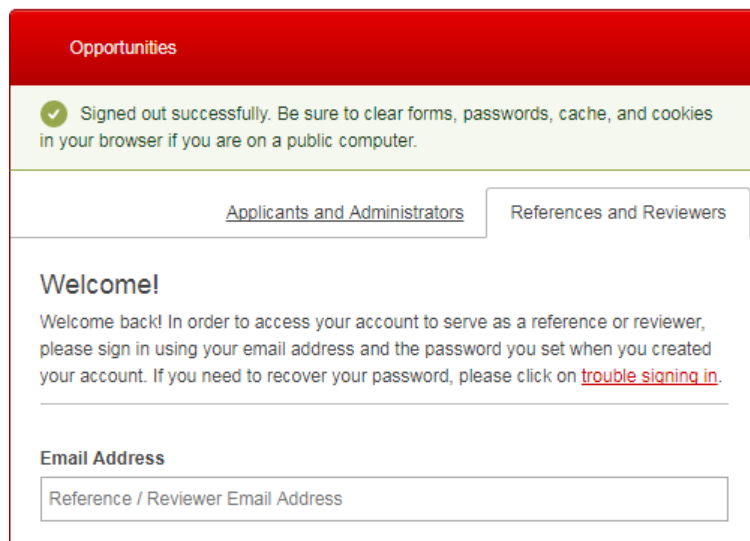
The screenshot shows a navigation bar with 'My Applications' selected and a red notification bubble with the number '1'. Below the navigation bar, the 'Status' section displays two summary boxes: 'Recommended Opportunities Submitted 0 of 15' and 'General Applications Submitted 0 of 1'.

**Step 6:** Review for new opportunities (scholarships) once a week or every other week. Colleges and departments determine the start and end dates for their scholarship applications, so check back often to ensure that you don’t miss out on scholarship opportunities that you may be qualified for. Also, make sure to check with your department for additional deadlines or questions regarding their scholarships.



The screenshot shows the 'Recommended Opportunities' section. A yellow warning banner at the top states: 'You won't be able to apply or be automatically matched to any opportunities until you [complete your general application](#).' Below this, there is a search bar and a table of opportunities. The table has columns for 'Award', 'Name', and 'Actions'. One opportunity is listed: 'Emorphia T. Diamant Scholarship' with a description: 'The Emorphia T. Diamant Endowed Scholarship was established in 1978 by Mr. and Mrs. Alke T. Diamant in the name of Emorphia T. Diamant for students...'. The 'Actions' column for this entry shows 'None' with an information icon.

**Step 7:** If an opportunity requires a reference letter that needs to be submitted references can log in here



The screenshot shows the 'References and Reviewers' login page. At the top, a green success message reads: 'Signed out successfully. Be sure to clear forms, passwords, cache, and cookies in your browser if you are on a public computer.' Below this, there are two tabs: 'Applicants and Administrators' and 'References and Reviewers'. The 'References and Reviewers' tab is active. The page features a 'Welcome!' message: 'Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using your email address and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#).' Below the message is an 'Email Address' field with the placeholder text 'Reference / Reviewer Email Address'.