# Scholarships Quick Guide

## **STEP 1: Researching Scholarships in Naviance Student**

Students can research and track scholarship opportunities in Naviance Student from the Colleges tab.

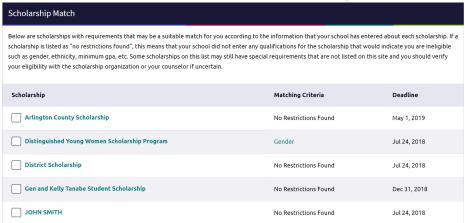
Students can use the following tools:

Scholarship List: Details on local scholarship opportunities and requirements

<u>Scholarship Match:</u> Scholarships with requirements that may be a suitable match for students according to the information that their school has entered about each scholarship

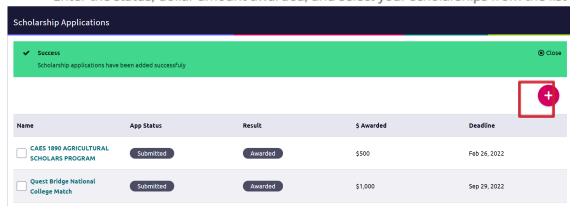
<u>College Merit-Based Scholarships:</u> Enter a GPA or Test Scores to see what colleges are offering merit-based scholarships for students with similar academic success.

<u>National Scholarship Search</u>: A national scholarship search tool hosted by Sallie Mae Students can search the database of over 3 million scholarships



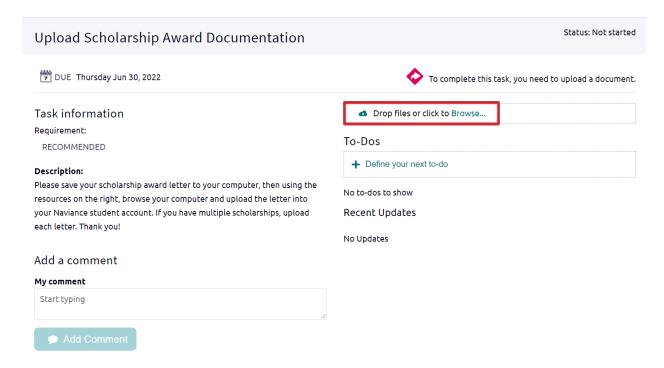
#### **STEP 2: Add Scholarship Applications and Award Amount:**

- Log in to Naviance Student and click on the Colleges tab
- Select Scholarship I'm Applying to from the Scholarships and Money section
- Click Add Scholarships (plus button)
- Enter the status, dollar amount awarded, and select your scholarships from the list



#### **STEP 3: Upload Scholarship Documentation**

- 1. Log into Naviance Student and click on the Planner tab and select Tasks
- 2. Click on the task called "Upload Scholarship Award Documentation"
- 3. Select to Browse computer, find document in computer and upload to Naviance Student



### Reporting

- 1. Log into Naviance
- 2. At the top of the page hover over Analytics > Click on Reports BETA
- 3. Choose the Schoalrship Report
- 4. To get a detailed list of scholarship awards, click on Scholarship Details on the left side of the page.