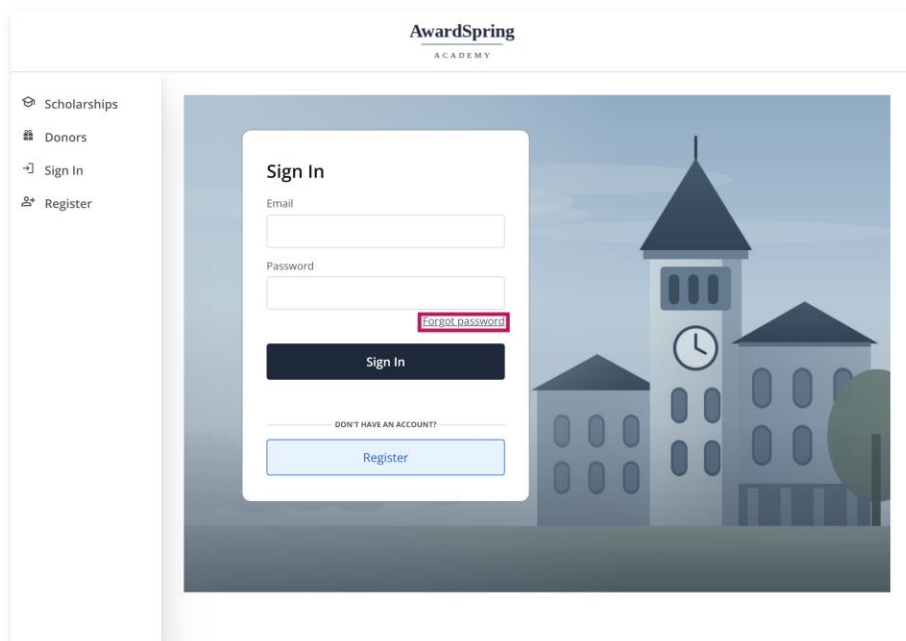


Navigating AwardSpring: A Guide for Donors

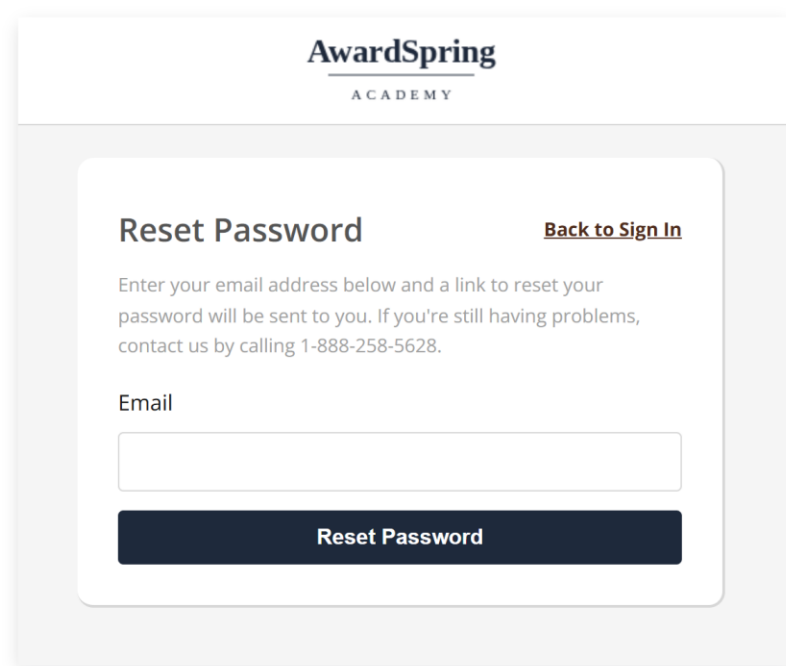
This guide walks you through accessing your account on the AwardSpring platform. Start by navigating to your organization's AwardSpring site. Your organization's administrator will provide the URL.

You'll land on the login page (this page is customizable, so your organization's login page may look different from the example below). The administrator created your account, but you'll need to set up your password—click **Forgot Password** to do so.



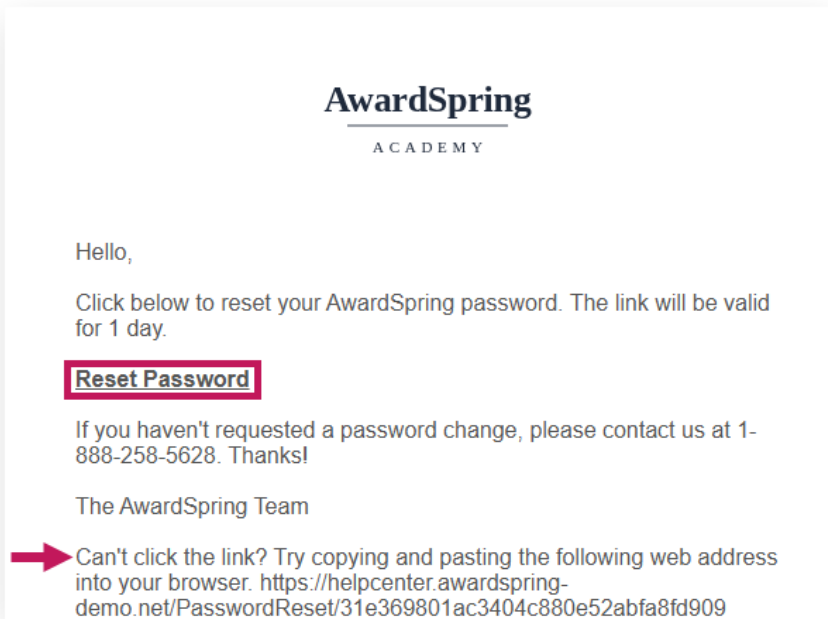
The screenshot shows the AwardSpring Academy login page. On the left is a navigation menu with links for Scholarships, Donors, Sign In, and Register. The main content area features a 'Sign In' form with fields for Email and Password. A red box highlights the 'Forgot Password' link next to the password field. Below the form is a 'Register' button. The background of the form area shows a stylized illustration of a school building with a clock tower.

You'll land on the password reset screen. Enter your email and click **Reset Password**.



The screenshot shows the AwardSpring Academy password reset screen. At the top is the AwardSpring Academy logo. Below it, the heading 'Reset Password' is displayed next to a link that says 'Back to Sign In'. A paragraph of text instructs the user to enter their email address and provides a phone number for support. Below this is an 'Email' label and a text input field. At the bottom is a large dark blue button labeled 'Reset Password'.

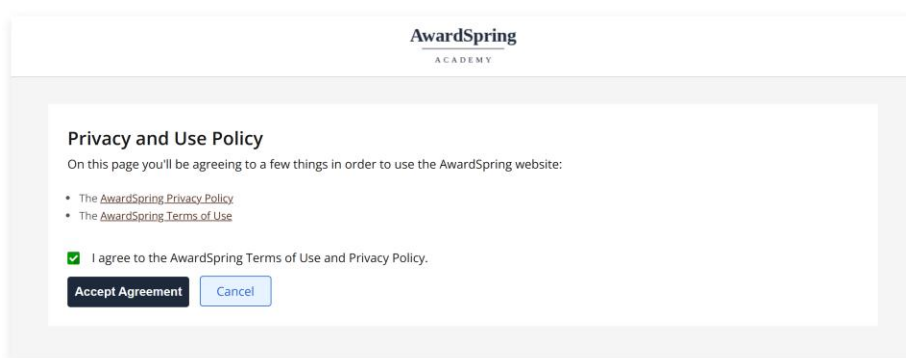
You'll receive an email containing a link to reset your password. Click the link in the email (or the **Reset Password** button it contains) to open the password screen.



Type your new password twice, then click **Reset Password**.

A screenshot of the "Reset Password" form on the AwardSpring Academy website. The form is titled "Reset Password" and has a header "AwardSpring ACADEMY". It says "Enter your new password below". There are two input fields: "New password" and "Confirm new password". Below the input fields is a dark blue button labeled "Reset Password".

Next, you'll be asked to agree to the terms of use and privacy policy. Check the box, then click **Accept Agreement**.



AwardSpring
ACADEMY

Privacy and Use Policy

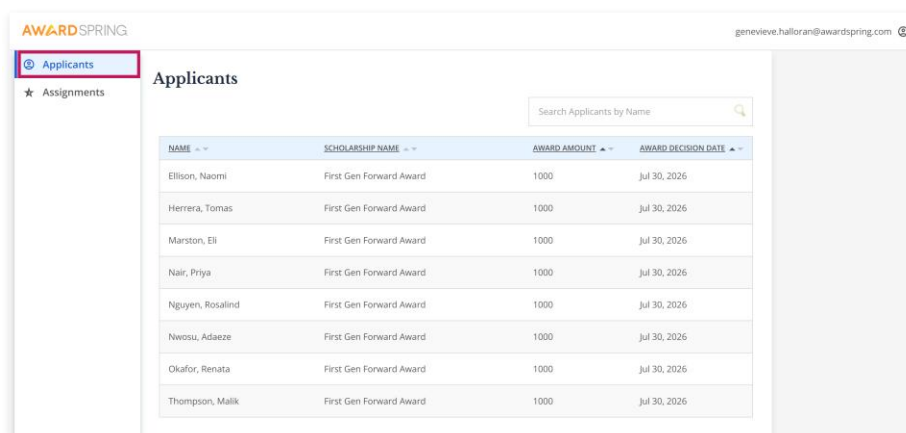
On this page you'll be agreeing to a few things in order to use the AwardSpring website:

- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

☒ I agree to the AwardSpring Terms of Use and Privacy Policy.

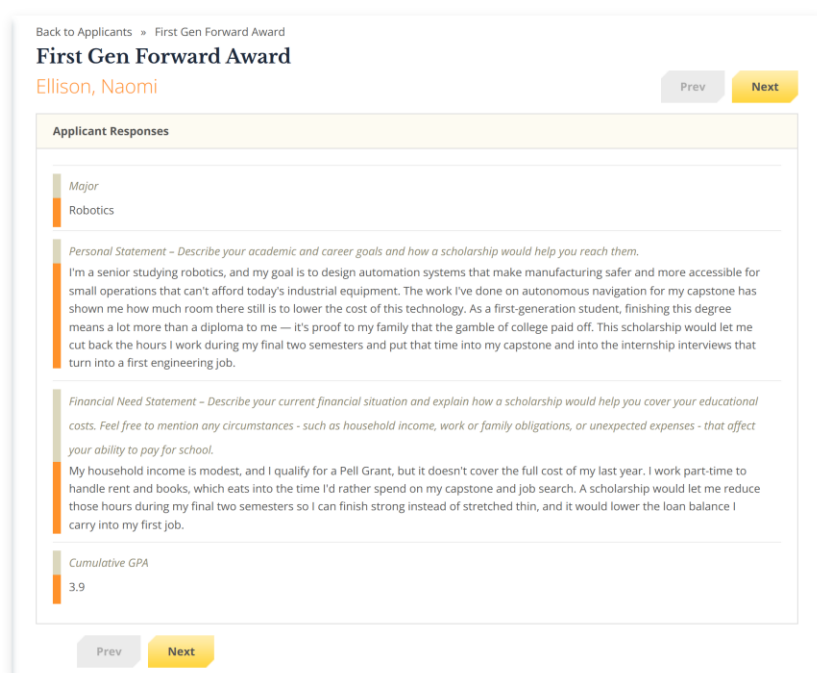
Accept Agreement **Cancel**

You'll then land on your dashboard. Under the Applicants tab, you'll find a list of applicants for the scholarships you are associated with.



NAME	SCHOLARSHIP NAME	AWARD AMOUNT	AWARD DECISION DATE
Ellison, Naomi	First Gen Forward Award	1000	Jul 30, 2026
Herrera, Tomas	First Gen Forward Award	1000	Jul 30, 2026
Marston, Eli	First Gen Forward Award	1000	Jul 30, 2026
Nair, Priya	First Gen Forward Award	1000	Jul 30, 2026
Nguyen, Rosalind	First Gen Forward Award	1000	Jul 30, 2026
Nwosu, Adaeze	First Gen Forward Award	1000	Jul 30, 2026
Okafor, Renata	First Gen Forward Award	1000	Jul 30, 2026
Thompson, Malik	First Gen Forward Award	1000	Jul 30, 2026

Select an applicant's name to view their application responses.



Back to Applicants » First Gen Forward Award

First Gen Forward Award

Ellison, Naomi

Applicant Responses

Major
Robotics

Personal Statement – Describe your academic and career goals and how a scholarship would help you reach them.
I'm a senior studying robotics, and my goal is to design automation systems that make manufacturing safer and more accessible for small operations that can't afford today's industrial equipment. The work I've done on autonomous navigation for my capstone has shown me how much room there still is to lower the cost of this technology. As a first-generation student, finishing this degree means a lot more than a diploma to me — it's proof to my family that the gamble of college paid off. This scholarship would let me cut back the hours I work during my final two semesters and put that time into my capstone and into the internship interviews that turn into a first engineering job.

Financial Need Statement – Describe your current financial situation and explain how a scholarship would help you cover your educational costs. Feel free to mention any circumstances - such as household income, work or family obligations, or unexpected expenses - that affect your ability to pay for school.
My household income is modest, and I qualify for a Pell Grant, but it doesn't cover the full cost of my last year. I work part-time to handle rent and books, which eats into the time I'd rather spend on my capstone and job search. A scholarship would let me reduce those hours during my final two semesters so I can finish strong instead of stretched thin, and it would lower the loan balance I carry into my first job.

Cumulative GPA
3.9

If you're reviewing/scoring applicants, you'll be able to complete this task under the **Assignments** tab, which lists the review groups you were assigned to and the applicants remaining in each—select a review group to see the list of applicants assigned to you within it.

The screenshot shows the AWARDSPRING interface. On the left, a sidebar has 'Applicants' and 'Assignments' tabs, with 'Assignments' highlighted. The main area is titled 'Review Groups' and contains a table with the following data:

NAME	% COMPLETE	APPLICANTS REMAINING
Emergency Fund	0%	5
Health Sciences	50%	1

Once you select an applicant, you can view their application, score them under the **Score Cards** tab, and leave a comment (optional).

Note: If the applicant names have been blinded, you will see a number populated instead of their name

The screenshot shows the AWARDSPRING interface for an applicant named Reyes, Tobias. The 'Score Cards' tab is selected. The left sidebar shows the applicant's information, including Academic Status (Junior), Cumulative GPA (3.3), and Financial Information (Estimated Annual Household Income: Under 25,000; What is your Student Aid Index (SAI?): -600; FAFSA Upload: tobiasfafsa.done.pdf; Are you Pell Grant eligible?: Yes). The main area shows the scoring criteria and a 'Next' button.

Score	Criteria
	/40 Urgency & Severity of Need
	/30 Impact of Funds
	/20 Academic Commitment & Resilience
	/10 Application Clarity & Completeness

Notes: Notes are optional. Scores are auto saved.

Next

Under the **Instructions** tab, you'll have access to scoring instructions provided by the scholarship administration team.

The screenshot shows the AWARDSPRING interface for the 'Instructions' tab. The content includes the following text:

You are reviewing applications for the **Emergency Fund Scholarship**. Your primary goal is to evaluate each applicant's circumstances and assign a numerical score that reflects your preference for funding.

Scoring Directive Use a relative ranking approach: **assign your highest scores to the applicants who are your top choices to receive funding.** Higher total points should directly correspond to your highest priority candidates.

Evaluation Criteria

- **Urgency & Severity of Need (0–40 Points):** Extent of

Once done, click the **Next Applicant** button to review the next applicant.

Emergency Fund
0/5 Graded • 0% progress

Save and Exit

< Previous Applicant Reyes, Tobias **Next Applicant >**

Academic Information

Academic Status
Junior

After you've scored all applicants, click the **Save and Exit** button.

Emergency Fund
0/5 Graded • 0% progress

Save and Exit

< Previous Applicant Reyes, Tobias Next Applicant >

Academic Information

Academic Status
Junior

Otherwise, you can sign out of your account by clicking the profile icon in the top right corner, then clicking **Log Out**.

genevieve.halloran@awardspring.com 

Log Out

Score Cards tions