

HACC Foundation Scholarship Application Tutorial

https://youtu.be/uRFIKtW_rKo

[The video opens on a title slide with “HACC Scholarship Application Tutorial” on the screen. The narrator introduces the video.]

VOICEOVER:

I am honored to provide this HACC Foundation scholarship tutorial for you. The HACC Foundation offers two scholarship cycles a year. The scholarship cycle for fall typically opens in August and closes in October and the spring cycle typically opens in February and closes in March or April. The purpose of this video is to provide instruction on how to apply for HACC Foundation credit scholarships on the online scholarship database, Academic Works.

[The video transitions to a screen capture recording of hacc.academicworks.com/opportunities.]

VO:

To begin, you will need a hawkmail account, which you will receive when you apply for admissions to HACC.

[A banner appears on bottom of the screen with the text: my.hacc.edu.]

VO:

To sign up for HACC Foundation scholarships, please visit your myHACC student portal by going to myhacc.edu.

[The narrator switches to myHACC and clicks on “Scholarships – AcademicWorks” in the column on the left.]

VO:

You will then click on the scholarship bar on the left side of your screen.

[The screen switches back to AcademicWorks on the General Application page, which has some text at the top and application questions to complete on the bottom. The narrator scrolls to the bottom of the page as she speaks. A banner briefly appears on bottom of the screen with the text: hacc.academicworks.com.]

VO:

You can also go directly to hacc.academicworks.com and click on the sign up button. When you first sign into Academic Works, it will take you to the general application page. You will only need to fill out the general application form once and it will auto match you to scholarships that you qualify for. Please complete your application and sign with your electric signature. If you are under the age of 18, please have your parent sign as well.

[Box number two, titled “Parent’s Electronic Signature (Type Full Name)” is highlighted at the bottom of the page.]

VO:

If you are over the age of 18, please type not applicable in this box.

[The “Finish and Submit” button is highlighted in the bottom right of the page.]

VO:

If you are finished with your general application and would like to submit it, please click finish and submit.

[The “Save and Keep Editing” button is highlighted in the to the left of the previous button.]

VO:

If you are not finished and want to return, please click save and keep editing.

[The screen switches to the opportunities page. The “Applicant Record” button in the bottom left is briefly highlighted.]

VO:

At the bottom left-hand corner of the application, you will see the applicant record tab. This tab will have the information that was pulled in from our student record information. If any of this information is incorrect, please contact your campus welcome center to correct this. Your general application will automatically match you to any scholarship you may be eligible for. After submitting your general application, it will take you to the opportunities portions of the scholarship. This will reflect additional scholarship opportunities that are recommended for you and that you are most qualified for.

[The narrator points to the text at the top of the page with her mouse. The section reads: Important Items.]

VO:

Please read the important notes that are listed here before you proceed. The recommended opportunities will have additional steps, so please view these recommended opportunities and if you would like to apply for these scholarships, you will see the supplemental questions and any additional information that is required.

[The screen switches to show one award as an example. It is the Guy J. and Helen Y. Swope Leadership Award page. The last sentence on the page is highlighted. It reads: 2. Please provide a letter of recommendation from a HACC employee.]

VO:

For this scholarship opportunity, you will see that they are requesting a letter of reference from a HACC employee.

[The narrator clicks on the apply button in the lower right and the page changes to the application page. She scrolls down to show the essay text box and the file upload area for the letter of recommendation.]

VO:

For this particular scholarship you will see that they are looking for an essay that demonstrates your leadership skills, as well as a letter of recommendation from a HACC employee. Please be sure to speak to the HACC employee before requesting a letter of recommendation, as well as to let them know that they will be receiving this email. Once the letter of recommendation is submitted, please also upload it with your application.

[The “Finish and Submit” button is highlighted in the bottom right of the page.]

VO:

If you are finished and would like to submit your application, please hit finish and submit.

[The “Save and Keep Editing” button is highlighted in the to the left of the previous button.]

VO:

If you would like to continue to work on your application, please click save and keep editing.

[The narrator scrolls back to the top of the page and clicks on the “Opportunities” tab. A drop-down box appears with the headline “scholarship” and two choices: “Recommended” or “All.” She clicks on “All.”]

VO:

On the opportunities tab, you will see a button that says all. This will then take you to all of the scholarship opportunities that are offered by the HACC Foundation for credit scholarships.

[The screen switches to the “All Opportunities” page.]

VO:

At this time you can choose to apply for additional scholarships or you can search by keywords for specific scholarships that you are looking for.

[The narrator hovers over the tab in the upper left that reads “My Applications” and clicks on it. The screen switches to the My Applications page.]

VO:

To manage your applications, please click the my applications tab. This tab will show you the general application that you filled out, as well as the scholarships that you have applied to or have been automatically matched to.

[The screen switches to red and the text “Scholarship Offer” slides on.]

VO:

If you receive a scholarship offer, you will be notified via email after the close of the scholarship cycle. When you log in, you will see offer at the top of the page. Please click review the offer to review the scholarship offer. You will be able to accept or reject the terms and conditions of the award. Please click accept to accept the offer or decline to decline the offer. You can also click details of the scholarships. When you click accept, you will be prompted to complete the post acceptance portion of the scholarship. Please submit a thank you letter to the donor as well as re-accept the other terms of the scholarship. When you have completed this process, please click finish and submit. If you would like to come back later to work on it, please click save and keep editing. Please keep in mind there are deadlines to accept the scholarship and submit your thank you letter. You will also be able to see what scholarships need to be accepted under the applications tab. Under the applications tab you will see information that says need attention. These are scholarships that you have been offered and you need to complete the post acceptance for. Once you complete the post acceptance step, you will then be accepting your award and you will receive your scholarship offer.

[The text slides off screen and the text HACCscholarships@hacc.edu slides on screen.]

VO:

If you have any questions, please email HACCscholarships@hacc.edu. I hope you will apply for and receive HACC Foundation scholarships. Doing so will ease your financial load and lessen your college debt. Thank you and best wishes.