

## Navigating AwardSpring: Reviewer Guide

Navigate to the URL provided to you by the organization's administrator to log in with your email address and password.

### AwardSpring University

Scholarships

Donors

Sign In

### Sign In

Email

Password

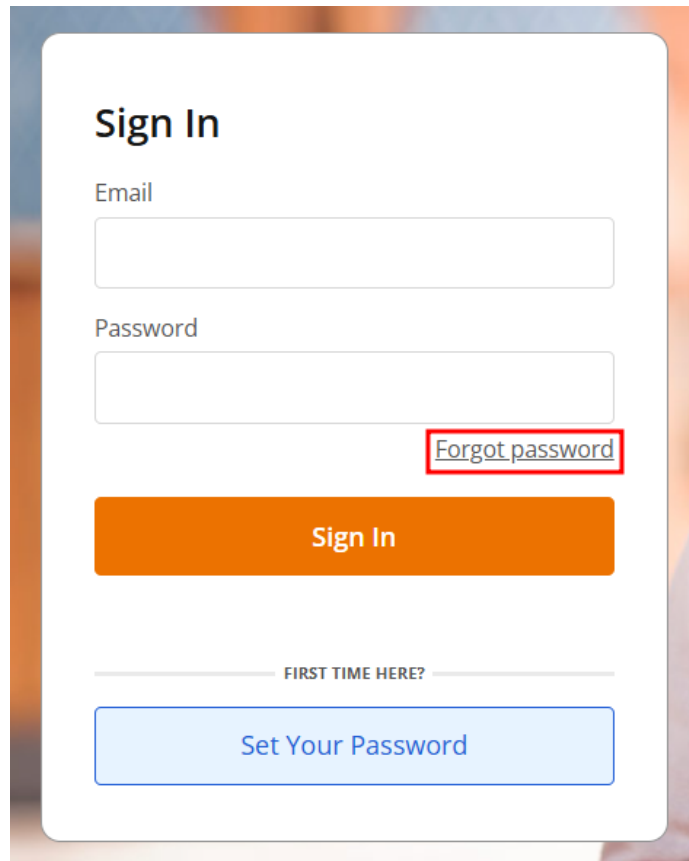
[Forgot password](#)

Sign In

FIRST TIME HERE?

Set Your Password

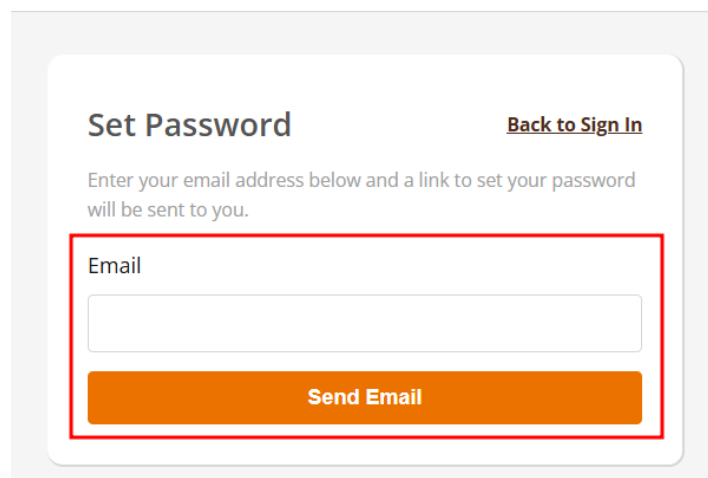
If you do not yet have a password or have forgotten your password, click on the “Forgot Password” button.



The image shows a 'Sign In' form. At the top, the title 'Sign In' is displayed. Below it are two input fields: 'Email' and 'Password'. To the right of the 'Password' field is a red-bordered link that says 'Forgot password'. Below the input fields is a large orange button labeled 'Sign In'. At the bottom of the form, there is a section titled 'FIRST TIME HERE?' with a light blue button labeled 'Set Your Password'.

Enter your email address and click on “Reset Password”.

## AwardSpring University



The image shows a 'Set Password' form. At the top left, the title 'Set Password' is displayed. At the top right, there is a link that says 'Back to Sign In'. Below the title, there is a short instruction: 'Enter your email address below and a link to set your password will be sent to you.' Below this instruction is an input field labeled 'Email'. Below the input field is a large orange button labeled 'Send Email'.

Check your email for a message entitled "AwardSpring Password Reset". **Note that the password reset link will expire after 24 hours.**

If you do not see this email in your inbox, please check your Junk/Spam Folder(s).

Click on the "Reset Password" in the middle of the message or copy and paste the link at the bottom of the email into your web browser address bar.

## AwardSpring University

Hello,

Click below to reset your AwardSpring password. The link will be valid for 1 day.

[Reset Password](#)

If you haven't requested a password change, please contact us at 1-888-258-5628. Thanks!

The AwardSpring Team

Can't click the link? Try copying and pasting the following web address into your browser. <https://helpcenter.awardspring-demo.net/PasswordReset/6ec04d34298049c49a16e11f6d52cbde>

Enter your password on the screen twice and click on "Reset Password".

**Reset Password**

Enter your new password below

New password

Confirm new password

[Reset Password](#)

**Strength** Weak

**Requirements**

- At least 7 characters
- Must have 3 of 4
  - 1 uppercase letter
  - 1 lowercase letter
  - 1 number
  - 1 special character excluding < or >

You will now be directed to the Privacy and Policy Use agreement page. Please read the policies and click the checkbox next to “I agree to the AwardSpring Terms of Used and Privacy Poicy” and then click “Accept Agreement”.

### 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**

You will be brought to your dashboard which displays a list of review groups. These are the review groups to which you have been assigned.

NAME	% COMPLETE	APPLICANTS REMAINING
All Scholarships Review	0%	3

Also, you will see percent complete (reviewed) and the number of applicants remaining to be scored. Click the arrows next a column header to order (ascending or descending) by that particular value.

You can begin scoring by clicking on a Group Name. You will be taken to the Applicant List page where you can see all the applicants who have applied for the scholarships in the selected group. StudentID data will display next to the applicant names, alongside the Review Status column and Score column. Again, the sorting option is available for each column.


★ My Groups

## All Scholarships Review

Search by Applicant

Applicant List Instructions

APPLICANT	STUDENTID	STATUS	SCORE
3 TOTAL • 0% REVIEWED			
Beharry, Stacy	10008932	Not Completed	--
Carter, Benjamin	877601	Not Completed	--
Miller, Sean	877603	Not Completed	--



Click on an applicant to begin reviewing their application. Below is an example of a student that is ready to be scored.

You'll notice that the score board will populate on the right side of the screen, with a score card for every criteria that the student needs to be scored on.

All Scholarships Review  
0/3 Graded • 0% progress

Save and Exit

Score Cards Instructions

Beharry, Stacy

Next Applicant >

Academic

College GPA  
3.5

Essay

Please write an essay sharing your life experiences that you've truly enjoyed and those that you haven't. You may share as many examples as you'd like.

When my parents finally revealed to me that my grandmother had been battling liver cancer, I was twelve and I was angry--mostly with myself. They had wanted to protect me--only six years old at the time--from the complex and morose concept of death. However, when the end inevitably arrived, I wasn't trying to comprehend what dying was; I was trying to understand how I had been able to abandon my sick grandmother in favor of playing with friends and watching TV. Hurt that my parents had deceived me and resentful of my own oblivion, I committed myself to preventing such blindness from resurfacing.

I became desperately devoted to my education because I saw knowledge as the key to freeing myself from the chains of ignorance. While learning about cancer in school I promised myself that I would memorize every fact and absorb every detail in textbooks and online medical journals. And as I began to consider my future, I realized that what I learned in school would allow me to silence that which had silenced my grandmother. However, I was focused not with learning itself, but with good grades and high test scores. I started to believe that academic perfection would be the only way to redeem myself in her eyes--to make up for what I had not done as a granddaughter.

Beharry, Stacy


/20 Essay

/10 GPA

Notes Scores are auto saved.

Notes are optional

Next



You'll also have access to instructions that the Admin team added for you under the Instruction tab, located on the right side of the screen.

After you have completed scoring an applicant, click the "Next Applicant" to proceed with reviewing the next applicant.

All Scholarships Review  
0/3 Graded • 0% progress

Save and Exit

Beharry, Stacy

Next Applicant >

Academic

College GPA  
3.5

Essay

Please write an essay sharing your life experiences that you've truly enjoyed and those that you haven't. You may share as many examples as you'd like.

When my parents finally revealed to me that my grandmother had been battling liver cancer, I was twelve and I was angry--mostly with myself. They had wanted to protect me--only six years old at the time--from the complex and morose concept of death. However, when the end inevitably arrived, I wasn't trying to comprehend what dying was; I was trying to understand how I had been able to abandon my sick grandmother in favor of playing with friends and watching TV. Hurt that my parents had deceived me and resentful of my own oblivion, I committed myself to preventing such blindness from resurfacing.

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Score Cards

Instructions

**Essay:** Score the student based on their grammar (0-5), word count number (0-5), and whether they successfully addressed the assigned topic (0-10).

**GPA:** If their GPA is above 3.6, please score them between 5-10. If their GPA is below 3.6, please score them between 0-5.

Once you have finished scoring, you can click the "Save and Exit" button.

All Scholarships Review  
3/3 Graded • 100% progress

Save and Exit

Previous Applicant

Miller, Sean

Academic

College GPA  
3.4

Essay

Please write an essay sharing your life experiences that you've truly enjoyed and those that you haven't. You may share as many examples as you'd like.

When my parents finally revealed to me that my grandmother had been battling liver cancer, I was twelve and I was angry--mostly with myself. They had wanted to protect me--only six years old at the time--from the complex and morose concept of death. However, when the end inevitably arrived, I wasn't trying to comprehend what dying was; I was trying to understand how I had been able to abandon my sick grandmother in favor of playing with friends and watching TV. Hurt that my parents had deceived me and resentful of my own oblivion, I committed myself to preventing such blindness from resurfacing.

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Score Cards

Instructions

Miller, Sean

19 /20 Essay

9 /10 GPA

Notes

Scores are auto saved.

Notes are optional

Next

The Groups tab will show 100% complete and 0 applicants remaining.

## Review Groups

NAME ▲▼	% COMPLETE ▲▼	APPLICANTS REMAINING ▲▼
All Scholarships Review	100%	0

Select the drop down menu at the top right of the screen to log out of your account.

