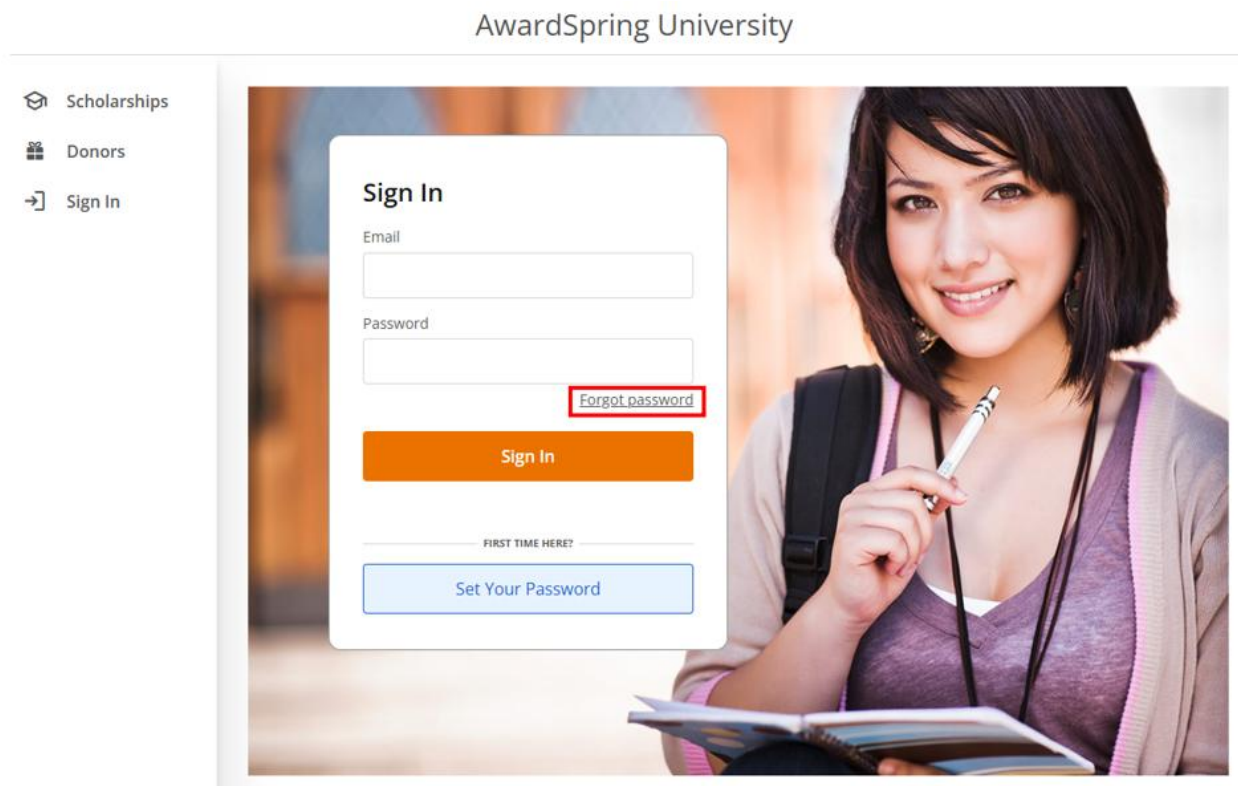


# Navigating AwardSpring: A Guide for Donors

The purpose of this guide is to walk you through the process of accessing your account on the AwardSpring platform. Start by navigating to your organization's AwardSpring site. The URL will be provided to you by your organization's administrator.

You will land at the login page. (Please note that this page is customizable so your organization's login page may look different than the example below.)



The administrator would have created your account; however you are required to set up the password for the account. To do so, click the 'Forgot Password' button.

Type in your email and click the 'Reset Password' button.

# AwardSpring University

## Set Password

[Back to Sign In](#)

Enter your email address below and a link to set your password will be sent to you.

Email

**Send Email**

You will receive an email with a link in the email or you can click the 'Reset Password' which will allow you to create a password.

# 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/371ef2fe283d4bf39a3231d4d3977b24>

You're required to type in your password twice. When ready click 'Reset Password'.

## AwardSpring University

### Reset Password

Enter your new password below

New password

Confirm new password

**Reset Password**

On the next screen, you'll be asked to agree to the terms of use and privacy policy.

## AwardSpring University

### 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**

On your dashboard, under the Applicants tab, you'll find a list of applicants for scholarships that you are associated with.

**Applicants**

★ Assignments

Search Applicants by Name 

NAME ▲ ▼	SCHOLARSHIP NAME ▲ ▼	AWARD AMOUNT ▲ ▼	AWARD DECISION DATE ▲ ▼
Albertini, Charles	Language Lover scholarship	5000	Mar 26, 2025
Beharry, Stacy	Language Lover scholarship	5000	Mar 26, 2025
Carr, Debora	Travel scholarship	3500	Mar 26, 2025

Once you select an applicant's name, you'll have access to them thank you letter or any other awarding task they were required to complete.

[Back to Applicants](#) » [Travel scholarship](#)

## Travel scholarship

Carr, Debora

Prev

Next

*Do you accept the terms of this award?*

Yes

*Please upload the most recent photograph of yourself.*

17.04.202412.01.18REC.png

*Do you accept this scholarship?*

Yes

*Have you mailed your thank you letter?*

Yes

Prev

Next

If you are participating in the process of reviewing/scoring applicants, you'll be able to complete this task under the Assignments tab on your dashboard.

The screenshot shows a dashboard with a sidebar on the left containing two tabs: 'Applicants' and 'Assignments'. The 'Assignments' tab is highlighted with a red box. To the right, the 'Review Groups' section is displayed, featuring a table with the following data:

NAME	% COMPLETE	APPLICANTS REMAINING
All Scholarships Review	0%	13

Here you will find a list of review groups you were assigned in, and a list of applicants in each.

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

### All Scholarships Review

The screenshot shows the 'All Scholarships Review' page. At the top left is a search bar labeled 'Search by Applicant'. To the right are two tabs: 'Applicant List' (which is active) and 'Instructions'. Below the tabs is a table with the following data:

APPLICANT	STATUS	SCORE
13 TOTAL • 0% REVIEWED		
#15984	Not Completed	--
#15985	Not Completed	--
#15987	Not Completed	--
#15990	Not Completed	--
#15994	Not Completed	--
#16023	Not Completed	--

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

All Scholarships Review  
0/13 Graded • 0% progress

Save and Exit

Score Cards

Instructions

15984

Next Applicant >

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.

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.

/10 GPA

/20 Essay

Notes

Scores are auto saved.

Notes are optional

Next

Under the Instructions tab you'll have access to instructions that the Administrator team provided. You can easily refer to them as you are reviewing applications.

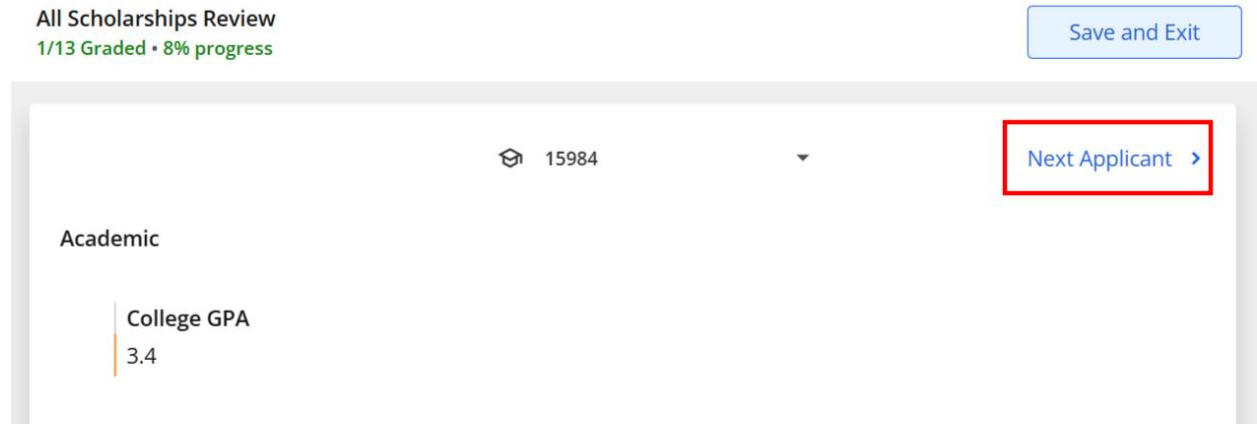
### Score Cards

### Instructions

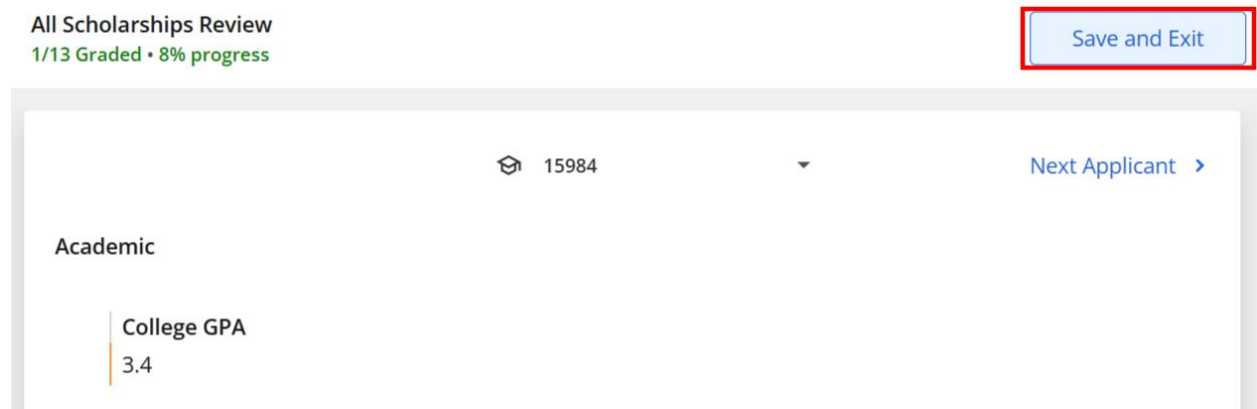
**Essay:** Score the student based on their grammar (0-5), word count number (0-5), and whether they successfully addressed the assigned topic (0-10).

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



Once you have completed scoring all applicants, you can click the 'Save and Exit' button.



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

