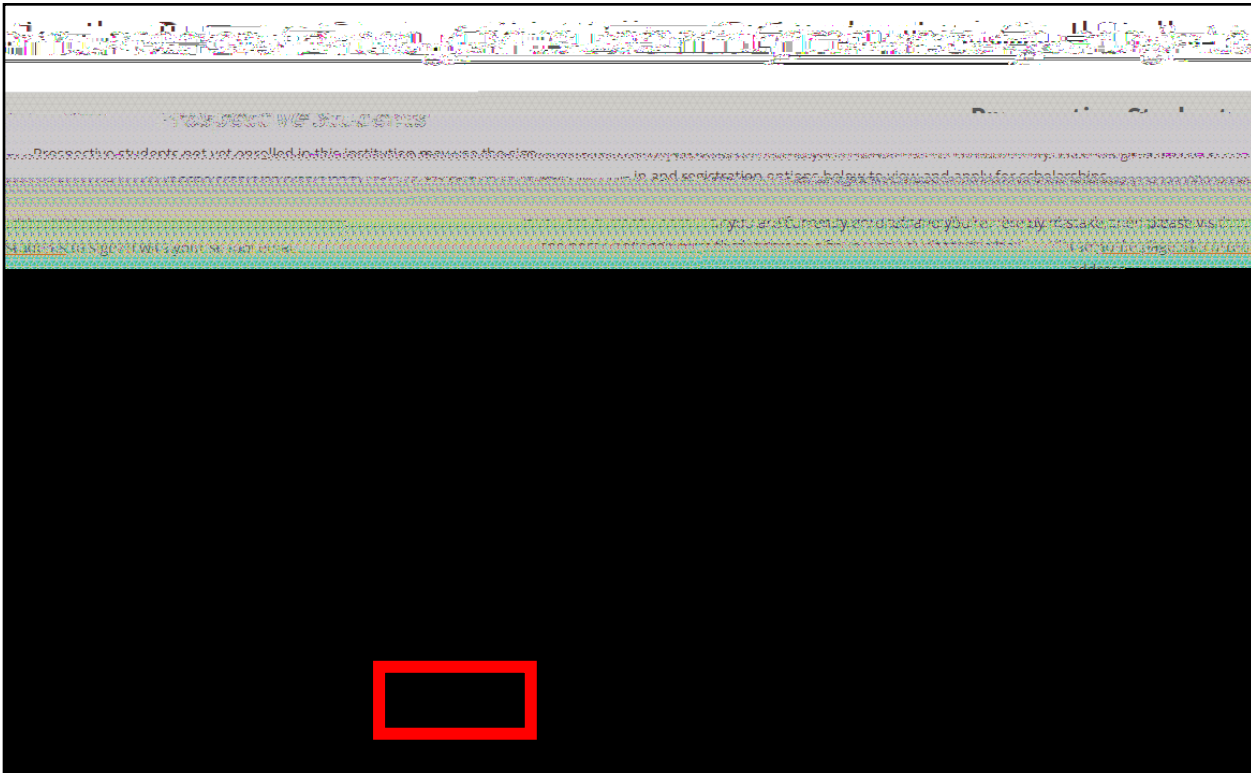


➤ Visit <https://arcc-atc.awardspring.com/prospective/signin>

(If you are a current student, please instead see the "Student Scholarship Application Guide")

If this is your first time using this site, click the "Sign Up" button.



➤ Register with an email address and first and last name.

➤ Create and confirm a password and click "Sign Up".

After registering and signing in, there is a security message for applicants to read before logging into the scholarship portal.

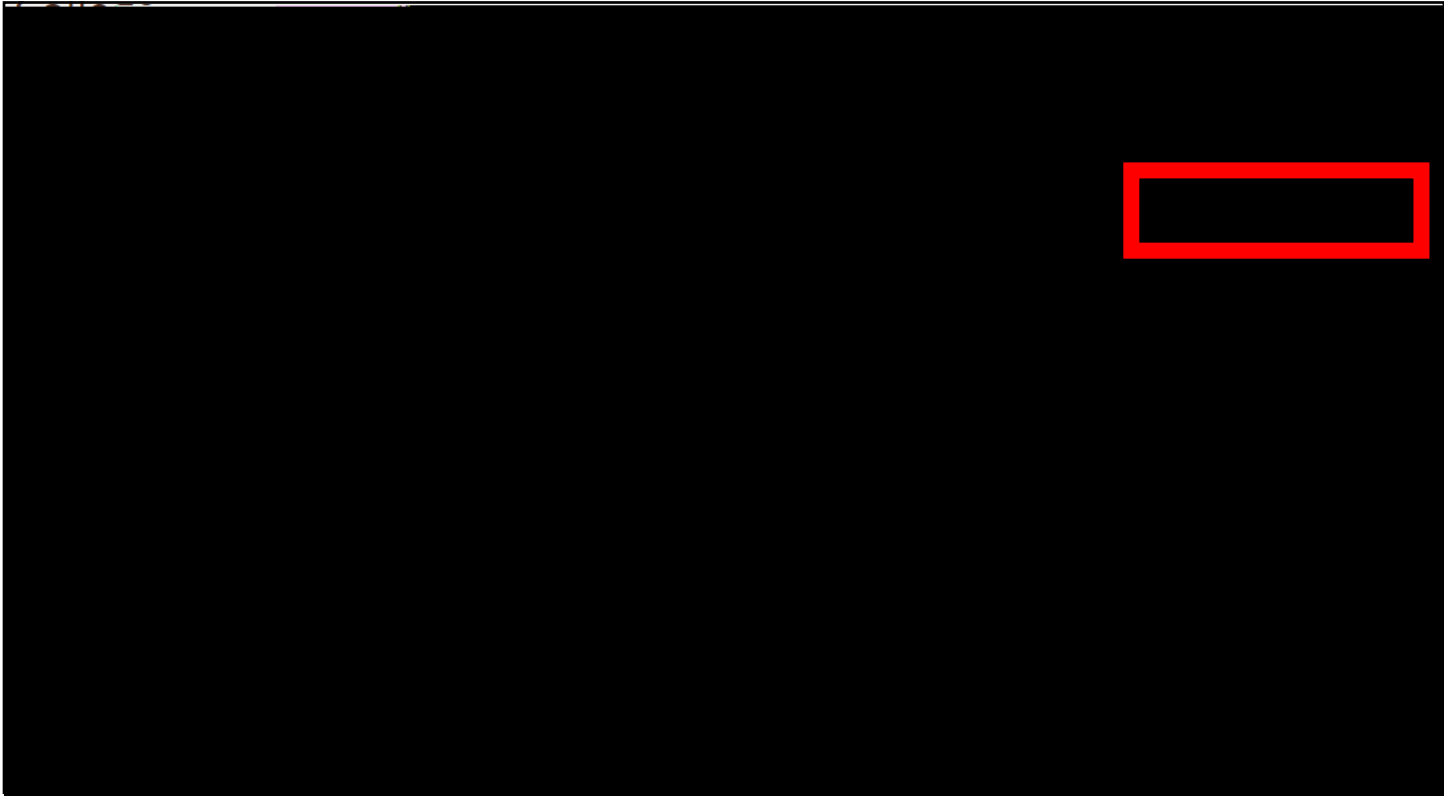
So you understand how data is being used, please read this waiver before agreeing and accepting

At your next visit to the website, simply enter your chosen email address and password and click "Sign In."

- After signing in, you will be brought to the [Dashboard](#) screen.
The dashboard screen will show an application % progress bar.
After application is submitted, the dashboard screen will also show if there are any items requiring more follow up.
- Click "Dashboard" anytime you want to see your application progress.
- You can also view open scholarship opportunities by clicking the "Scholarships" button.



➤ Clicking on the [redacted] : [redacted] button will bring you to the application.

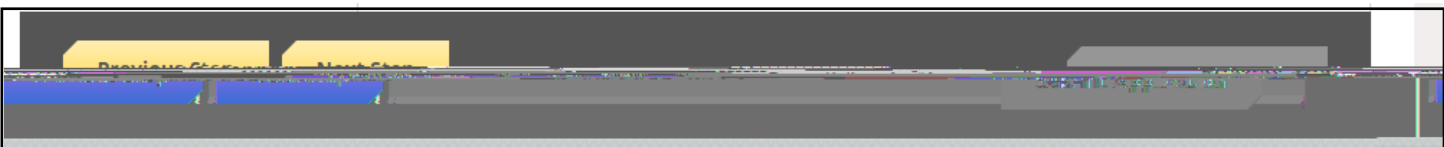


, : The left side of the application will show which sections have been completed and are in progress. Those without a progress indicator have not yet been started.

- : Gender Identity, Race and Ethnic Background

➤ Your answers to these confidential and optional questions in the "General Information" area are not reviewable by scholarship committee members.

, : You can click : : or : at the bottom to move between application sections. Your answers will be saved as you move through the application.



:: , :

- If you would like to upload an optional letter of recommendation or faculty reference, you can upload it in the " Letter of Recommendation" section.

:: - :

- Check the sections on the left side to see if they are all " Completed." If any sections show as blank or " In Progress," you will need to return to the section and fill out that required question that you missed.
- Missed questions will show as a red error or will be highlighted in light orange (example below).

, : If you get to the end of the application and the " Submit A pplication" button is greyed out, then you have

: :

,: :: - : Depending on your answers to certain qualification questions, you may have other opportunities to follow-up on.

- You can find other opportunities that need follow-up in the Dashboard area.

- Find these opportunities by clicking on : - :

- Click the :

□ : -

- We recommend that applicants begin writing essays in a Word document to help with grammar and spelling. Applicants can then connect with the college writing center to share essay answers with a tutor for writing support.
- Some questions have maximum word counts. We recommended using a Word document to review the word count before pasting responses into the fields.

□ : - :

: :

Tutors are available to help applicants improve their essays. Students can schedule a virtual writing session or get essay feedback on weekdays at: <http://www.anokaramsey.edu/resources/tutoring-services/#writing-center>

: :

Tutors are available to help applicants improve their essays. Find more helpful information, including how to schedule a virtual meeting with a tutor, at the Tutoring Services page: <https://www.anokatech.edu/en/StudentServices/Services/Tutoring>

