# Login Instructions for FSU Students

## Contents

# Logging Into FS4U

Student applicants are loaded into the system automatically via a data import from Student Central once a student has registered and received a unique EMPLID (9 digit ID).

To access the scholarship portal, visit the **Award Management** (FS4U) website at https://fsu.academicworks.com and click **Sign In** at the top right.

Select the **Applicants and Administrators** tab, then **Sign In With Institution**. This will redirect you to an FSU landing page.
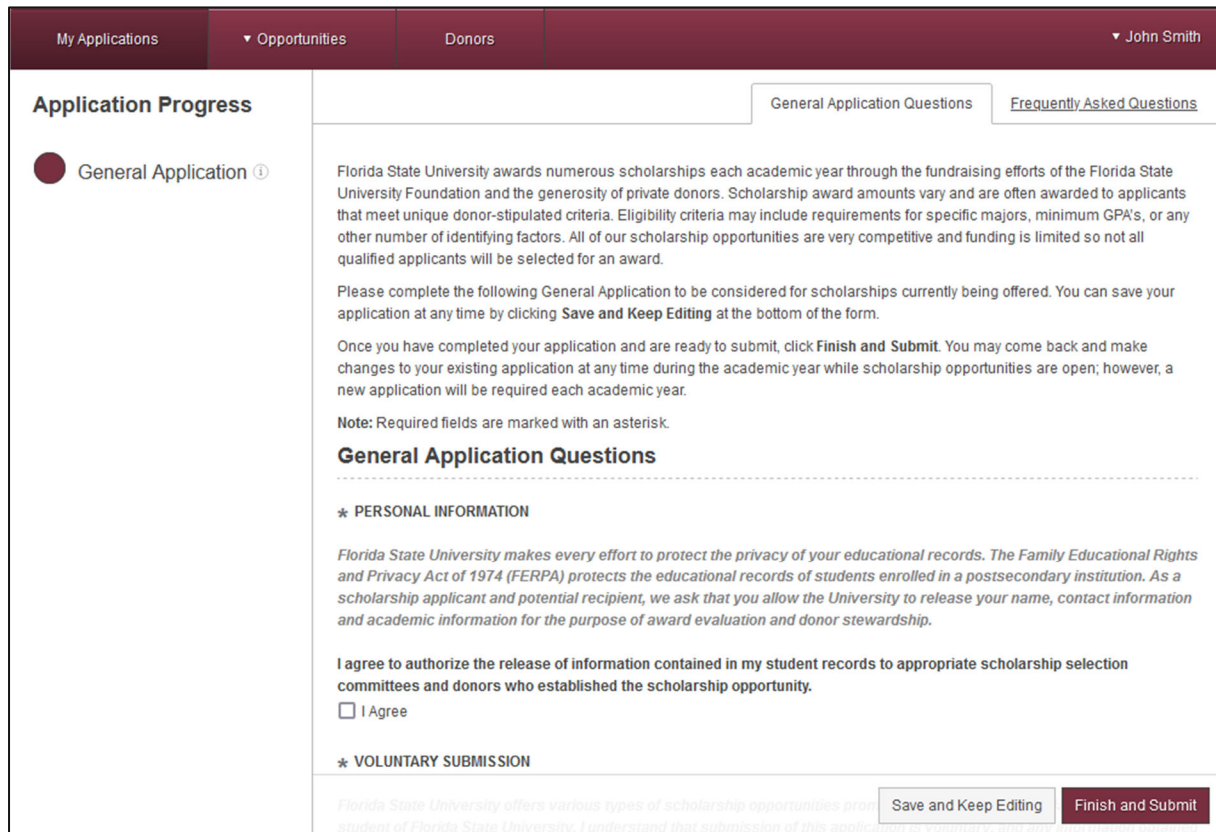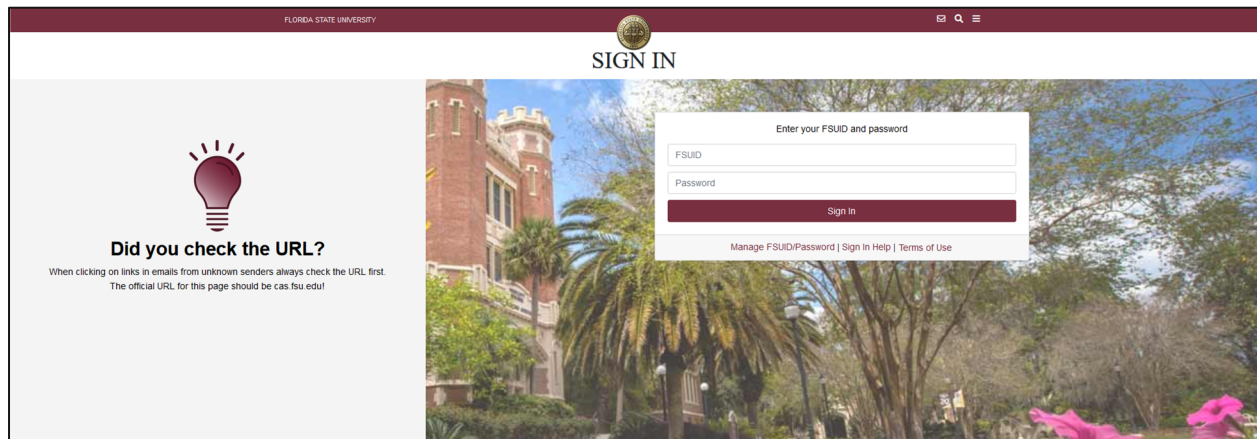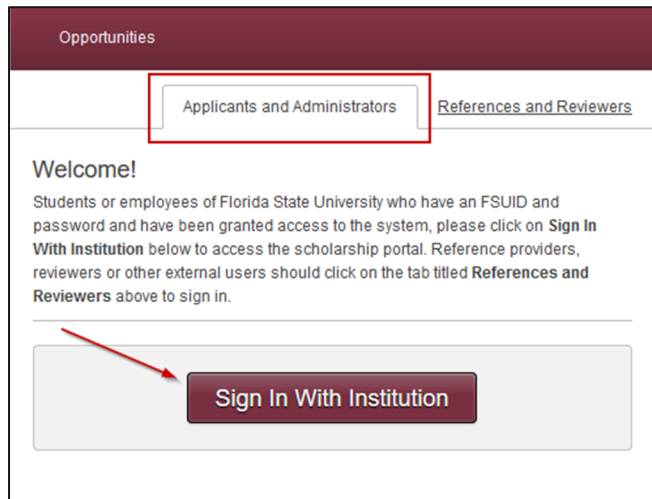




Enter your FSUID and password, then click **Sign In**. If you forgot your password or need to activate your FSUID, click **Manage FSUID/Password** for assistance. Once logged in, you will be directed to the applicant dashboard.

## General Application and the Applicant Dashboard

Upon logging into FS4U for the first time, you will arrive at the **General Application**. You do not have to complete this immediately, but it is recommended that you do so before submitting applications to other awards.

**Tip:** If you have received an email about a pending award offer or required post-acceptance application, you can skip the General Application for now and go directly to the **Applications** page to act upon any outstanding items.

The **General Application** should be completed by each student that wishes to be considered for a Foundation-issued scholarship. This application contains several questions that may further qualify you for certain scholarships, and will also enable the ability to provide more information to scholarship committees regarding involvement or participation in Clubs/Organizations, Leadership, Honors/Awards, Community Service, and Employment. Questions marked with an asterisk (*) are required. If you can't complete the **General Application** in one session, you can choose **Save and Keep Editing** at the bottom right to come back at a later time to finish the application. Otherwise, you can complete it now by choosing **Finish and Submit**.



When completing the **General Application**, it is recommended to provide the most up-to-date information as it pertains to you. It is permissible to include high school qualifications if that is the most recent information.

# Recommended Opportunities

Once the **General Application** has been completed, you may be recommended to other applications required for a specific academic college or unit, as well as other scholarship opportunities based on your profile, all of which are voluntary and require supplemental questions be answered or additional information be provided to determine your eligibility. You will automatically be matched to scholarship opportunities based on self-reported information provided on the applications or supplemental questions, as well as imported data from your student record in Student Central.

Conditional applications work similar to the **General Application** in that you can select the applications from the left and answer the required questions. You can also click **Apply** to review the requirements of specific opportunities to determine your eligibility and decide whether or not to apply by answering or providing the additional information.

**Reva Daniels Metzinger Endowed Scholarship**

**Description**

Recipient must be a student, 23 years of age or older, who has had a five year break in their education with financial need. Preference will be...

**Donor**

This opportunity is possible thanks to the donations of Mrs. Judith A. Bowen.

**Deadline**

06/30/2024

**Category**

New

**Supporting Documents**

Applicant Record

Profile

You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once you have completed your application and are ready to submit, click **Finish and Submit**.
**Note:** Required fields are marked with an asterisk.

**Application Questions**

★ Are you an adult student returning to school after at least a five year break in education or a student transferring to Florida State University after completing an A.A. degree at a community college following a 5 year break in education?
○ Yes
○ No

★ Submit a personal statement encompassing the following: your previous education, employment, personal and family experiences, your academic professional aspiration, why you want to attend the university at this time, whether you have changed your field and what caused you to change, your perception of your abilities, and any other comments relevant to your application.

Example Formatting: *bold*, _italics_

B  I  ≡  ≡                                              Help    Preview    Edit

Save and Keep Editing    Finish and Submit

★ Submit a statement that clearly expresses what this scholarship would mean to your personally and...

You can then monitor activity regarding scholarship opportunities on your dashboard under **My Applications**. Incomplete items or actions requiring attention will be noted in red under **Status** and listed under **Needs Attention** as shown below.

**Status**

Recommended Opportunities Submitted   0 of 13

General Applications Submitted   1 of 3

**Needs Attention** ⓘ

⚠ Required Questions
Alumni Association
Seminole Club Application

Drafted
Deadline                06/05/2024

**Finish**

Unless noted by a deadline, you can make changes or update your applications throughout the year, and changes will automatically update on each scholarship application, provided that scholarship opportunity has not ended.

You can find additional scholarship opportunities available throughout the year on your dashboard under **Opportunities → All**. This list will be similar to the Recommended Opportunities as you can review requirements to determine your eligibility and whether any additional actions are needed for consideration.

In addition, you can select **Show Filters** from either the **Recommended Opportunities** or **All Opportunities** page to narrow scholarship opportunities to a specific academic college or unit, such as the College of Arts & Sciences.

**Application Progress**

✓ General Application

○ Alumni Association Seminole Club Application

○ College of Business Application

**Recommended Opportunities**
[Show Filters]

PLEASE NOTE: Based on your General Application, below are scholarships for which you may be eligible. Keep in mind that "**Recommended**" does not constitute qualified. The system will identify you from your student record and match you to potential opportunities. Further review of each opportunity will be necessary to ascertain if you meet all requirements. Next to each recommended opportunity, click "**Apply**" to review additional criteria and questions. If you are qualified, answer questions specific to each recommended scholarship, then click "**Finish and Submit.**"

If you have questions concerning these opportunities, please contact the academic college or unit who administers the opportunity. A complete list of contacts can be found here.

Search by Keyword

**Searchable Fields** ✕

Instructions: Provide as much information about yourself as possible to search for opportunities for which you may qualify. For a more accurate list of opportunities you may be eligible for, please complete the General Application and review your Recommended Opportunities page.

**Search by Keyword**

**Academic College/Unit**

No Academic College/Unit Applied
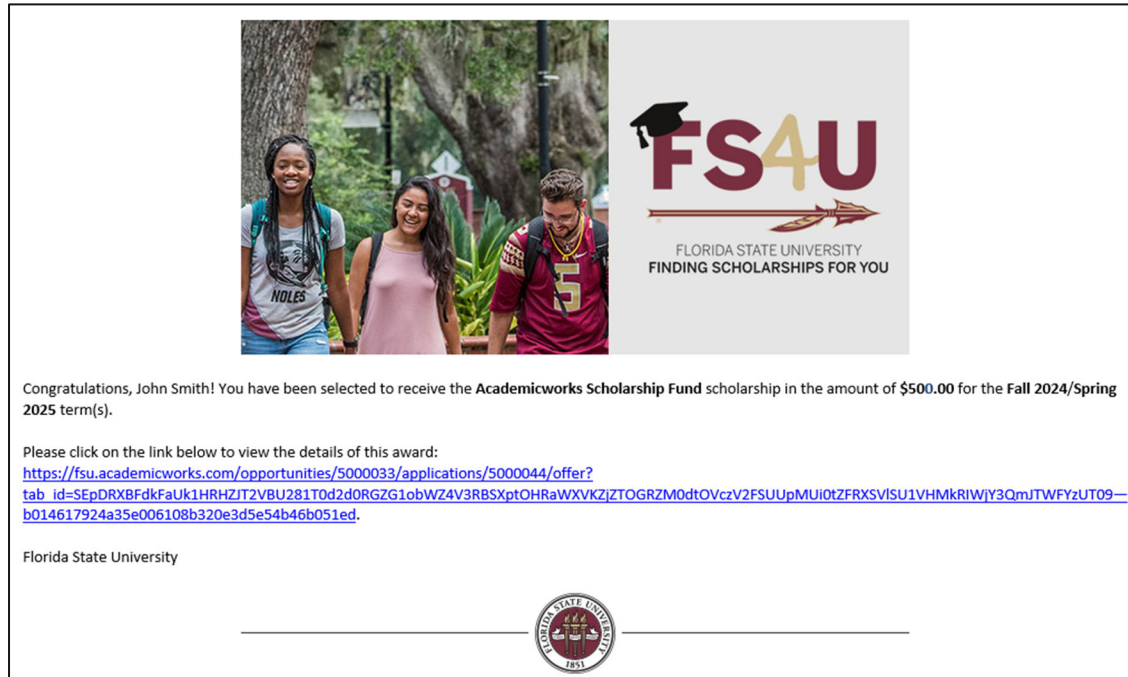College of Arts & Sciences
College of Business
College of Communication and Information

To select multiple items, hold control or command and click each one.

[Filter Opportunities]

## Email Notifications

Students will receive emails to their FSU email address, shown in the example below, or banner announcements when logging into FS4U, to ensure they remain informed throughout the process.



Congratulations, John Smith! You have been selected to receive the **Academicworks Scholarship Fund** scholarship in the amount of **$500.00** for the **Fall 2024/Spring 2025** term(s).

Please click on the link below to view the details of this award:
https://fsu.academicworks.com/opportunities/5000033/applications/5000044/offer?tab_id=SEpDRXBFdkFaUk1HRHZJT2VBU281T0d2d0RGZG1obWZ4V3RBSXptOHRaWXVKZjZTOGRZM0dtOVczV2FSUUpMUi0tZFRXSVlSU1VHMkRIWjY3QmJTWFYzUT09—b014617924a35e006108b320e3d5e54b46b051ed.

Florida State University

System-generated emails come from noreply@academicworks.foundation.fsu.edu.  These are legitimate notifications so please check your spam or junk folders and, if necessary, whitelist the address or add it as a trusted sender.

## Contact Us

If you have any questions, please contact the Opportunity Administrator in your academic college or unit, or contact the FS4U help desk at FS4U@advance.fsu.edu.  A list of Opportunity Administrators, by academic college or unit is available here.