

# Login Instructions for FSU Students

# Contents

Logging Into FS4U	.2
General Application and the Applicant Dashboard	.3
Recommended Opportunities	.4
Email Notifications	.7
Contact Us	.7



### 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 <u>https://fsu.academicworks.com</u> 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**.

My Applications	▼ Opportur	nities	Donors			▼ John Smith
Application Progres	SS				General Application Questions	Frequently Asked Questions
General Application <sup>®</sup>		Florida State University awards numerous scholarships each academic year through the fundraising efforts of the Florida State University Foundation and the generosity of private donors. Scholarship award amounts vary and are often awarded to applicants that meet unique donor-stipulated criteria. Eligibility criteria may include requirements for specific majors, minimum GPA's, or any other number of identifying factors. All of our scholarship opportunities are very competitive and funding is limited so not all qualified applicants will be selected for an award.				
		Please complete the following General Application to be considered for scholarships currently being offered. 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 <b>Finish and Submit</b> . You may come back and make changes to your existing application at any time during the academic year while scholarship opportunities are open; however, a new application will be required each academic year.				
		Note: Required fields are marked with an asterisk.				
		General Application Questions				
		* PERSONAL INFORMATION				
		Florida State University makes every effort to protect the privacy of your educational records. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the educational records of students enrolled in a postsecondary institution. As a scholarship applicant and potential recipient, we ask that you allow the University to release your name, contact information and academic information for the purpose of award evaluation and donor stewardship.				
		I agree to authorize the release of information contained in my student records to appropriate scholarship selection committees and donors who established the scholarship opportunity.				
		* VOLUNTARY SUBMISSION				
				s various types of scholarship ersity, l understand that submis		p Editing 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 selfreported 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.

My Applications	My Applications			<ul> <li>Brady Adcox</li> </ul>	
Complete all Conditional A	pplications to apply or	be automatically matc	hed to possible opportunities.		
Application Progress	s Reco	mmended Opp	portunities	Show Filters	
General Application	n "Recon opportu recomm to each If you ha	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 <u>here</u> .			
College of Business	S Sear	Search by Keyword			
Other Recommended Opportunities	Award	Name		Actions	
		s Naples-Fort Me	i, <u>Isabelle and Neal Amdur and Barbara and Fred Havenick and the</u> <u>yers Greyhound Track Endowed Scholarship Fund</u> e a student at Florida State University. Preference will	Apply by 05/31/2024	
	\$1,00		kowski Returning Student Endowment Fund Scholarship e an adult student returning to school after a break in	Apply by 06/30/2024	
	Varie		mber 11 Scholarship Fund e a student who is a relative or a direct descendant of	None (i)	
	Varie		of Clay County Foundation Endowment for Leonard Voyles e a full-time student who is a resident of Clay County	None (i)	
Applicant Record	\$1,00		es Spearman Fund for Eckerd Kids e a student from the Eckerd Kids and foster child	Apply by 06/30/2024	

FS4U
FLORIDA STATE UNIVERSITY FINDING SCHOLARSHIPS FOR YOU

Reva Daniels Metzinger Endowed Scholarship Description	You can save your application at any time by clicking <b>Save and Keep Editing</b> at th Once you have completed your application and are ready to submit, click Finish a Note: Required fields are marked with an asterisk. Application Questions	
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	* Are you an adult student returning to school after at least a five year break State University after completing an A.A. degree at a community college follow O Yes	
Donor This opportunity is possible thanks to the donations of <u>Mrs. Judith A. Bowen</u> . Deadline 06/30/2024	<ul> <li>No</li> <li>* Submit a personal statement encompassing the following: your previous encoded and the experiences, your academic professional aspiration, why you want to attend changed your field and what caused you to change, your perception of your all application.</li> </ul>	the university at this time, whether you have
Category		
Supporting Documents	Example Formatting: *bold*,_italics_	Help Preview Edit
Applicant Record		
	* Submit a statement that clearly expresses what this scholarship would me	Save and Keep Editing Finish and Submit

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 Attent	ion <sup>①</sup>	
Alumni As	d Questions ssociation b Application	
Drafted Deadline	06/05/2024	
Fin	ish	



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**  $\rightarrow$  **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	Recommended Opportunities Show Filters
General Application	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
Alumni Association Seminole Club Application	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 <u>here</u> .
College of Business Application	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.



System-generated emails come from <u>noreply@academicworks.foundation.fsu.edu</u>. 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 <u>FS4U@advance.fsu.edu</u>. A list of Opportunity Administrators, by academic college or unit is available <u>here</u>.