

# Navigating AwardSpring

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EDMONDS COLLEGE  
FOUNDATION

# Overview

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This document will cover:

- How to sign up for and log in to AwardSpring.
- How to get supporting documents.
- The purpose of each section and which sections have essays.
- What information is visible to reviewers

You can view and download a PDF of the full application and the scoring rubric on our [website](#).

## New Users

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1. Create your user account by navigating to [edmonds.awardspring.com](https://edmonds.awardspring.com)
2. Click "Register."
3. Enter all of the required information, then click the "Create Account" button.  
We recommend using your primary email for your account.
4. Once registration is complete, you will be directed to your Dashboard.

Scholarships

Sign In

Register



### Sign In

Email

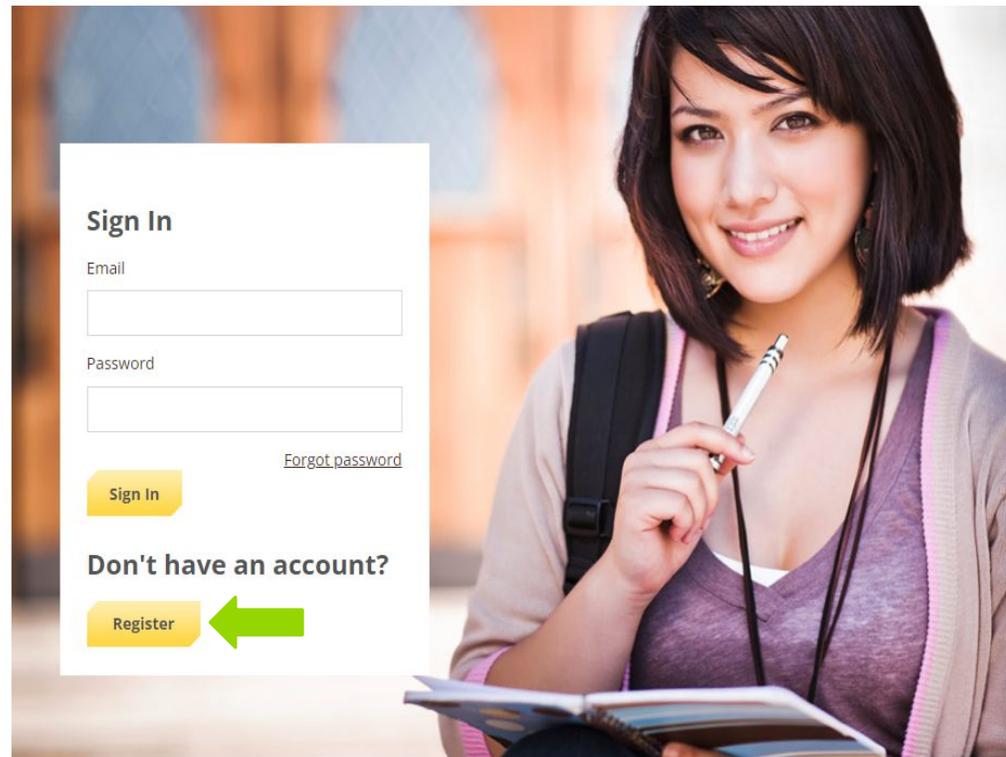
Password

[Forgot password](#)

Sign In

Don't have an account?

Register



## Returning Users

1. If you have applied for a scholarship before, you should already have an account.
2. If you can't remember your password, use the "Forgot password" button.
3. If you can't remember what email you used last time, please email [foundation\\_scholarships@edmonds.edu](mailto:foundation_scholarships@edmonds.edu) and we will try to recover your email address.

 Scholarships

 Sign In

 Register



**Sign In**

Email

Password

[Forgot password](#)

**Sign In**

**Don't have an account?**

**Register**

# Application Sections

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- Click "Start Application" to begin filling out your application.
- There are 5 sections to the application that need to be completed. Continue for more details on each section, or click below to skip to a specific section.
  - [General Information](#)
  - [Academic Learning and Reflection](#)
  - [Financial Need Information](#)
  - [Qualification Questions](#)
  - [Planning for the Future](#)

# Section 1: General Information

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This section is for collecting basic information so that we can contact you. **Make sure you enter your contact information correctly so you can be notified of your award!**

Please provide whichever email address you check most often AND your student email.

If you have multiple phone numbers, please make sure to provide the one you can be most easily reached at.

- If you are an international student with a US phone number and an international phone number, consider providing your international number as your secondary phone number.

# Section 2: Academic Learning & Reflection

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Some scholarships are only available to specific majors and degree types, or have minimum GPA, etc. The information about your educational background, experience, and goals is used to match you with scholarships that you are eligible for and that best fit your needs.

You will be asked to upload your unofficial transcript. See the next slide for instructions.

Includes one short answer essay question (maximum 300 words).

# Unofficial Transcripts

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- How to get your unofficial transcript:
  - Go to your Student Self Service Portal.
  - Under the Academic Records tile, select unofficial transcripts.
  - Right click and save your transcripts as a PDF or copy/paste into a Word document.
  - Upload it to your scholarship application when prompted.
- ctcLink has detailed [instructions](#) with screenshots on how to access your transcript

# Section 3: Financial Need Information

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One of the factors used in determining your eligibility for scholarships is your financial need. Gaining information about your individual financial situation will help us connect you with scholarships that best suit your financial aid needs.

Applying for FAFSA/WAFSA is not required, but it does help the Financial Aid Office verify your eligibility and need. This makes the rewarding process faster.

This information will be confirmed with the Financial Aid Office.

Includes two short answer essay question (maximum 300 words each).

# Section 4: Qualification Questions

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The Foundation relies on you to provide personal information about your background, education, employment, and future goals.

Please answer these questions honestly and to the best of your ability.

**Your answers to these questions are NOT visible to reviewers** and will only be used to match you with appropriate scholarships for your needs and qualifications.

# Section 5: Planning for the Future

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This is your opportunity to share your educational and career aspirations with the people who will be reviewing your application. As much as you are comfortable sharing, tell us about you, your goals, your community, and your dreams for the future. Please only share information that relates to the questions being asked.

Do not use AI - these are personal essays.

To maintain your anonymity with reviewers, please **DO NOT include your name anywhere in your essays.**

There are five short answer essay questions (maximum 300 words each).

# Essay Tips

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We encourage you to write a detailed response of a minimum 75-100 words for each question.

We recommend that you put these questions into a word processing or google document to make it easy for you to see what you have written.

Save time for revisions!

If you feel comfortable, have someone proofread your essays. [The Learning Support Center](#) can help with this.

You can use an app such as Grammarly to help you with grammar and spelling.

# Feedback and Signature

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The last section is for feedback on the application. We ask a few questions about how you prepared, how long it took, what resources you accessed, and any questions you might have found confusing or challenging to answer. This feedback will help us refine our application for next year. Thank you!

This is also where you will electronically sign your application and certify that all information is correct to the best of your knowledge.

# How do reviews work?

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All applications are scored by three reviewers, and your overall score is an average.

Scoring is completely anonymous. Reviewers cannot see any of your identifying information (name, ctcLink ID, email, etc.) unless you provide it outside of the required questions. **Do not write your name in any of the essay questions.**

Here is what reviewers **can** see:

- Your intended major and/or certificate
- All answers in the Financial Need section *except* the status of your FAFSA/WAFSA application
- All essay questions: one Academic Reflection, two Financial Need, and five Planning for the Future

# Completing the Application

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- Click the "Submit Application" button in the lower right corner.
  - The button is disabled until your application is complete.
- You will be directed back to your Dashboard where you will see the number of scholarships to which you have been **automatically** applied.
- Some scholarships require additional information if you qualify for them. Your Dashboard will prompt you to provide this.
- After completing all follow-up items for the scholarship, click "Resubmit Application."
  - If there are no follow-up items that need to be completed, you do not need to resubmit your application.
- Proceed through all follow-up items for all scholarships listed until you see "0 items requiring completion" on your Dashboard.