



**Anoka-Ramsey  
Community College and  
Anoka Technical College  
*Prospective Student*  
Scholarship  
Application Guide**

# Signing In

Prospective students who do not yet have a Star ID will use this application portal.

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

(If you **have a Star ID**, please instead see the “Student Scholarship Application Guide.”)

If this is your first time using this site, click the “**Register**” button.

Anoka-Ramsey Community College & Anoka Technical College

**Prospective Students**

Prospective students not yet enrolled in this institution may use the sign in and registration options below to view and apply for scholarships.

If you are currently enrolled and you're here by mistake, then please visit the [home page for current students](#) to sign-in with your school email address.

Email

Password

[Forgot password](#)

Sign In

**Don't have an account?**

Register

- Register with an email address and first and last name.
- Create and confirm a password and click “**Create Account.**”

**IMPORTANT:** 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

**After Registering:** At your next visit to the website, simply enter your chosen email address and password and click “Sign In.”

# Navigating

- 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.

The screenshot shows a user interface for a college application dashboard. At the top left, the word "College" is displayed. On the right side, there is a navigation menu with three items: "Dashboard" (highlighted with a red box), "Scholarships", and "Application". Below the navigation menu, the word "Application" is written in orange. A progress bar is shown with "0% COMPLETE" and a yellow "Start Application" button. At the bottom, there are two summary boxes: a yellow box stating "1 Item requiring completion" and a grey box stating "Scholarships closing in 36 days".

# Applying

- Clicking on the **“Application”** button will bring you to the application.

College

Dashboard

Scholarships

**Application**

## Application

**General Information**  
*In Progress*

Age

Country

Select an answer

Middle Name (Optional)

**Helpful hint:** 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.

## Demographic Data: 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.

**Helpful hint:** You can click **“Next Step”** or **“Previous Step”** at the bottom to move between application sections. Your answers will be saved as you move through the application.

Previous Step

Next Step

Submit Application

## Letter of Recommendation:

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

## Submitting Application

- 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).

The screenshot shows a sidebar on the left with four sections: 'Completed' (greyed out), 'Academic Information' (In Progress, highlighted in orange), 'Financial Information' (Completed, greyed out), and 'Qualification Questions' (Completed, greyed out). The main content area shows a question: 'Are you currently enrolled (at either ARCC or ATC)?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a highlighted orange box for 'Expected Graduation Date' containing a text input field with the placeholder '(mm/dd/yyyy)' and a calendar icon.

**Helpful hint:** If you get to the end of the application and the “Submit Application” button is greyed out, then you have missed a required question. Check the left side of the application for any “in progress” sections.

The screenshot shows a dark navigation bar with three buttons: 'Previous Step' (yellow), 'Next Step' (greyed out), and 'Submit Application' (greyed out).

- Find questions you have not yet answered, recheck your work, and then **submit!**

The screenshot shows a dark navigation bar with three buttons: 'Previous Step' (yellow), 'Next Step' (yellow), and 'Submit Application' (yellow).

# Follow-Up Opportunities

**After submitting your application:** 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.

The screenshot shows a user interface for a college dashboard. At the top left, the word "College" is displayed. On the right side, there is a navigation menu with three items: "Dashboard" (with a square icon), "Scholarships" (with a book icon), and "Application" (with a document icon). Below the navigation menu, a central message box states: "You have some follow-up work to do. Click 'Complete Follow-Up' in the boxes below." Below this message, there are two summary boxes: a yellow box on the left that says "5 Items requiring completion" (with a red arrow pointing to it from the left) and a grey box on the right that says "21 Applied scholarships". Below these boxes, there is a section titled "Follow-Ups" containing two individual opportunity cards. The first card is titled "Academic English, Journalism, Reading" with a due date of "Due 10/31/2020" and a yellow "Complete Follow-Up" button highlighted with a red border. The second card is titled "ACCAP Dreams and Aspirations Award" with a due date of "Due 10/31/2020" and a yellow "Complete Follow-Up" button.

- Find these opportunities by clicking on **“Items Requiring Completion.”**
- Click the **“Complete Follow-Up”** button on any scholarship opportunities requiring an extra step.
  - To be considered for this follow-up opportunity, complete the questions and then submit your follow-up application.

A dark brown banner at the top of the box contains a white checkmark icon followed by the text: "Great! You have answered all required questions. Now click the Submit Application button." Below the banner is a yellow button with the text "Submit Application".

Once you have submitted information for the follow-up opportunities you would like to be considered for, your scholarship application is **complete!**

## Writing Essays

- 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.

## Writing Support

### Anoka-Ramsey Students:

- 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>

### Anoka Tech students:

- 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>

❖ For other application questions, information, or help, please contact:

Anoka-Ramsey Community College Foundations

Anoka Technical College Foundation

[Foundation@anokaramsey.edu](mailto:Foundation@anokaramsey.edu)

(763) 433-1130

