

1. If you haven't already, apply for admission at www.colbycc.edu
(You must be accepted to the college before setting up an account)
2. Access your Trojan email account with the instructions sent to you after your application was processed by CCC
3. Go to colbycc.academicworks.com/ and click "Sign Up"



Click "Sign Up" here

colbycc.academicworks.com

COLBY COMMUNITY COLLEGE

Sign Up or Sign In

Opportunities Donors

Our Opportunities

Show Filters

Search by Keyword

Award	Name	Actions
Varies	<u>Accelerated Outreach Tuition Grant</u> THIS IS FOR THE 2018-2019 ACADEMIC SCHOOL YEAR The Accelerated Outreach Scholarship is awarded to incoming freshman who have completed a minimum of...	Deadline 07/01/2020
Varies	<u>Albert & Virginia Clark Fund</u> This scholarship is awarded to a visual arts student attending CCC with a cumulative 2.5 GPA. Selected by the Art Instructor.	Deadline 07/01/2020
Varies	<u>Albert Washburn Memorial</u> This scholarship is awarded to a sophomore student of upstanding moral character with at least a 3.0 GPA and shows financial need.	Deadline 07/01/2020

4. Enter your Trojan email address and create a new password to set-up your account

The screenshot shows the 'Opportunities' section of the Colby Community College website. At the top left is the 'COLBY COMMUNITY COLLEGE' logo. At the top right are 'Sign Up' and 'Sign In' buttons. The main content area is titled 'Welcome!' and contains instructions for users to sign up with their Colby CC email address and a password. It includes a 'trouble signing in' link and a note for Reference or Reviewers. Below the text are three input fields: 'Email Address', 'Password', and 'Confirm Your Password'. A 'Sign Up' button is at the bottom right. Annotations include a blue arrow pointing to the 'Create Password' label next to the password field, and two blue arrows pointing to the 'Email Address' and 'Confirm Password' fields with labels 'Enter Trojan email here' and 'Confirm Password' respectively.

5. Confirm your account through your Trojan email

The screenshot shows an email interface with a toolbar at the top and a message from 'Colby Community College' (admissions@colbycc.edu) via 'academicworks.com'. The subject is 'Please confirm your account!'. The email body contains a greeting to 'amanda.hart@trojans.colbycc.edu', a request to confirm the account by visiting a specific link, and a note to ignore the email if it was sent in error. The link is highlighted with a blue oval and a blue arrow pointing to it with the label 'Select link'. At the bottom of the email are 'Reply' and 'Forward' buttons.

After creating your account, you will receive the email shown above. You must confirm your account to continue

6. Complete application and submit it

My Applications Opportunities Donors amanda.hart@trojans.colbycc.edu

Application Progress

General Application ⓘ

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

General Application Questions

* First Name

* Last Name

Middle Name

* Home Address

* City

If you picked "Other" on city please submit your city:

* State

Completed

Fill out the application. Remember, you must complete all starred questions before submitting your application.

Application Submission Confirmation Inbox x

Colby Community College admissions@colbycc.edu via academicworks.com to me

1:43 PM (10 minutes ago)

Amanda Hart,
Thank you for submitting your General Application application. You can view the details of this application by visiting the following link:
[General Application](#)
Thanks!

You will receive a confirmation email to your Trojans email account after submitting your General Application.

7. To “apply to” specific scholarships select Opportunities.

My Applications | **Opportunities** | Donors | amanda.hart@trojans.colbycc.edu

✔ Your general application has been successfully submitted.

Recommended Opportunities

SHOW FILTERS

IMPORTANT NOTE TO APPLICANTS. READ BEFORE PROCEEDING FURTHER.

Other Recommended Opportunities

Almost Done!
Your previous applications have qualified you to apply to additional opportunities. We've recommended the ones you are most qualified for and have made those available here.

Additional opportunities for you to review because you might be interested in. You will need to determine if you are eligible and answer the additional questions to apply. **Please keep in mind that "recommended" does not constitute qualified.** If after reading a scholarship description, you know you don't qualify, please don't apply.

Browsing "ALL" Scholarships: This list shows all scholarships without filtering them based on your individual credentials, with many scholarships not requiring an additional application. (Scholarship Without Applications will show up with "None Required" in the Action column – if you qualify, you will be automatically considered.)

Scholarships Without Applications: These opportunities do not require students to apply. Students will be identified based on their qualifications, dean/faculty recommendations and selected through an internal process. No further action is required. **Qualifying does not guarantee you will receive a scholarship.**

Award Amounts: The number and amount of scholarship awards shown are for general information purposes only, and should not be considered a guarantee of what you will receive if selected. Actual award amounts vary based on students' individual eligibility factors and funds available.

Search by Keyword

Award	Name	Actions
Varies	Accelerated Outreach Tuition Grant THIS IS FOR THE 2018-2019 ACADEMIC SCHOOL YEAR The Accelerated Outreach Scholarship is awarded to incoming freshman who have completed a minimum of...	Apply
Varies	Andrea May Memorial This scholarship is awarded to a Northwest Kansas resident. The student must be a...	Apply

Select "Opportunities"

Almost Done!
Your previous applications have qualified you to apply to additional opportunities. We've recommended the ones you are most qualified for and have made those available here.

Select "Ours" to see a complete list of scholarships

My Applications | **Opportunities** | Donors | Amanda H

Recommended Opportunities

IMPORTANT NOTE TO APPLICANTS. READ BEFORE PROCEEDING FURTHER.

Application Progress: General Application | **Ours** | Other Recommended Opportunities

More Scholarships: Listed below are additional scholarship opportunities for you to review because you might be interested in. You will need to determine if you are eligible and answer the additional questions to apply. **Please keep in mind that "recommended" does not constitute qualified.** If after reading a scholarship description, you know you don't qualify, please don't apply.

Browsing "ALL" Scholarships: You may click on the "All" menu under "Opportunities" in the menu above and browse additional opportunities. This list shows all scholarships without filtering them based on your individual credentials, with many scholarships not requiring an additional application. (Scholarship Without Applications will show up with "None Required" in the Action column – if you qualify, you will be automatically considered.)

Scholarships Without Applications: These opportunities do not require students to apply. Students will be identified based on their qualifications, dean/faculty recommendations and selected through an internal process. No further action is required. **Qualifying does not guarantee you will receive a scholarship.**

Award Amounts: The number and amount of scholarship awards shown are for general information purposes only, and should not be considered a guarantee of what you will receive if selected. Actual award amounts vary based on students' individual eligibility factors and funds available.

Search by Keyword

Award	Name	Actions
	Accelerated Outreach Tuition Grant	Apply

ademicworks.com/opportunities/recommended

SCHOLARSHIP
Recommended
Ours
OTHER
External

8. Read through scholarship options and select all you wish to “Apply To”

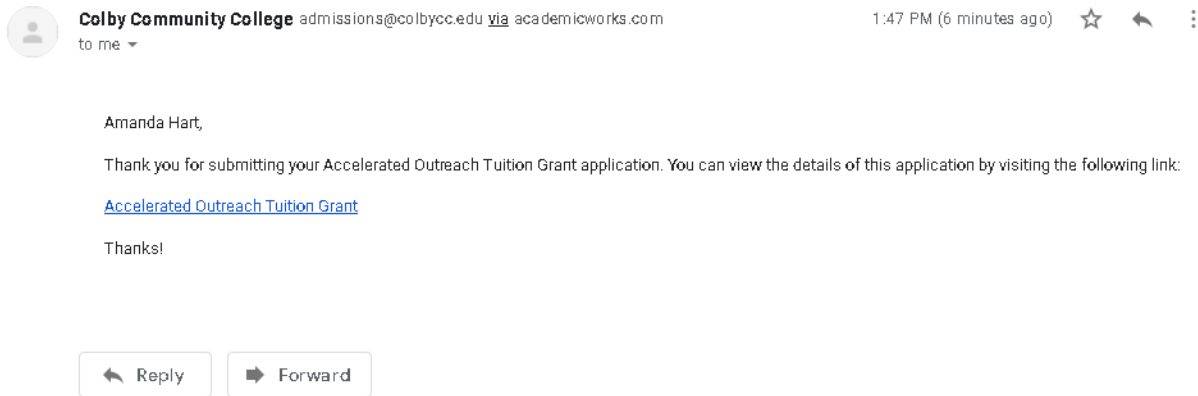
Apply for any scholarship that you qualify for.

The screenshot shows a user interface for viewing scholarship opportunities. At the top, there are navigation tabs: 'My Applications', 'Opportunities', 'Donors', and a user profile 'Amanda Hart'. Below the tabs is a search bar labeled 'Search by Keyword' and a 'Show Filters' button. The main content area is titled 'Our Opportunities' and contains a table of scholarship listings. Each listing includes the award name, a brief description, and an 'Apply' button with a deadline of 'by 07/01/2020'. The 'Apply' buttons for several scholarships are circled in blue, with a blue callout bubble pointing to them from the top right. The scholarships listed are: Accelerated Outreach Tuition Grant, Albert & Virginia Clark Fund, Albert Washburn Memorial, Andrea May Memorial, Art Scholarship, Band Scholarship, and Betty Willoughby & Dale Mounkes Memorial.

Your general application will be automatically attached to any scholarship you apply to. Some scholarships may ask for additional information.

The screenshot shows the application form for the 'Accelerated Outreach Tuition Grant'. On the left side, there is a sidebar with the following information: 'Description' (THIS IS FOR THE 2018-2019 ACADEMIC SCHOOL YEAR...), 'Deadline' (07/01/2020), 'Category' (New), and 'Supporting Documents' (Profile). The main content area contains instructions: 'You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Submit**. **Note:** Required fields are marked with an asterisk.' Below this is the 'Application Questions' section, which includes a question: '* How many CCC credit hours will you have completed by the date of your high school graduation?'. There is a text input field for the answer, followed by the instruction: 'Please enter a number. You can use a decimal, but exclude any other symbols.' At the bottom right of the form are two buttons: 'Save and Keep Editing' and 'Finish and Submit'.

9. You will receive confirmation emails for each scholarship you successfully apply for.



To Check the status of or edit your scholarship application



A screenshot of the 'Opportunities' portal sign-in page. The page has a dark blue header with the word 'Opportunities'. Below the header, there are two tabs: 'Applicants and Administrators' (selected) and 'References and Reviewers'. The main content area is white and contains the following text: 'Welcome! In order to access your account, please sign in using your email address and password. If you need to recover your password or you have not yet received an email confirming your account, please click on [trouble signing in](#).' Below this text are two input fields: 'Email Address' with the placeholder text 'Applicant / Administrator Email Address' and 'Password'. At the bottom left of the form, there is a link: 'Trouble signing in? • [Sign Up](#)'. At the bottom right, there is a brown 'Sign In' button. A blue oval callout with two arrows pointing to the input fields contains the text: 'Sign in with your Trojan email and password here'. At the bottom of the page, there is a copyright notice: '© 2019 Blackbaud, Inc. All rights reserved.' and a navigation menu: 'Home | [Financial Aid](#) | [Registrar](#) | [Admissions](#)'.

Click on "My Applications"

My Applications Opportunities Donors amanda.hart@trojans.colbycc.edu

Application Progress

General Application ⓘ

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

General Application Questions

* First Name

* Last Name

Middle Name

* Home Address

* City

If you picked "Other" on city please submit your city:

* State

* Zip

* County

Save and Keep Editing Finish and Submit

Status

Recommended Opportunities Submitted **1 of 109**

General Applications Submitted **1 of 1**

General Application ⓘ

Deadline Submitted 07/01/2020

General Application

Update

Current ⓘ

Deadline Submitted 07/01/2020

Accelerated Outreach Tuition Grant

Update

Check application status and update applications here