



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

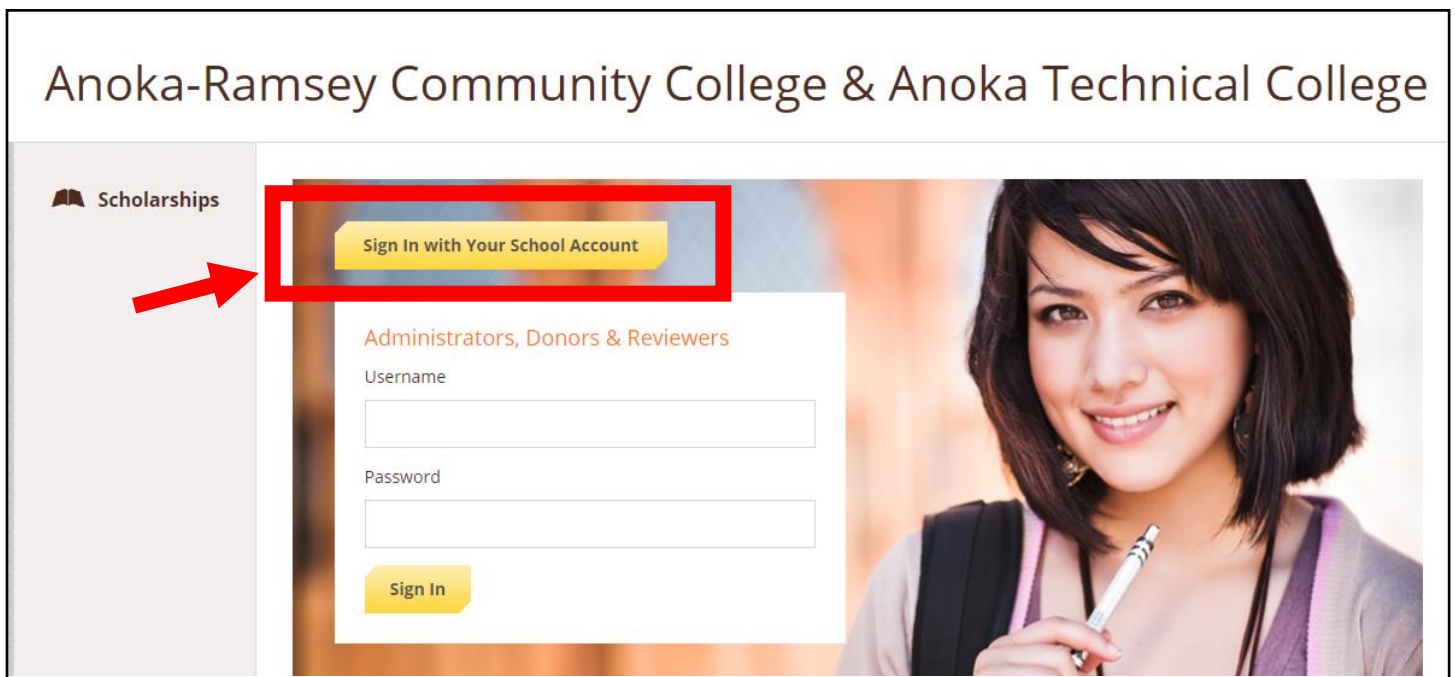


Logging In With a Star ID

Students who have a Star ID will use this application portal.

- Visit <https://arcc-atc.awardspring.com/>
- Sign in as an enrolled student by clicking on the yellow “Sign In with Your School Account” button.

(If you *do not* have a Star ID, please see the “Prospective Student Application Guide.”)



IMPORTANT: When you sign in with your Star ID, there is a security message for applicants to read before logging into the scholarship portal.

- Please read this waiver so you understand how data is being used.

Helpful hint: If you get an error message signing in, you may need to reset your Star ID password. You can reset your password at <https://starid.minnstate.edu/>

- If resetting doesn't fix the issue, contact Foundation@anokaramsey.edu

Open Scholarships: You can view available scholarships by clicking on the “Scholarships” button on the left side of the screen.

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 any items require more follow up.
- Click “Dashboard” anytime you want to see your application progress.

The screenshot shows a user dashboard interface. 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 displayed in orange. Underneath, there is a progress bar showing "0% COMPLETE" and a yellow button labeled "Start Application" (both highlighted with a red box). At the bottom, there are two summary boxes: a yellow box on the left stating "1 Item requiring completion" and a grey box on the right stating "Scholarships closing in 36 days".

Applying

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

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.

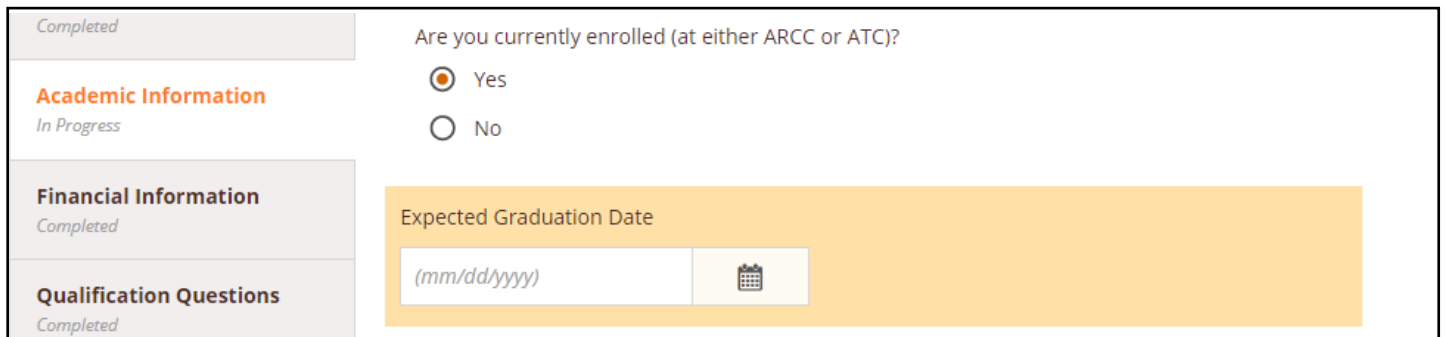
Helpful hint: You can click “**Next Step**” or “**Previous Step**” at the bottom to move between application sections. Your answers will be saved as you move through the application.

Letter of Recommendation or Faculty Reference:

- If you would like to upload a 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", "Academic Information" (In Progress), "Financial Information" (Completed), and "Qualification Questions" (Completed). The "Academic Information" section is highlighted in light orange. 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 field for "Expected Graduation Date" with a placeholder "(mm/dd/yyyy)" and a calendar icon. The entire content area is highlighted in light orange, indicating a required question was missed.

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 grey 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 grey 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 yellow box contains the text: "You have some follow-up work to do. Click 'Complete Follow-Up' in the boxes below." Underneath this message, there are two horizontal bars: a yellow bar on the left that says "5 Items requiring completion" (with a red arrow pointing to it from the left) and a grey bar on the right that says "21 Applied scholarships". Below these bars, the section is titled "Follow-Ups" and contains two cards. The first card is titled "Academic English, Journalism, Reading" and has a due date of "Due 10/31/2020"; it features a yellow button labeled "Complete Follow-Up" which is highlighted with a red rectangular border. The second card is titled "ACCAP Dreams and Aspirations Award" and also has a due date of "Due 10/31/2020"; it features a yellow button labeled "Complete Follow-Up".

- 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.

The screenshot shows a dark brown notification bar with a white checkmark icon and the text: "Great! You have answered all required questions. Now click the Submit Application button." Below this bar 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

In addition to college-based support, all Anoka-Ramsey and Anoka Tech students have access to tutoring services 24 hours a day 7 days a week at ***Tutor.com***

Anoka-Ramsey Students:

- Links to Anoka-Ramsey Tutoring Services and Tutor.com can be found on the D2L Brightspace homepage.

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:

- Links to Anoka Tech tutoring resources can be found at the link below.

Tutors are available to help applicants improve their essays. Find more information, including how to schedule a virtual tutoring session, 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

(763) 433-1130

