When Logging in for the First Time

When applicants log into the Boise State Scholarship Application for the first time, the first thing they will encounter is the general application. Applicants should complete this application before proceeding to other activities in the system.

The Applications Page

The Applications page provides a central location where applicants can monitor the status and progress of their various applications in the system. The page is broken down into four key areas, based on the needed interaction of the applicant:

**General Application** - This is the primary application that must be completed in order to be considered for any opportunity. If left incomplete, the system will provide various reminders to the applicant regarding the necessity of completing the General Application.
Once completed, the system will inform the student of the successful completion of the General Application and provide encouragement to then consider additional Student Apply opportunities.

Drafted - Refers to applications the applicant has begun working on but has not yet completed.

Needs Attention - Applications the applicant has submitted, but something has occurred that requires new attention and action from the applicant. This may include award offers that should be accepted or post-acceptance questionnaires that must be completed.

Active - These are applications that the applicant has submitted with no required action or needed attention at this time. This can include submitted applications, awarded applications, declined applications, or applications sitting at other custom categories. This area may also include applications with submitted or awarded post-acceptance questionnaires.
The Opportunities Menu

The Opportunities page allows applicants to locate recommended Apply-to opportunities, as well as browsing other opportunities within the system. Simply clicking on the Opportunities button will take applicants immediately to their Recommended Opportunities page where they can begin applying for additional Apply-to opportunities.

If applicants would like to view additional opportunities, such as those for which they may be already automatically under consideration, hovering over the Opportunities button will allow the user to select the All/Ours opportunities listing.
While on the All/Ours page, applicants can conduct a keyword search or use the Show Filters button to launch a search page.

The References Page

Should applicants need to manage their confidential references in any way, they may click on the References button. Here applicants can:

- Monitor whether or not a requested reference has been submitted yet.
- Resend a request to a reference.
Active References

From this page, you can see the status of both your pending and completed reference requests. If a request is still pending, you may click "Resend" to send a reminder to the reference. To update or send a new reference request, please do so by updating the application where you made the original request.

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Request Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Questionnaire</td>
<td>tsmart@<a href="mailto:87272447@gmail.com">87272447@gmail.com</a></td>
<td>05/22/2013</td>
<td>Requested</td>
</tr>
<tr>
<td>General Reference Questionnaire</td>
<td>jwebb@<a href="mailto:6448432@gmail.com">6448432@gmail.com</a></td>
<td>05/15/2013</td>
<td>Submitted</td>
</tr>
</tbody>
</table>