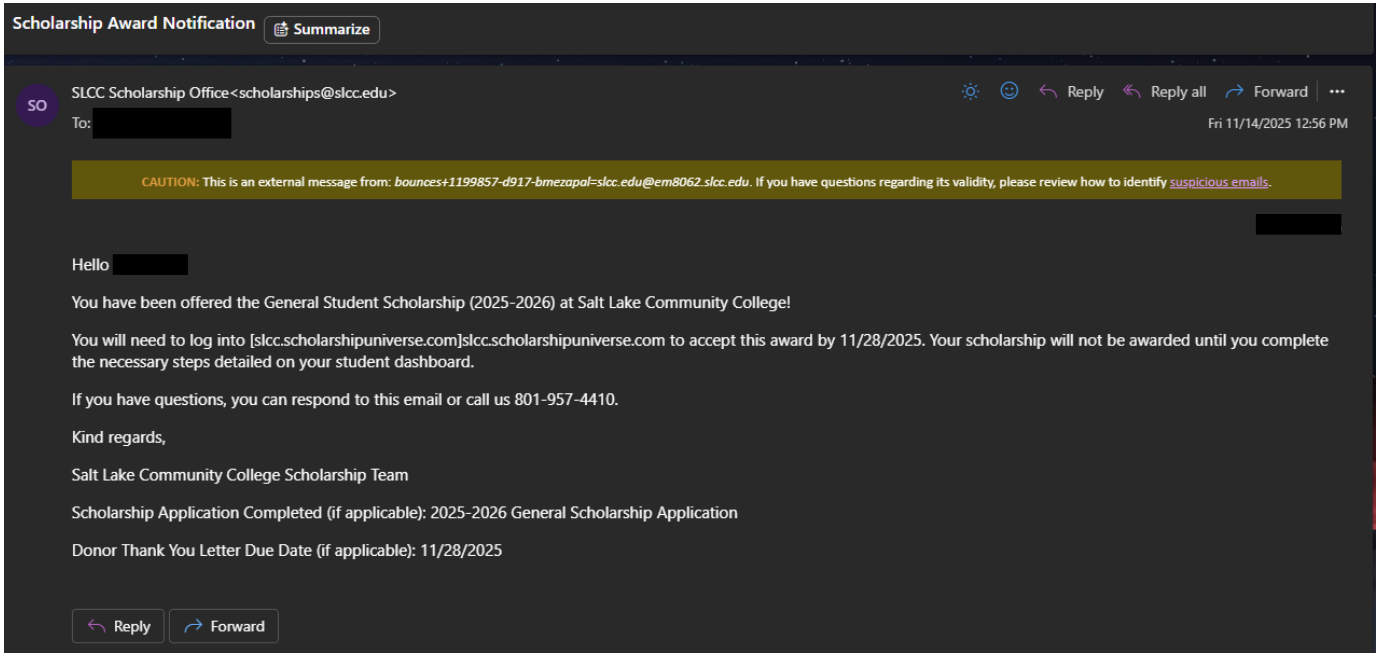
How to Accept Scholarship or Tuition Waiver award on ScholarshipUniverse (SU)

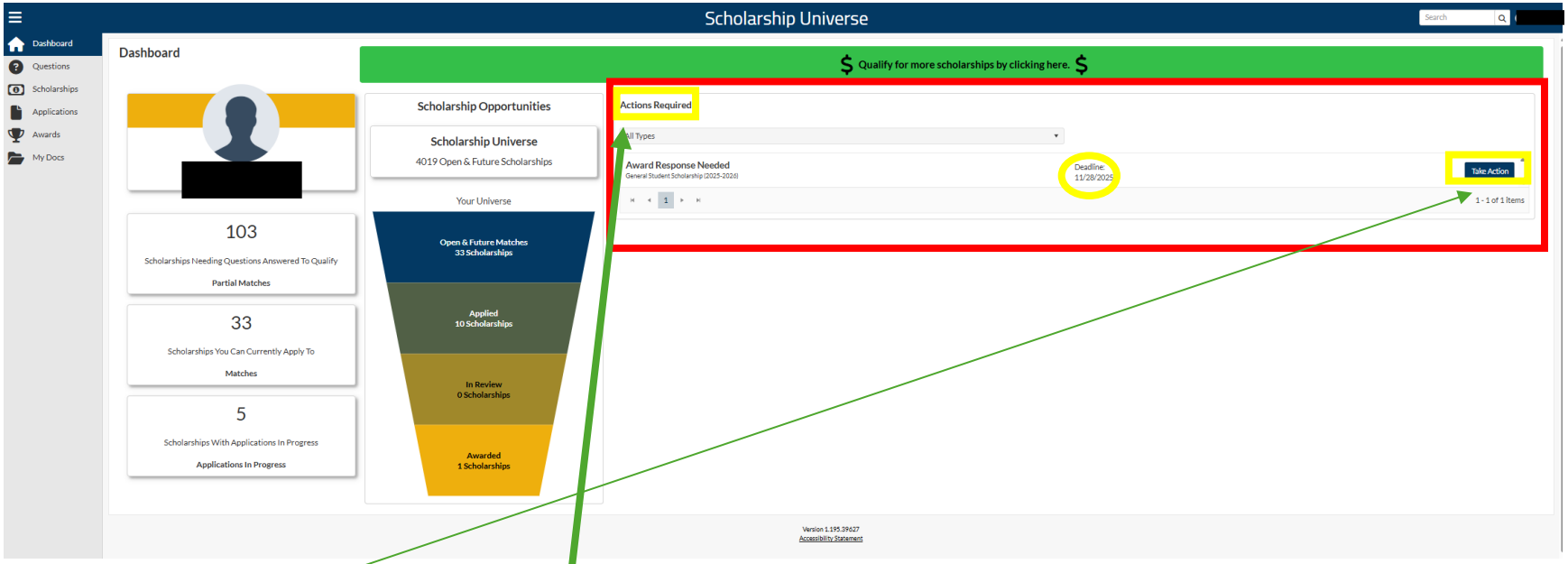
** Heads Up: You can use ScholarshipUniverse on your phone, but **for the smoothest experience, try a desktop or laptop.**

1. You will be notified via your preferred email and phone number (only if you opted in for text messages). The email will prompt you to log into ScholarshipUniverse and complete the required steps to receive the award



Click the hyperlink in email or head to ScholarshipUniverse directly here https://slcc.scholarshipuniverse.com/

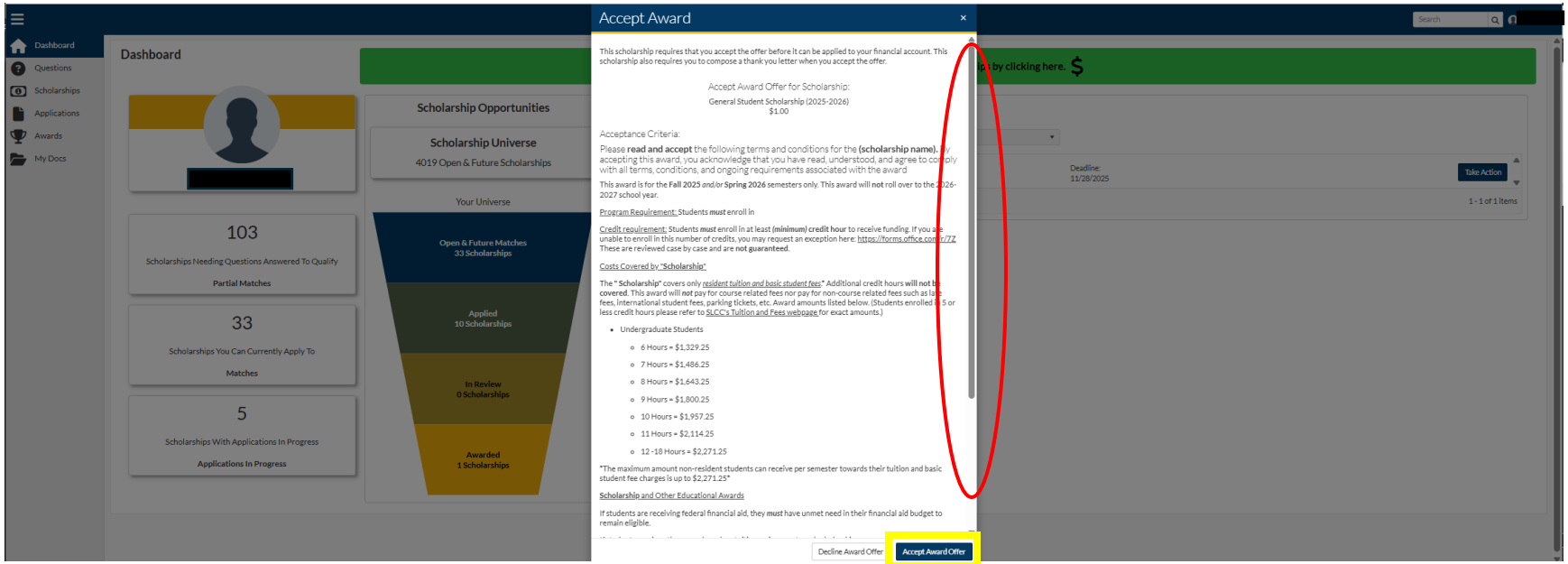
2. Once you are logged in with your MySLCC credentials, you will be brought to the Dashboard, this is the main homepage of ScholarshipUniverse.



You will see a task item under Action Required. Take action and complete this required item by clicking on Take Action button.

*Students must finish everything by the deadline, ***or else they'll lose the chance to get the award***.

3. After clicking on Take Action button you will be directed to the Acceptance Criteria:

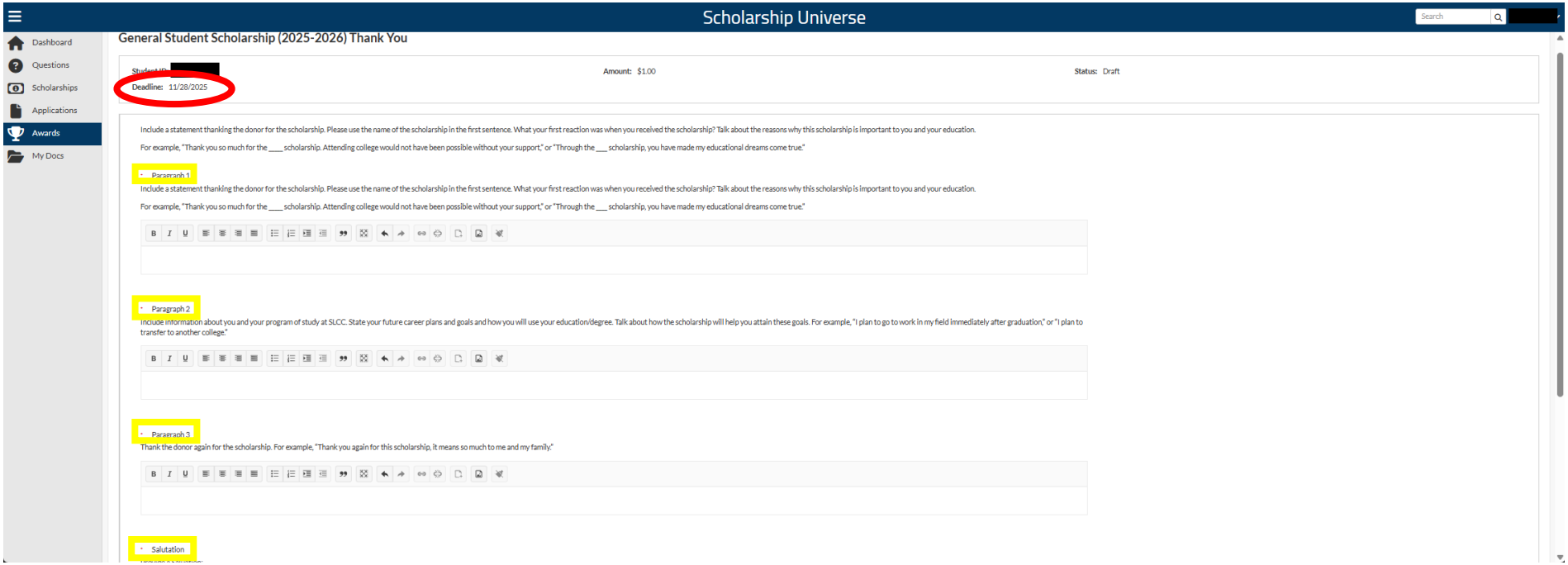


IMPORTANT: Read and scroll down before you accept your scholarship. To receive and keep your award students must carefully review the terms and conditions. This information explains the following (but not limited to):

- What you must do to stay eligible for the award
- The amount receiving based on enrollment status
- What's required to have award applied to your SLCCPay+
- Additional details

By accepting this award, you confirm that you've read and understood all expectations and agree to follow the rules and requirements. **Please read everything carefully before moving forward. Missing a step could mean losing award.**

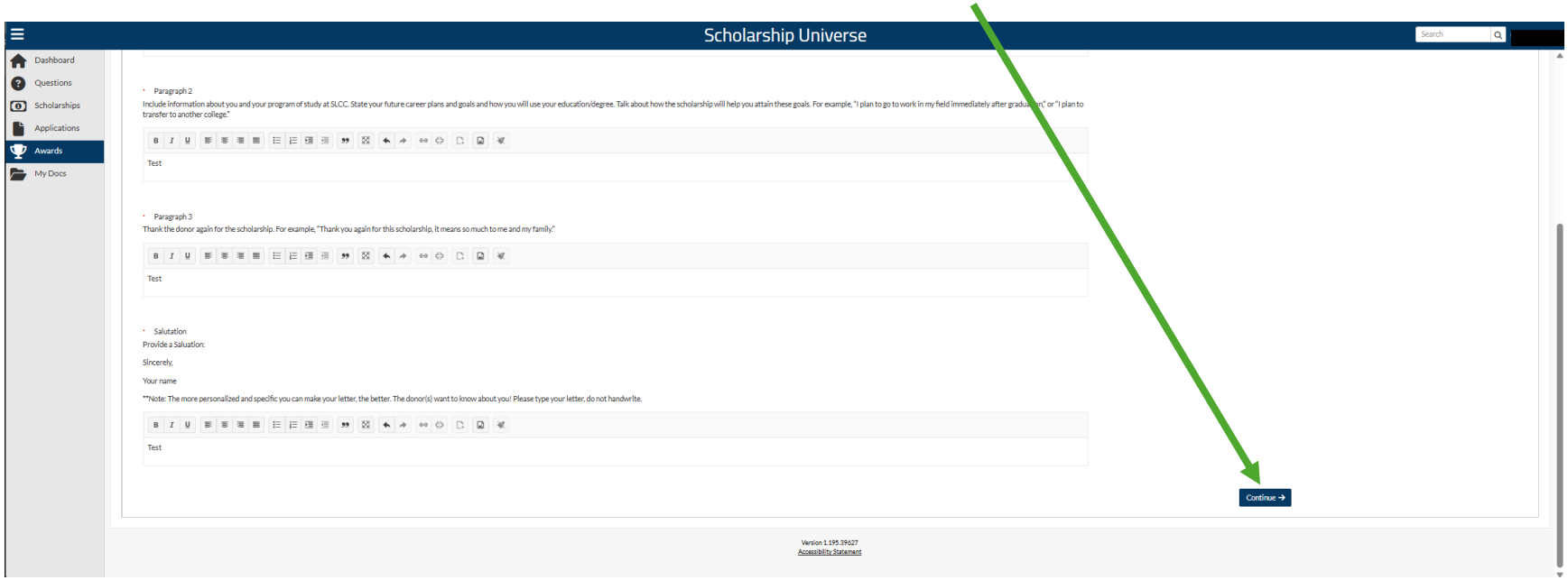
4. After Accepting the award, if your award requires it, you will be directed to complete a thank you letter.
   If you are not directed to a thank you note template, then you can skip to step 5.



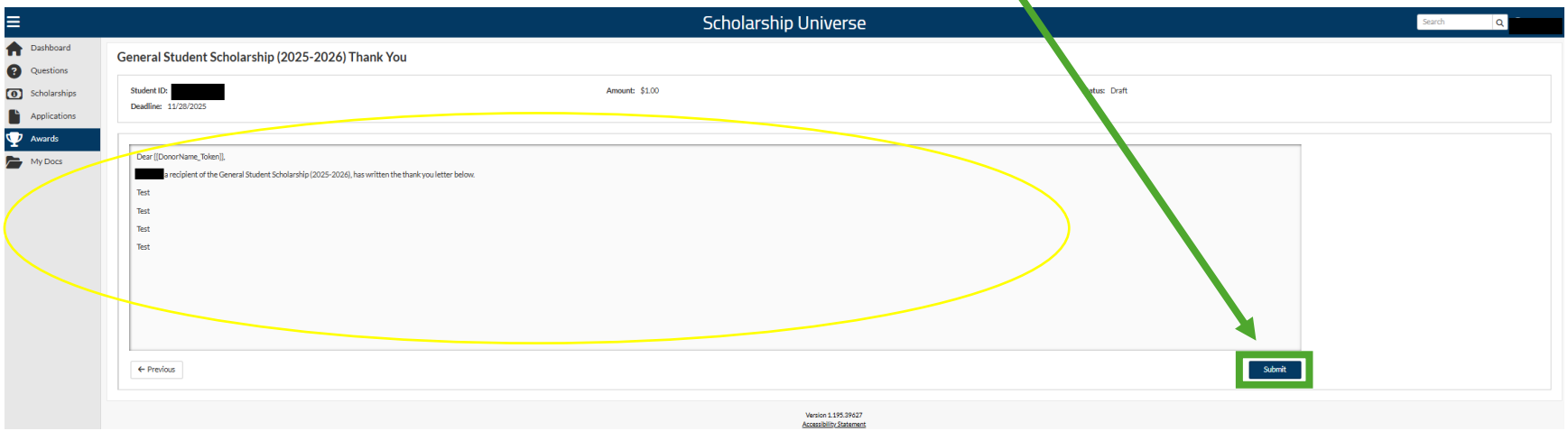
Note: The thank you letter has several required parts. **You must complete all steps before you can submit it.**

These letters are reviewed before being sent to the private donor. If your letter doesn't meet the expectations, it may be returned to you for corrections , thus delaying the posting of your award. Just do your best and don't overthink it! Focus on being sincere and respectful. This is your chance to show appreciation and make a positive impression.

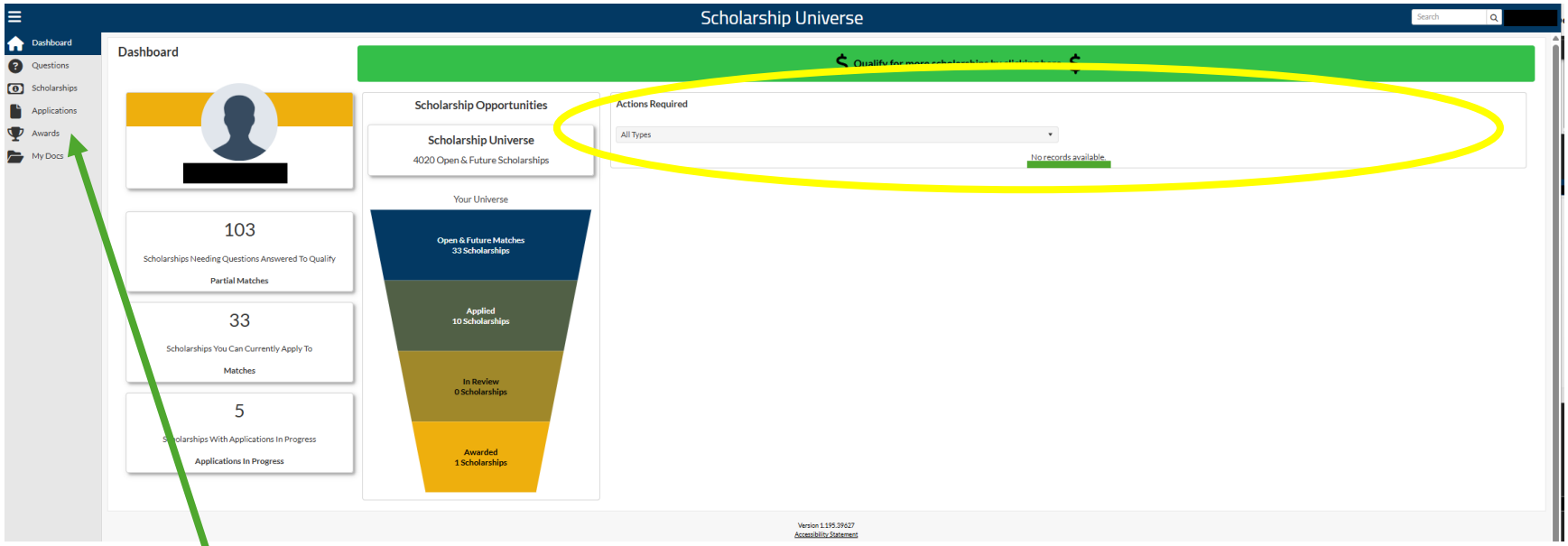
Once you have completed all sections, scroll down and click Continue button:



You will be directed to a final review of the Thank you letter before submitting:



5. *How does student know all steps are completed?* When there are no more tasks under Action Required as shown below:



It may take 1–14 business days after the initial disbursement date for your award to appear in your SLCCPay+ account, so please allow time for processing.

If it's been more than 14 business days and your award still hasn't posted, first check your Award Acceptance Criteria to make sure you're still eligible, second check if our office has tried reaching out to you via Bruinmail as to why your award can not be posted. If everything looks correct and the award still hasn't posted, please reach out to scholarships@slcc.edu.

You can stay updated by:

- Going to Awards section on ScholarshipUniverse
- Heading to your SLCCPay+ from MySLCC
- Heading to Financial Aid Dashboard from MySLCC