WIU Scholarship Portal
Online Application Instructions

1. To sign in to the WIU Scholarship Portal, visit wiu.academicworks.com.

Sign in using your WIU ECOM username and password, which are provided in your WIU acceptance packet. Double-check to ensure you sign in under the "Applicants and Administrators" tab.

2. Once signed in, you will be prompted to complete the *General Application*, which is the primary application required for all scholarships in the Portal. Read all instructions and complete all questions in the application.
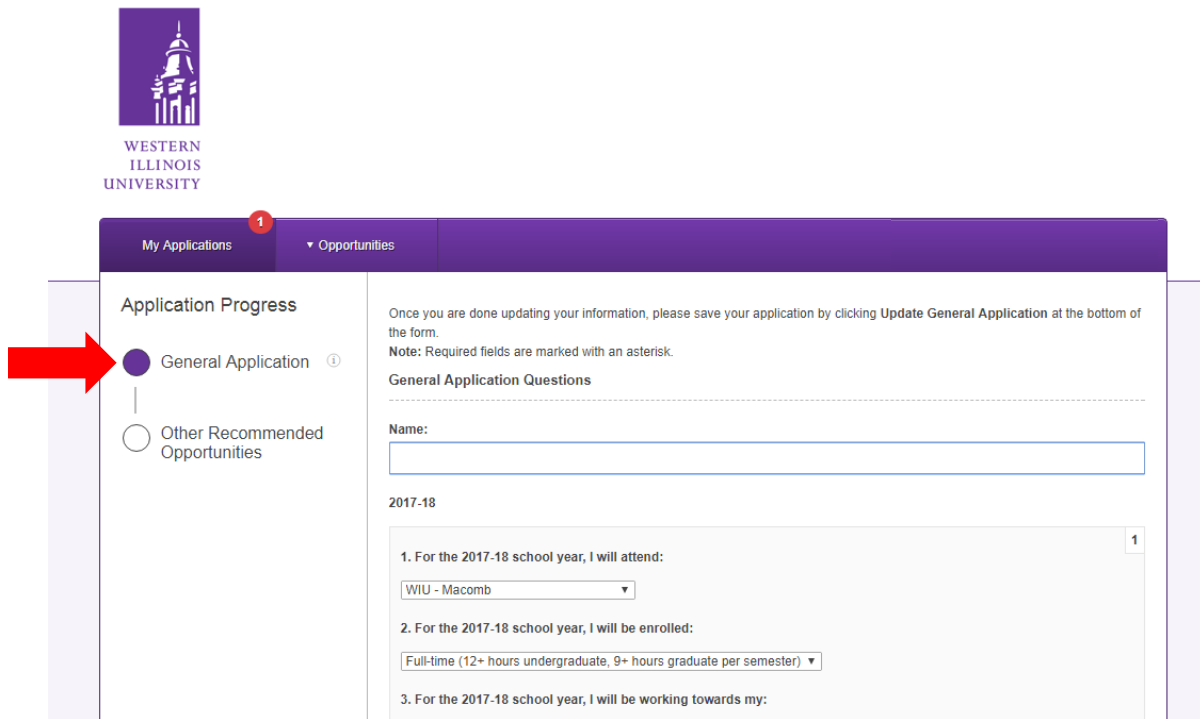
3. You may save your progress at any time without submitting the application by clicking "Save and Keep Editing" at the bottom of the page. Once you have completed the *General Application*, click the "Finish and Submit" button – a confirmation email will be sent to your WIU email address verifying that the *General Application* was submitted successfully.

   You are able to update your *General Application* at any time. **However, please be aware that if any required information is removed from an application, the application will be moved back to a DRAFTED status and must be resubmitted in order to be eligible for scholarship consideration.**

4. Once the *General Application* is submitted, you should review Other Recommended Opportunities.
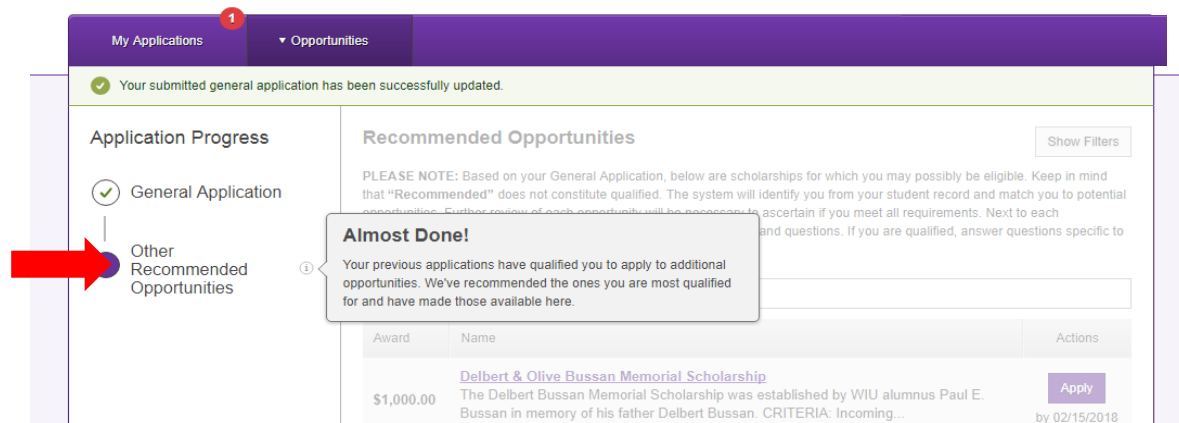
When viewing Other Recommended Opportunities, click on the scholarship name to view details. Read through the scholarship criteria – if you meet eligibility requirements, click on "Apply" and complete the Supplemental Question(s) before the deadline date.

5. In addition to reviewing Other Recommended Scholarships, you can review all available scholarships using the Opportunities tab and selecting "All".

This will display a complete list of scholarship opportunities available through the WIU Scholarship Portal. You can scroll through the listed scholarships, or search for scholarships using keywords, such as "Accounting" , "leadership", or a specific scholarship name.

If the "Actions" listed displays:

⇨ *None* – no additional action is needed – you will be automatically considered for the scholarship using your *General Application*.

⇨ *Apply* – click on the scholarship name to review eligibility requirements. If you meet requirements, click the "Apply" button to complete required Supplemental Questions by the listed deadline date.

⇨ *View Your Application* – you have already applied for the scholarship but can view and update your application before the deadline date.

Monitoring Your Scholarship Applications

To monitor the progress of your scholarship application(s), click the "My Applications" tab. This will display your application(s), along with the application status and deadline date. You may update your application(s) at any time before the deadline date.

Deadlines:

Deadlines are displayed for each individual scholarship opportunity. **Please be aware that most scholarships are due the spring before a school year begins.** While some scholarships are awarded during the school year, those opportunities will be limited.

Scholarship Awarding:

If selected as a scholarship recipient, you will receive either:

- An email notification at your WIU email address, or
- A paper letter mailed to your home address, or
- A paper letter mailed to your campus address

At this time, the Scholarship Portal <u>will not</u> indicate if you have or have not been selected to receive a scholarship.

WIU Scholarship Portal – Frequently Asked Questions

Who can use the WIU Scholarship Portal?

All accepted WIU students can use the WIU Scholarship Portal.

What scholarships are included in the WIU Scholarship Portal?

At this time, the Scholarship Portal offers general scholarships for new and current students. In addition, it offers scholarships for the following departments and colleges:

- Accounting & Finance
- College of Business & Technology
- Music

Why didn't you ask for my GPA or major?

Please be aware that we obtain most academic information (GPA, major, etc.) using your Applicant Record, which is an up-to-date record of your student information on file at Western. This helps shorten your application time and improves accuracy. You can view some of your Applicant Record from your *General Application*:

How frequently is my Applicant Record updated?

Applicant Records are updated daily – we receive updated student information each day, which is then available in the Scholarship Portal within 1-2 business days. For example – once you receive your grades at the end of the semester, your updated GPA will be available on your Applicant Record in the Scholarship Portal within 1-2 business days.

Why am I asked so many random questions in the *General Application*?

Each scholarship opportunity has its own eligibility criteria - many of these eligibility criteria items can be answered using your Applicant Record. However, there are some very specific criteria that require your response – the more questions you are able to answer, the more complete your application will be.

I have a letter of recommendation I would like to submit – why can't I include it with the *General Application*?

Because most scholarships do not require a letter of recommendation, students are not asked to submit one with their *General Application*. If a letter of recommendation is required for a scholarship, it will be requested as a Supplemental Question – see the example below:

Are there other scholarship resources besides the WIU Scholarship Portal that I should be using?

Students are encouraged to use our Scholarship Checklist for New Freshman, our Scholarship Checklist for New Transfers, or our Scholarship Checklist for Returning Students in order to stay on track and utilize recommend scholarship resources!

Do I have to apply every year?

The WIU Scholarship Portal opens each October 1 and remains open until August 31 – at that time, your application(s) will be archived.
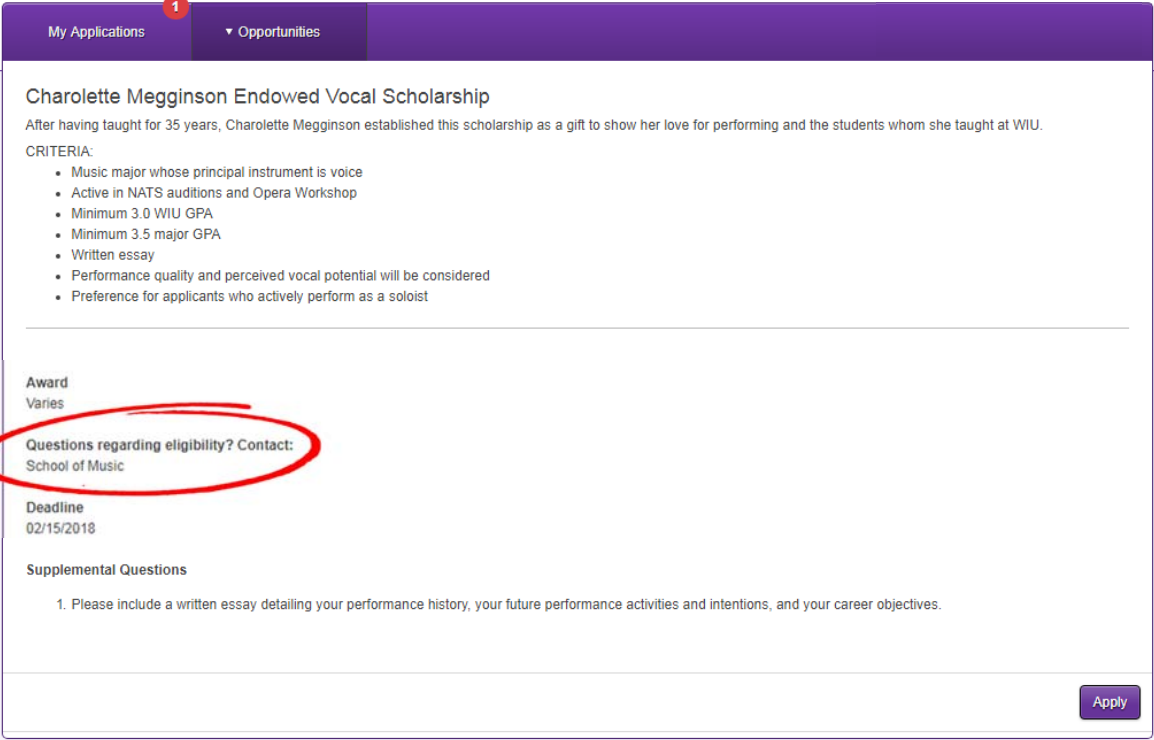
To maximize scholarship opportunities, students should:

- Complete a *General Application* each year after October 1 – this goes for high school seniors up through college seniors!
- Sign on to the WIU Scholarship Portal after each semester at WIU – your changing GPA and credit hours earned could change your eligibility for scholarships
- Track deadlines and make sure you have submitted all applications accordingly
- Check your WIU email regularly – this is where all notifications and reminders from the WIU Scholarship Portal and WIU Scholarship Office will be sent.

Who should I contact with questions?

If you have questions regarding the WIU Scholarship Portal, please contact the WIU Scholarship Office at 309/298-2001 or sc-office @wiu.edu.

If you have questions regarding your ECOM username or password, general information can be found using Account Information. If you require assistance with your ECOM username or password, please contact uTech by visiting wiu.edu/help.

If you have questions regarding a specific scholarship (eligibility, award notification, etc.), please contact the office/department listed for the scholarship. In the example below, a student should contact the WIU School of Music with questions: