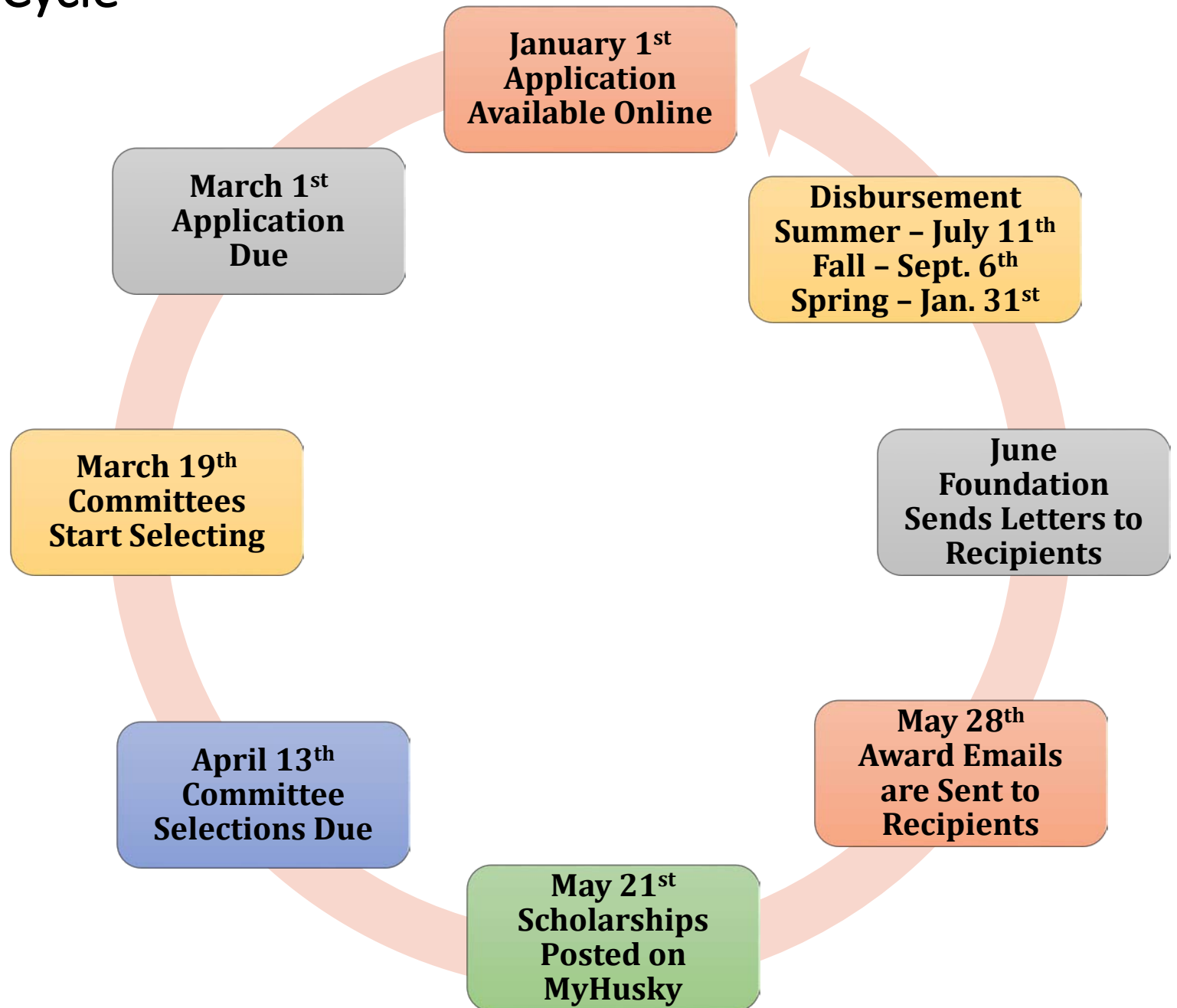


Scholarship Manager Committee Member Guide

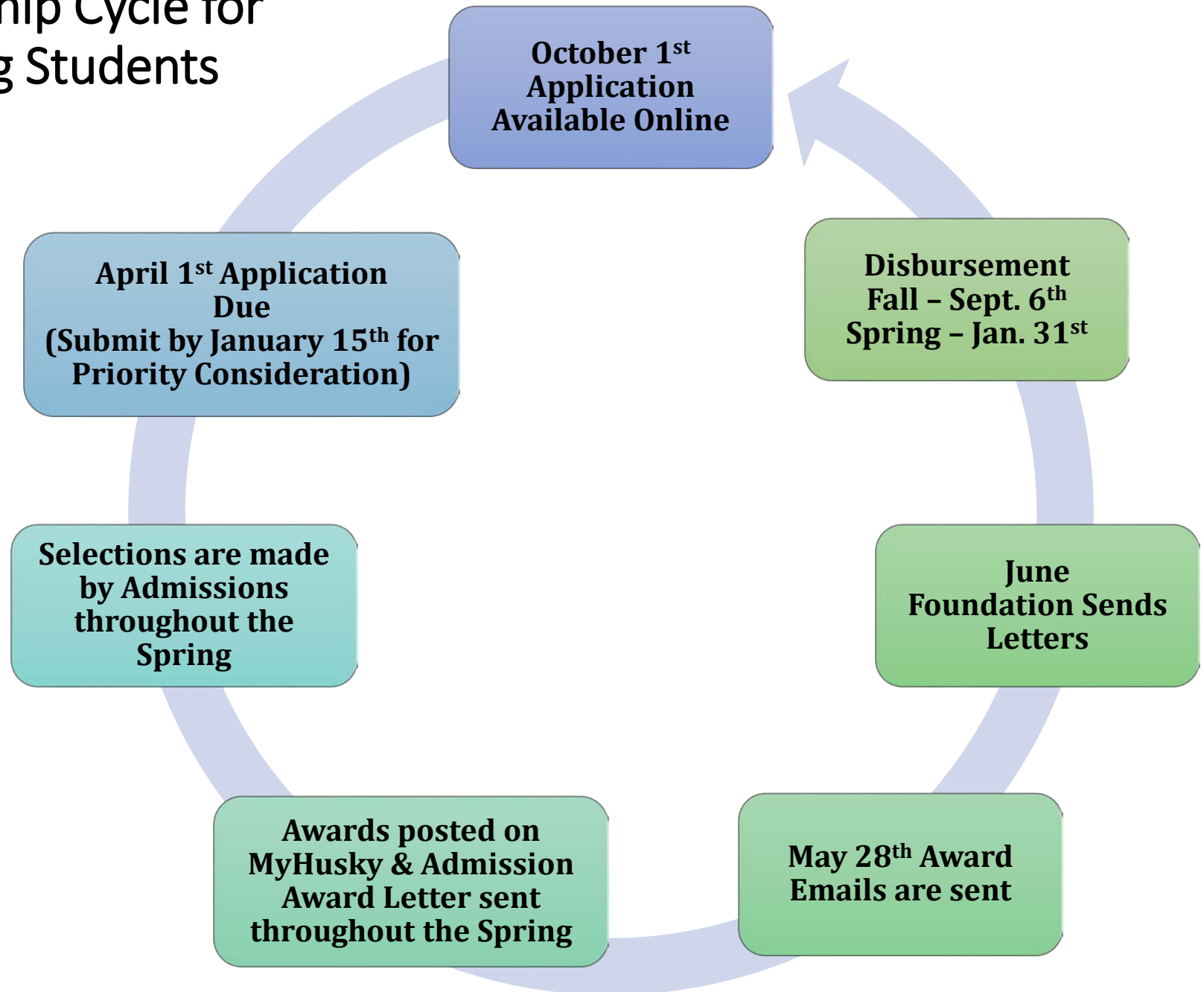
- [Scholarship Cycle](#)
- [Admission Scholarship Cycle](#)
- [Accessing BU's Scholarship Manager](#)
- [My Committee & Scholarships Screen](#)
- [Reviewing Candidates](#)
- [Making an Award](#)
- [Viewing Awards Made & Cancelling an Award](#)
- [Reviewing Candidates using Rank & Comments](#)
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Scholarship Cycle



Admission's Scholarship Cycle for Incoming Students



Accessing BU's Scholarship Manager can be access by visiting <https://bloomu.scholarships.ngwebsolutions.com> or by clicking the apply button at <http://bloomu.edu/scholarships>.

Site Access - only those who have been granted access will be able to log in and review candidates and only for the scholarships that you are assigned to. If you get an error when you log in and need to be granted access or you need to be assigned to another scholarship please email Amanda Kern akern@bloomu.edu.

You will find the log in buttons at the bottom corner of the page.

PLY and SEARCH for Scholarships/PEG's

ps and their criteria, you do not need to have applied to the university to use the search feature. To apply you must log in using the "Apply or Log in" button below and enter your Husky ID username and password.

Search Scholarships and PEG's

APPLY or LOG IN

ncial Aid Administrative Assistant (570) 389-4297, akern@bloomu.edu, or visit the Financial Aid Office at 119 Student Services Center.

BU Faculty/Staff Log in

External Committee Log in

University of Pennsylvania 400 E. Second St. Bloomsburg PA 17815-1301 570-389-4000

Faculty/Staff must log in here using your university username & password.

Non BU members must log in here using the username & password they created.

My Committees Screen lists the committees that you are on and the date selections are due.

By default the academic year currently being awarded will open. If you have unspent funds from last year you must switch to that tab, last day to award 17-18 funds is May 4th.

After 45 minutes on inactivity you will be logged out. You must go back to the home page and log in again.

Your session will expire in: 44:13

My Committees

You are a member of the following committ

Open	Committee Name	Due Date	Group Review	Available \$	Actions
✓	Z_Test Committee	4/13/2018		\$1.00	Actions ▾

To start reviewing applications click on the Committee Name

Scholarship Screen lists the scholarships assigned to the committee and an overview of how much is available and how much has been awarded.

[My Committees](#) > [Committee Funds](#)

Funds							
Open	Fund	Candidates	Last Matched	Awarded	Awarded \$	Available \$	Modify
✓	Z_Test Scholarship	24	3/6/2018	0	\$0.00	\$1.00	N/A

Reviewing Candidate each scholarship is setup with a list of hard requirements based on the scholarship criteria, a student must meet each of those hard requirements (using information from PeopleSoft and the scholarship application) to be listed as a candidate. (Criteria & Requirements can be viewed under the Description tab, email akern@bloomu.edu for any changes)

Fund - Z_Test Scholarship

[My Committees](#) > [Committee Funds](#) > [Review Candidates](#)

The screenshot shows the 'Review Candidates' page for the 'Fund - Z_Test Scholarship'. At the top, there are four tabs: 'Description', 'Candidates 26', 'Awarded 0', and 'Reporting'. Below the tabs, there are four summary cards: 'Total Fund Amount \$1.00', 'Awarded Amount \$0.00', 'Available Balance \$1.00', and 'Awarded Candidates 0'. The main interface includes a 'Candidate Actions' menu with a star icon and an 'Award Selected Candidates' button. A 'Toggle Full Screen' button is also present. A search bar for 'Last Name' is available. Below these are 'Remaining Awards: 5' and a table of candidates. The table has columns for 'Award', 'PDF', 'Candidate', 'Student ID', 'Current Awards', 'GEN_Community Service WWW', 'Z_PeopleSoft_College', 'Z_PeopleSoft_College 2', 'Z_PeopleSoft_College 3', and 'Z_PeopleSoft_Curr Credits Earned'. The first row shows a student with ID 123456, a current award of \$3,000.00, and 48 credits earned. At the bottom, there are navigation buttons for 'Previous Page', 'Next Page', 'Page 1 of 1', and a dropdown menu for 'v: 10 records per page.'.

Callouts in the image:

- Click here to toggle back and forth between full screen!
- Click any field to sort by it
- Hover to view scholarships the student has already been awarded
- Hover over any magnifying glass icon to view the students answer
- Displaying more than 100 records per page will cause the site to run slow

★ Under the Candidate Actions menu you can:

- Set Display Preferences – hide or show fields, sort by fields
- Export Data – exports the student information to excel
- Show or Hide Evaluation Info – see page 9 for more information

Click here to go to page 9 for additional ways to view and rank students

Making an Award

Description Candidates **26** Awarded **0** Reporting

To make an award check the box next to the student name and then click Award Selected Candidates

\$0.00 Awarded Amount \$1.00 Available Balance 0 Awarded Candidates

Candidate Actions ▾ Award Selected Candidates Toggle Full Screen Last Name Search Reset

Remaining Awards: 5

Award	PDF	Candidate	Student ID	Current Awards	GEN_Community Service WWW)	Z_PeopleSoft_College	Z_PeopleSoft_College	Z_PeopleSoft_College	Z_PeopleSoft_Curr Credits Earned
1		<input type="checkbox"/> Student Name	123456	\$3,000.00		Undergraduate College of Business	no data	no data	48

On the awarding screen enter in the scholarship amount under either the Annual Amount (award will be split between fall & spring) or a specific semester

Candidates to Award **1**

Candidate	Annual Amt.	OR	Fall	Winter	Spring	Summer
Student Name	\$ <input type="text"/>	OR	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Save Award Information Cancel

Don't forget to save!

Viewing Awards & Cancelling

the Awarded Tab lists all of the awards made for that scholarship and the options to modify or cancel the awards

Funds still available to award

Candidates **27** | **Awarded 1** | Reporting

\$900.00 Available Balance | \$100.00 Awarded Amount | 1 Awarded Candidates | [Close Awarding](#)

Applicant	Award Type	Award Date	Meets Criteria?
Student Name	\$100.00 - Annual	03/02/2018	View Details

[Modify / Withdraw Awards](#)

Click here to modify or cancel an award

Candidates Already Awarded **1**

- \$100.00 of \$1,000.00 awarded.
- 1 of 5 awarded.

Check All	Applicant	Award Type	Award Date	Action
<input type="checkbox"/>	Student Name	\$100.00 - Annual	03/02/2018 4:01:27 PM	Withdraw

[Modify Selected Awards](#) [Cancel](#)

Click here to cancel the award.

To change the amount or semester of the award check the box next to the student and then click Modify Selected Awards

Ranking & Comments This is helpful when reviewing a very competitive scholarship, essays, or for committees that want each committee member to provide their own score/comments. Under the Candidate Actions menu click on Show Evaluation Info. this will add 4 blue columns to the grid for you to rank and/or comment on each student.

Remaining Awards: 5

Award	PDF	Candidate	Student ID	Current Awards	Your overall rank EVALUATION	Your comments on thi... EVALUATION	Total Score	Average Score	GEN_Community Service WWW)	Z_PeopleSo
1		Student Name	123456	\$0	5 - Outstan...	Essay is well written	5.00	5.00	no data	no data

Previous Page Next Page Page 1 of 1 Show: 10 records per page. Save Rankings / Comments

To view your committees scores, comments, and the average score click on Show Chairperson Data. This will add 4 pink columns to the grid that will display your committees ranking/comments. (You may find it helpful to hide your blue Evaluation Info columns) *By default everyone can access the Chairperson Data, if you want only 1 person in your committee to have access to these columns please let me know.

Remaining Awards: 5

Award	PDF	Candidate	Student ID	Current Awards	Your overall ranking CHAIRPERSON	Your comments CHAIRPERSON	Total Score	Average Score	GEN_Community Service WWW)
1		Student Name	123456	\$0	3.50	Review	3.50	3.50	no data

*Just like the other columns you can also sort the list of students by any of these score columns by clicking on the column name.

Ranking & Comments with full application view clicking on the students name will bring you to the page where you can review each student’s application one at a time and provide a rank & comment for each student. Once you have provided a rank & comment you can go back to the candidate grid and view this information by following the Ranking & Comment instructions on the previous page.

Application profile for “Student Name”

[Review Candidates](#) > [Committee Review Candidate](#)

Click here to save your rank/comments and view the next student or select a specific student from the drop down menu.

[Save & Previous Candidate](#) [Save & Next Candidate](#) - OR - [Save & Go To Candidate:](#)

Student Name

[View Committee Funds](#)

To view the scholarship criteria

Your overall ranking

5 - Outstanding

Your comments on this candidate.

Essay is well written

Provide a ranking and/or comment for the student

[Save & Continue](#)

[Save & Return to Review Candidates](#)

Click here to save your rank/comments for this student and return to the candidate grid screen

Application

[PDF](#)

New Section

Schools Student Id

College on file:

Degree Type on file:

Major on file:

Verified Cum Credits Earned

Verified Cum GPA

State

Verified Expected Graduation