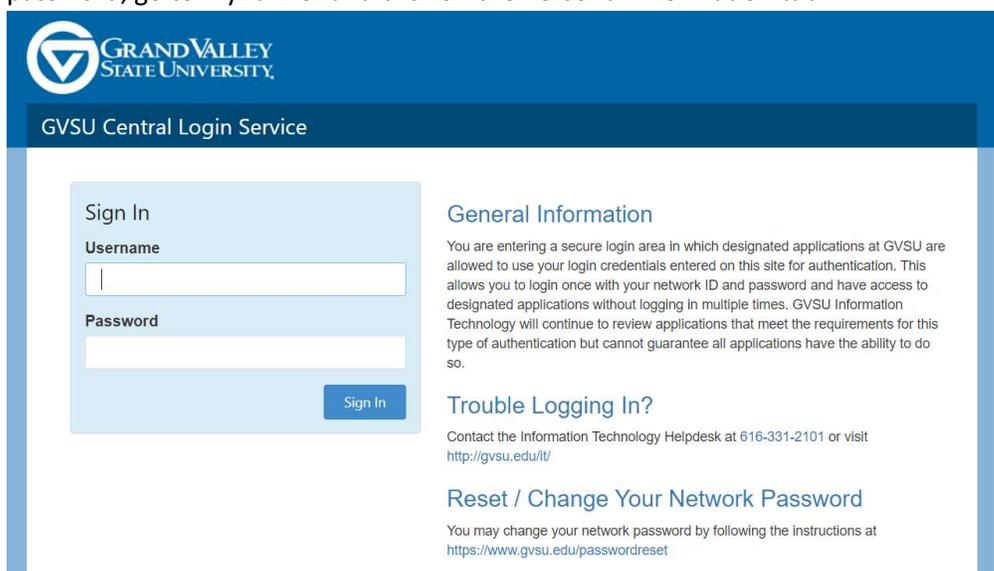


myScholarships User Guide

myScholarships is a scholarship-matching system that makes finding and applying to both GVSU-specific scholarships and external scholarships easier. **Two weeks prior to logging into the system, please complete your FAFSA. This will help match you to all the scholarships you may be eligible for.**

Instructions for use:

1. Go to www.gvsu.edu/myscholarships to access the myScholarships Database.
2. Click the blue “Sign in to myScholarships” button
3. Enter your GVSU Network login (username and password). If you need help with your Login or password, go to myBanner and click on the Personal Information tab.



Sign In

Username

Password

Sign In

General Information

You are entering a secure login area in which designated applications at GVSU are allowed to use your login credentials entered on this site for authentication. This allows you to login once with your network ID and password and have access to designated applications without logging in multiple times. GVSU Information Technology will continue to review applications that meet the requirements for this type of authentication but cannot guarantee all applications have the ability to do so.

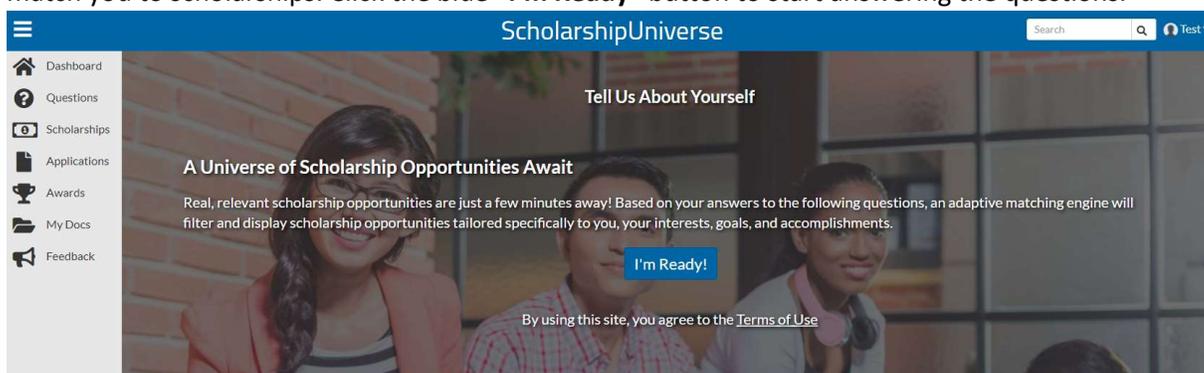
Trouble Logging In?

Contact the Information Technology Helpdesk at 616-331-2101 or visit <http://gvsu.edu/it/>

Reset / Change Your Network Password

You may change your network password by following the instructions at <https://www.gvsu.edu/passwordreset>

4. The first time you login, you will be asked to answer questions to build your student profile and match you to scholarships. Click the blue “I’m Ready” button to start answering the questions.



Scholarship Universe

Tell Us About Yourself

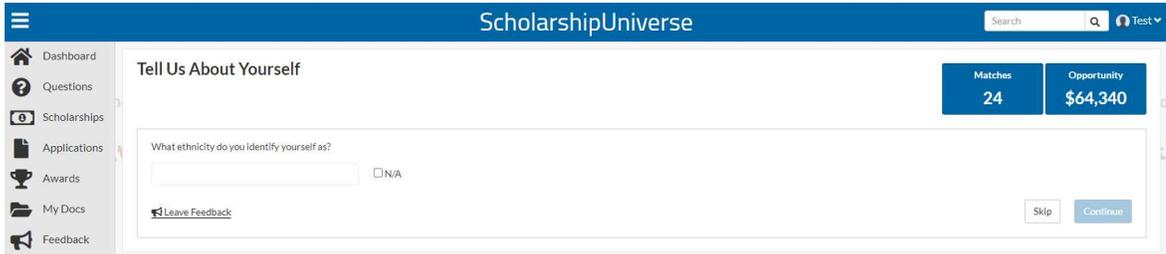
A Universe of Scholarship Opportunities Await

Real, relevant scholarship opportunities are just a few minutes away! Based on your answers to the following questions, an adaptive matching engine will filter and display scholarship opportunities tailored specifically to you, your interests, goals, and accomplishments.

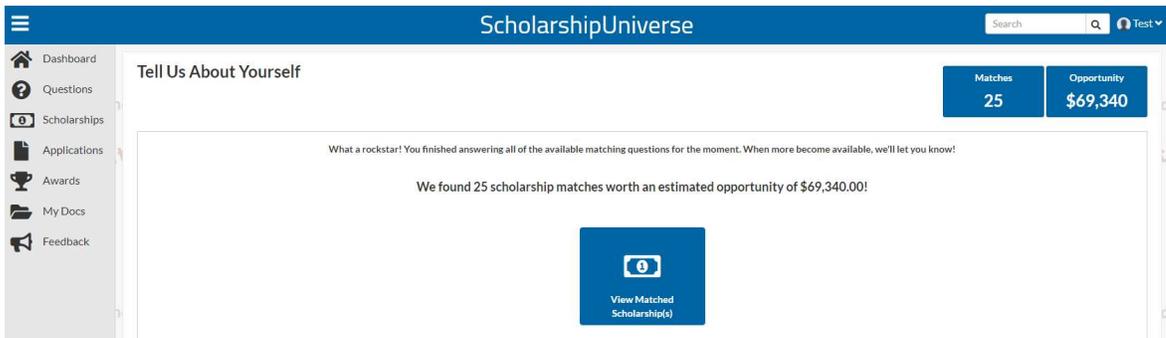
I'm Ready!

By using this site, you agree to the [Terms of Use](#)

5. As you answer questions, you will be able to see your matches in the top right corner.



6. Once you complete all questions, click the blue “View Matched Scholarship(s)” button.



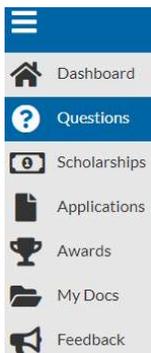
7. If you want to see your scholarship matches before finishing the questions, you can click on the blue “Matches” button on the top right corner.

Take some time to review your matches. If you would like to apply to an external scholarship, you can click the apply button and you will be redirected to the website and application of that offer. If you would like to apply to a GVSU specific scholarship that is listed in the system, you can click on “Apply” and submit all of your application materials here, in one place!

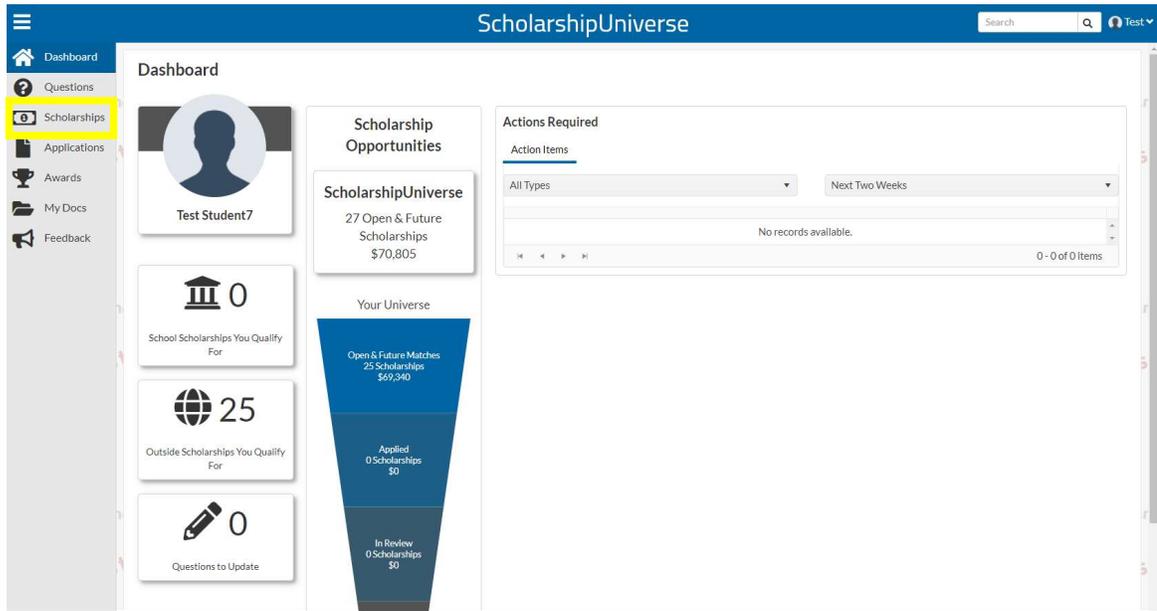


8. To go back to the questions at a later date, click the “Questions” tab on the left side. You will be able to see new questions that need answers, and you will be able to change your answer to questions in this tab.

*Please note: the more questions you answer, the more scholarships you could be matched to!



9. When logging back in, you will be directed to your dashboard. To see the scholarships you match to, click on the “Scholarships” tab on the left side. This will take you to a complete list of scholarships that you may apply for.



***Uploading Documents:**

You can upload a file in the following formats: PDF, PNG, BMP, or JPG. If you are unable to upload your document in the current file format it is saved in, you can try to save the document in another format.

For example:

- Convert a Word or Excel document to a PDF
- Scan the document and upload as a PDF.
- Take a picture of the document using your phone, tablet or digital camera and uploading the document as an image.