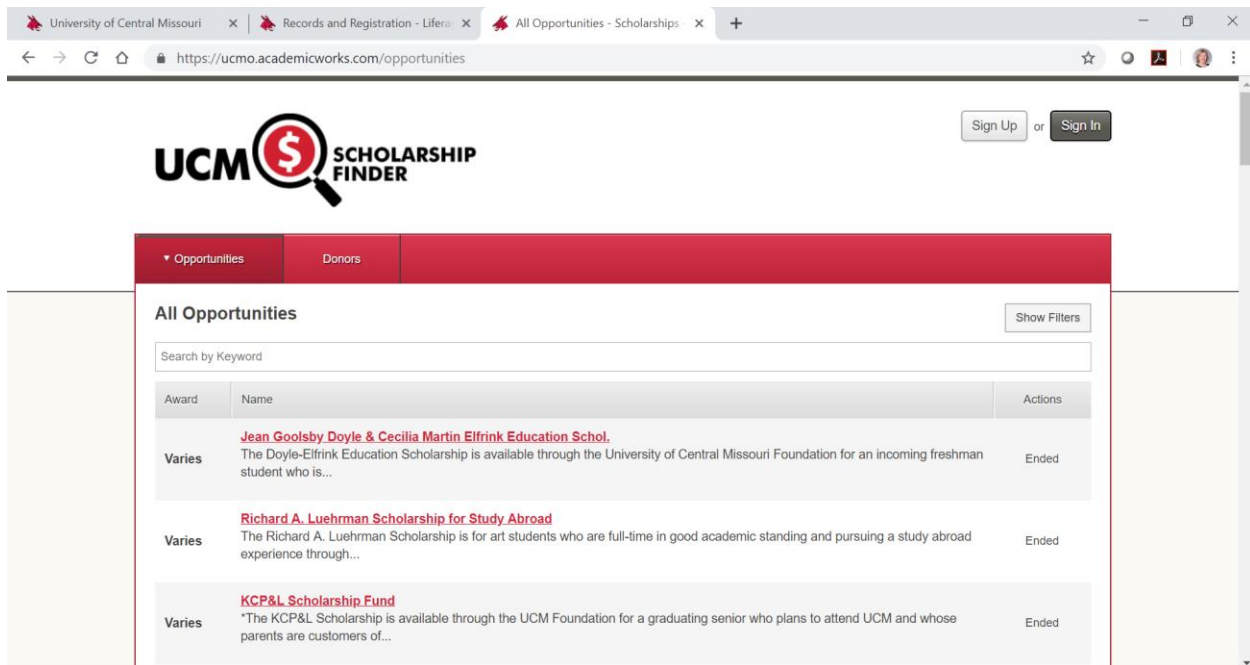


UCM Scholarship Finder Account Set Up

- 1.) Access the link www.ucmo.edu/scholarshipfinder
- 2.) **First time users** Click the sign UP button on top right corner of page
- 3.) If a current UCM student enter your UCM student email address
- 4.) If **an incoming freshman or transfer student** use the email address supplied on your application for admission to UCM. **YOU MUST BE ADMITTED TO APPLY**
- 5.) **DUAL CREDIT** student through UCM? You have a UCM student email address that you will need to use. You can access this through your MyCentral account.
- 6.) You will receive a confirmation link sent to your email, you will need to click the confirmation link and create a password and begin your application.
- 7.) *If you have ever created a scholarship application on MoCents now known as UCM Scholarship Finder, you will **SIGN IN** using your student email and password.*



The screenshot shows a web browser window with the URL <https://ucmo.academicworks.com/opportunities>. The page features the UCM Scholarship Finder logo and navigation buttons for 'Sign Up' and 'Sign In'. Below the navigation is a red header with 'Opportunities' and 'Donors' tabs. The main content area is titled 'All Opportunities' and includes a search bar and a table of scholarship listings.

Award	Name	Actions
Varies	Jean Goolsby Doyle & Cecilia Martin Elfrink Education Schol. The Doyle-Elfrink Education Scholarship is available through the University of Central Missouri Foundation for an incoming freshman student who is...	Ended
Varies	Richard A. Luehrman Scholarship for Study Abroad The Richard A. Luehrman Scholarship is for art students who are full-time in good academic standing and pursuing a study abroad experience through...	Ended
Varies	KCP&L Scholarship Fund *The KCP&L Scholarship is available through the UCM Foundation for a graduating senior who plans to attend UCM and whose parents are customers of...	Ended

- 8.) Once you have confirmed your email address and created your password you will be directed to the general application. Here you will enter information about yourself in the required fields.
- 9.) You will be asked to complete a short 300 word essay about yourself, identify any organizations you have been a member of, list any of your extracurricular activities and attach a transcript (optional and does not have to be an official transcript)
- 10.) For UCM Students log in to MyCentral with your 700# and password, click through to student services, select records and registration, select Unofficial Transcript, open and right click. When open select print and instead of selecting a printer choose Save as PDF. Save to your computer and

then you can attach to your application.

The screenshot shows a web browser window with three tabs: 'University of Central Missouri', 'Records and Registration - Lifer...', and 'Password Recovery - Scholarship...'. The address bar shows 'https://mycentral.ucmo.edu/web/home-community/records-and-registration'. The page features a navigation menu on the left with options like 'Curriculum and Courses', 'Prior Education and Testing', 'Additional Links', 'Central Degree Audit', 'Unofficial Transcript', 'Official Transcript', 'Student Schedule', 'Week at a Glance', 'Registration and Planning', and 'View Grades'. The main content area is divided into sections: 'General Information' (Level: Undergraduate, Class: Freshman, Status: Active, Student Type: 300 Credit Student, Residency: In state Resident, Campus: Not Provided, First Term Attended: Fall 2018, Matriculated Term: Not Provided, Last Term Attended: Spring 2019, Leave of Absence: Not Provided), 'Admission Information' (Admit Type: Standard, Admit Term: Fall 2018, Catalog Term: Fall 2018), 'Graduation Information' (Graduation Applications: None), and 'Advisors' (Primary / Success Advisor: Ms. Haley Noel Farnsworth). A 'REGISTERED COURSES' section shows 'Not Registered' and a summary of hours: 'Total Hours | Registered Hours: 0 | Billing Hours: 0 | CEU Hours: 0 | Min Hours: Not available | Max Hours: Not available'. A 'Sign Out' button is visible in the top right corner.

11. Once you have completed the general application, this will allow you to be matched up to any scholarships you may qualify for automatically based on your major, hometown, or other criteria contained on the general application.

12. You will however be prompted to review recommended opportunities that you may qualify for by answering additional questions, completing a specific essay, and attaching a reference letter if requested. If you want to be considered for these you will need to apply to them. Please be sure to read the descriptions and qualifications, if you do not meet the minimum criteria or have to answer no to a qualifying question then you probably should not apply.

If you have trouble signing back in to your account or can't remember your password click on the trouble signing in button and request a password reset.

The screenshot shows a web browser window with three tabs: 'University of Central Missouri', 'Records and Registration - Lifer...', and 'Password Recovery - Scholarship...'. The address bar shows 'https://ucmo.academicworks.com/users/password/new#applicants_and_scholarship_administrators'. The page features the 'UCM SCHOLARSHIP FINDER' logo and a 'Sign Up or Sign In' button. The main content area is titled 'Opportunities' and contains the heading 'Having Trouble Accessing Your Account?'. Below the heading, there are three paragraphs of text: 'I haven't received an invitation email. If you are serving as a Reference or Reviewer and have not received your invitation email, enter your email address below and click Recover Password. You will receive an email instructing you on how to set a new password.', 'I can't remember my password. If you have forgotten your password, enter your email below and click Recover Password. You will receive an email with instructions on how to recover your password.', and 'I never received an email confirming my account. If you are an Applicant or Administrator and you did not receive your account confirmation email, enter your email address below and click Resend Confirmation. An email containing confirmation instructions will be sent to you.' Below the text is an 'Email' input field and two buttons: 'Resend Confirmation' and 'Recover Password'.