



Scholarship & Financial Aid

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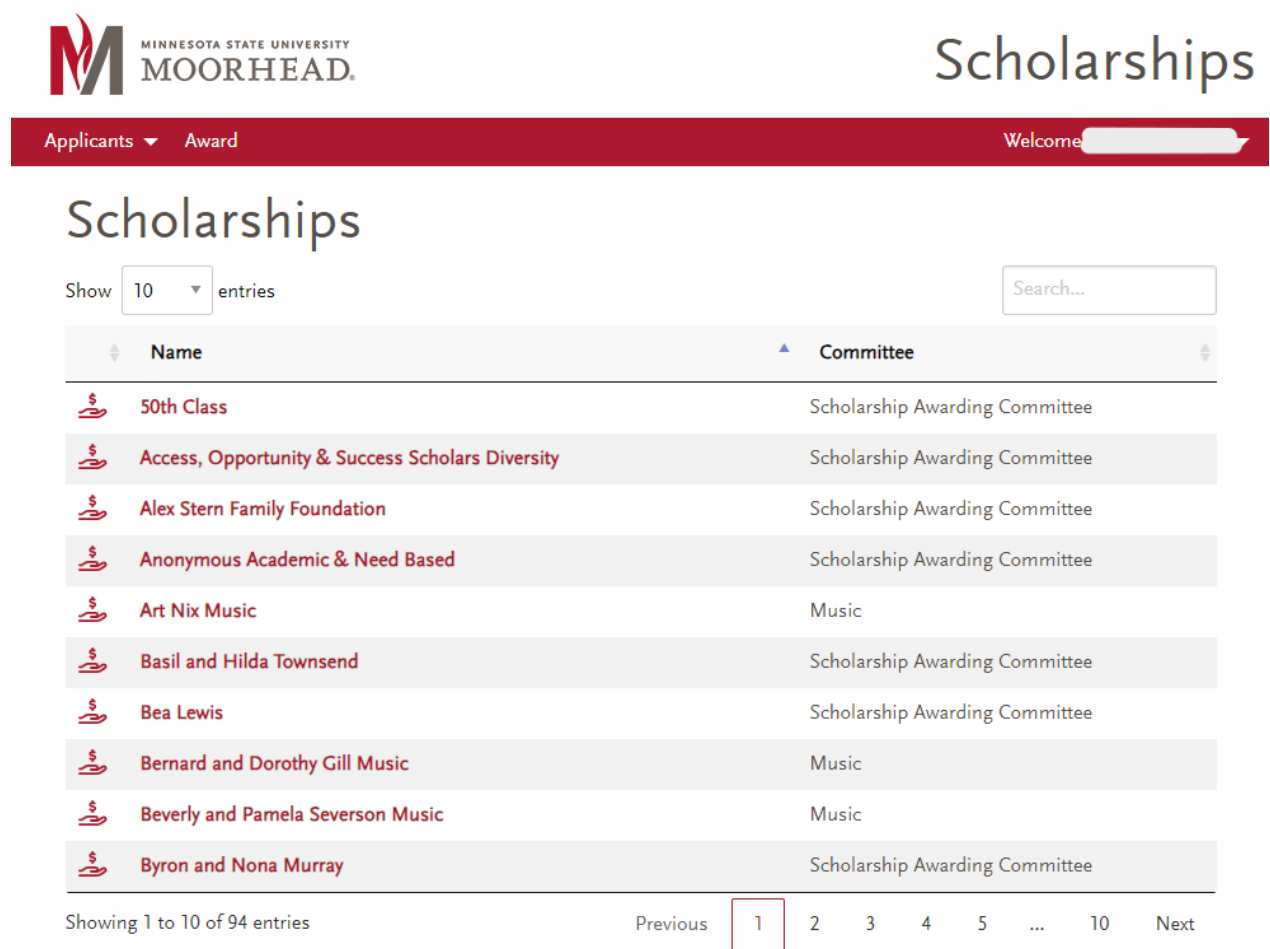
Scholarship Application Training

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Logging Into the Scholarship Application

- Navigate to
 - https://my.mnstate.edu/scholarships?_gl=1*643s09*_ga*MTExNTQxNjg2Ni4xNzA4NDQyNTY3*_ga_PD1YWXQF9P*MTcwODYxMzQyMy4zLjEuMTcwODYzNTU4OC4wLjAuMA..
 - Login using your StarID and password



The screenshot shows the 'Scholarships' page on the Minnesota State University Moorhead website. At the top left is the university logo. The page title is 'Scholarships'. Below the title is a navigation bar with 'Applicants' and 'Award' dropdown menus, and a 'Welcome' message with a user profile icon. The main content area features a 'Show 10 entries' dropdown and a search box. A table lists various scholarships with columns for 'Name' and 'Committee'. The table includes 10 entries, each with a dollar sign icon and a red underline. The first entry is '50th Class' awarded by the 'Scholarship Awarding Committee'. The last entry is 'Byron and Nona Murray' also awarded by the 'Scholarship Awarding Committee'. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 94 entries' and a set of page numbers from 1 to 10, with '1' highlighted in a red box.

Name	Committee
50th Class	Scholarship Awarding Committee
Access, Opportunity & Success Scholars Diversity	Scholarship Awarding Committee
Alex Stern Family Foundation	Scholarship Awarding Committee
Anonymous Academic & Need Based	Scholarship Awarding Committee
Art Nix Music	Music
Basil and Hilda Townsend	Scholarship Awarding Committee
Bea Lewis	Scholarship Awarding Committee
Bernard and Dorothy Gill Music	Music
Beverly and Pamela Severson Music	Music
Byron and Nona Murray	Scholarship Awarding Committee



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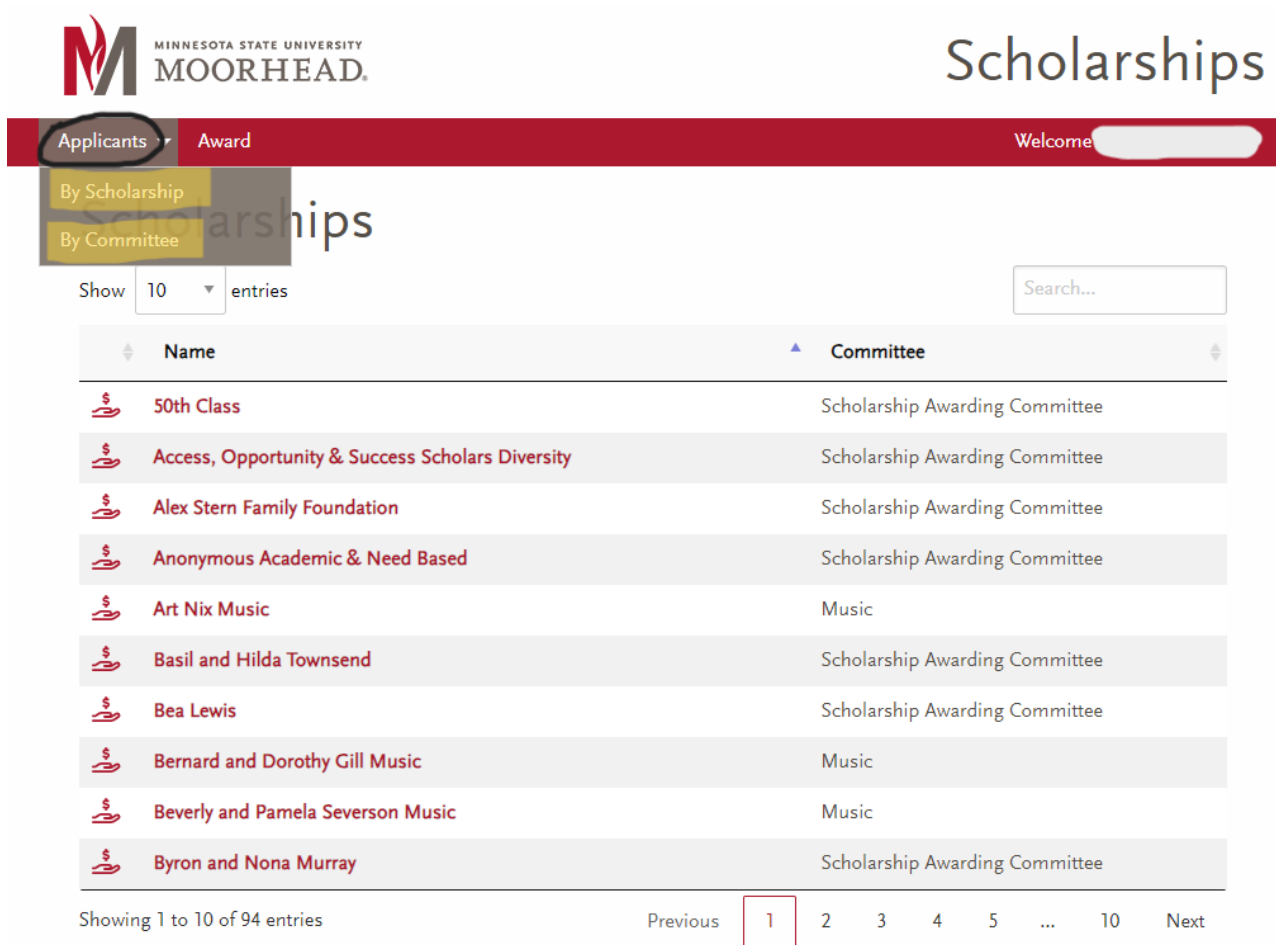
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Viewing Applicants

- On the Main Page, hover over the Applicants dropdown in the bar at the top of the screen and select how you would like to view applicants
 - By Scholarship or By Committee













The screenshot shows the 'Scholarships' page on the Minnesota State University Moorhead website. At the top, there is a navigation bar with 'Applicants' and 'Award' tabs. The 'Applicants' dropdown menu is open, showing 'By Scholarship' (highlighted in yellow) and 'By Committee'. Below the menu, there is a search bar and a 'Show 10 entries' dropdown. A table lists various scholarships with columns for 'Name' and 'Committee'. The table includes 10 entries, with the first one being '50th Class' awarded by the 'Scholarship Awarding Committee'. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 94 entries' and a page number '1' highlighted in a red box.

Name	Committee
50th Class	Scholarship Awarding Committee
Access, Opportunity & Success Scholars Diversity	Scholarship Awarding Committee
Alex Stern Family Foundation	Scholarship Awarding Committee
Anonymous Academic & Need Based	Scholarship Awarding Committee
Art Nix Music	Music
Basil and Hilda Townsend	Scholarship Awarding Committee
Bea Lewis	Scholarship Awarding Committee
Bernard and Dorothy Gill Music	Music
Beverly and Pamela Severson Music	Music
Byron and Nona Murray	Scholarship Awarding Committee

- **BY SCHOLARSHIP** is going to bring you to the list of all scholarships associated with your committee(s) or department(s)
 - Once you select a scholarship, you will see a list of all students who have matched with that scholarship specifically

Scholarships

Show entries

Name	Committee
 50th Class	Scholarship Awarding Committee
 Access, Opportunity & Success Scholars Diversity	Scholarship Awarding Committee
 Alex Stern Family Foundation	Scholarship Awarding Committee
 Anonymous Academic & Need Based	Scholarship Awarding Committee
 Art Nix Music	Music
 Basil and Hilda Townsend	Scholarship Awarding Committee
 Bea Lewis	Scholarship Awarding Committee
 Bernard and Dorothy Gill Music	Music
 Beverly and Pamela Severson Music	Music
 Byron and Nona Murray	Scholarship Awarding Committee

Showing 1 to 10 of 94 entries

Previous 2 3 4 5 ... 10 Next

50th Class Applicants

2024-25 Academic Year

Export to Excel

Show entries

Name	Date Started	Date Submitted
Tibbetts, Derek (16255059)	1/30/2024 12:22:26 PM	2/22/2024 2:34:27 PM
Edgren, Linnea (15419499)	12/21/2023 7:27:39 PM	2/22/2024 2:24:22 PM
Martinez, Emily (15403355)	2/22/2024 12:46:29 PM	2/22/2024 2:01:50 PM
Gerads, Tysen (16094626)	11/20/2023 4:13:58 PM	2/22/2024 12:53:55 PM
Hutchison, Shalon (16547526)	11/28/2023 9:19:07 AM	2/22/2024 12:29:51 PM
Rhoden, Crystal (15439090)	2/19/2024 3:56:14 PM	2/22/2024 11:25:03 AM
Johnson, Jaxen (15773740)	11/26/2023 4:45:02 PM	2/22/2024 11:09:27 AM
Alexander, Megan (12555238)	2/21/2024 6:31:43 PM	2/22/2024 10:59:46 AM
Hindsley, Ella (16179844)	10/16/2023 12:58:33 AM	2/22/2024 9:40:02 AM
Bentil, Louis (15818379)	2/22/2024 4:18:21 AM	2/22/2024 4:21:24 AM

Showing 1 to 10 of 851 entries

Previous 1 2 3 4 5 ... 86 Next

Late Applicants

Export to Excel

Show entries

Name	Date Started	Date Submitted
No Records Found!		

Showing 0 to 0 of 0 entries

Previous Next

- **BY COMMITTEE** is going to bring you to the list of your committees or departments
 - Once you select a committee or department, you will be brought to a list of applicants who matched with ANY of the scholarships that apply to that department or committee

My Selection Committees

Show entries

Name ▲

Incoming Freshman

Music

Scholarship Awarding Committee

Showing 1 to 3 of 3 entries

Previous

1

Next

Scholarship Awarding Committee Applicants

Export to Excel

Show entries

Name	Date Started	Date Submitted
Bentil, Louis (15818379)	2/22/2024 4:18:21 AM	2/22/2024 4:21:24 AM
Mailhot, Jacob (14202688)	1/5/2024 10:45:52 AM	2/21/2024 10:43:58 PM
Berg, Emily (16582138)	11/30/2023 8:40:51 AM	2/21/2024 10:09:33 PM
Bockorny, Emily (16136559)	2/19/2024 9:06:21 PM	2/21/2024 10:01:44 PM
Mattson, Katelyn (16623611)	1/31/2024 12:53:51 PM	2/21/2024 9:10:01 PM
Stueber, Erin (16612432)	12/27/2023 1:29:43 PM	2/21/2024 9:04:52 PM
Griggs, Gavin (15680333)	2/21/2024 7:50:00 PM	2/21/2024 8:56:11 PM
Huus, Isaiah (16279932)	10/17/2023 7:25:42 PM	2/21/2024 8:34:36 PM
Cossette, Alexandra (16227974)	10/31/2023 10:34:26 AM	2/21/2024 8:26:02 PM
Hammargren, Jessica (00278367)	2/21/2024 7:24:46 PM	2/21/2024 8:22:12 PM

Showing 1 to 10 of 1,427 entries

Previous 1 2 3 4 5 ... 143 Next

- Select the scholarship or committee you would like to view applicants for to pull up the list of matched students
- Select the student you want to review to access their submitted application
 - You can also download and review any attachments that the student submitted

Awarding Scholarships

- Click on the Award option in the red bar at the top of the page



Scholarships

Applicants ▾ **Award** Welcome

Award Scholarships

Show entries

Name	Committee
50th Class	Scholarship Awarding Committee
Access, Opportunity & Success Scholars Diversity	Scholarship Awarding Committee
Alex Stern Family Foundation	Scholarship Awarding Committee
Anonymous Academic & Need Based	Scholarship Awarding Committee
Art Nix Music	Music
Basil and Hilda Townsend	Scholarship Awarding Committee
Bea Lewis	Scholarship Awarding Committee
Bernard and Dorothy Gill Music	Music
Beverly and Pamela Severson Music	Music
Byron and Nona Murray	Scholarship Awarding Committee

Showing 1 to 10 of 94 entries Previous 2 3 4 5 ... 10 Next

- Click on the Scholarship you would like to award
 - You are only able to select scholarships that have completed budgets
 - If the budget has not been completed, you will receive an error message stating that the scholarship does not have a budget and the page will not work

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Byron and Nona Murray Applicants

2024-25 Academic Year

This scholarship does not have a budget for the 2024-25 Academic Year, so this page will not work.

- Once you are in the screen for the Scholarship, use the search bar and the plus buttons to the left of the student names to add the students as recipients and alternates

Applicants ▾ Award Welcome

50th Class Applicants

2024-25 Academic Year
Budget: \$3000.00

Show entries

	Name	Date Submitted
	Tormaschy, Gracie (16155990)	10/16/23 2:55 PM
	Beckler, Tori (15255365)	10/1/23 8:50 AM
	Alemu, Afomia (16043111)	10/1/23 4:23 PM
	Maltman, Tess (15969472)	1/20/24 5:11 PM
	Anderson, Analie (16049769)	10/31/23 8:47 PM
	Dog Eagle, Jordana (15747843)	10/1/23 1:17 PM
	Kallstrom, Emily (15704388)	10/1/23 2:00 PM
	Ernest, Hope (16209320)	10/1/23 6:02 PM
	Hoefler, Aislinn (15957931)	10/1/23 5:02 PM
	Wenisch, Easton (16210363)	10/1/23 5:46 PM

	Recipients	Total	
		Fall	Spr
1		\$ 1500.00	
		750.00	750.00
2		\$ 1500.00	
		750.00	750.00

Alternates

3	
4	

When you are ready, you may lock your selected scholarship recipients and alternates and submit them to the FinAid Office.
This action cannot be undone.

Lock and Submit

- If you need to remove a student, you can use the trash cans to the right of their names, or the minus button to the left of their names
- You can move recipients on the right-hand side of the screen by clicking on the three lines to the left of their name and dragging

Applicants ▾ Award Welcome

50th Class Applicants

2024-25 Academic Year
Budget: \$3000.00

Show entries

	Name	Date Submitted
-	Tormaschy, Gracie (16155990)	10/16/23 2:55 PM
-	Beckler, Tori (15255365)	10/1/23 8:50 AM
-	Alemu, Afomia (16043111)	10/1/23 4:23 PM
-	Maltman, Tess (15969472)	1/20/24 5:11 PM
+	Anderson, Analie (16049769)	10/31/23 8:47 PM
+	Dog Eagle, Jordana (15747843)	10/1/23 1:17 PM
+	Kallstrom, Emily (15704388)	10/1/23 2:00 PM
+	Ernest, Hope (16209320)	10/1/23 6:02 PM
+	Hoefler, Aislinn (15957931)	10/1/23 5:02 PM
+	Wenisch, Easton (16210363)	10/1/23 5:46 PM

Showing 1 to 10 of 842 entries

Previous 1 2 3 4 5 ... 85

Recipients

		Total	
		Fall	Spr
1	☰ Tormaschy, Gracie (16155990)	\$ 750.00	750.00
2	☰ Beckler, Tori (15255365)	\$ 750.00	750.00

Alternates

3	☰ Alemu, Afomia (16043111)	\$ 750.00	750.00
4	☰ Maltman, Tess (15969472)	\$ 750.00	750.00

When you are ready, you may lock your selected scholarship recipients and alternates and submit them to the FinAid Office. This action cannot be undone.

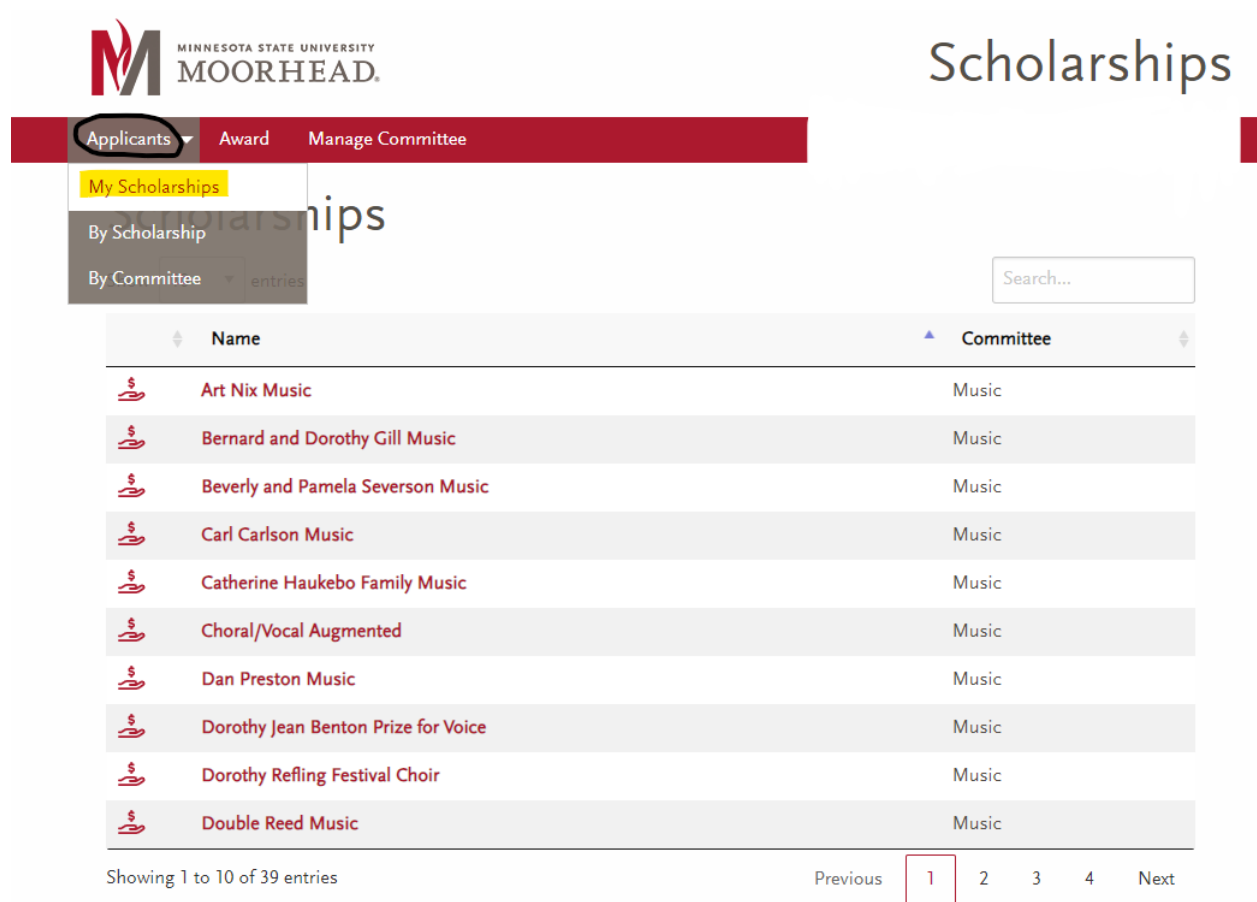
Lock and Submit

- Once you have finished selecting the required number of Recipients and Alternates, click on the Lock and Submit button

Continue the process above until all scholarships have been awarded

Reviewing Scholarship Criteria

- On the Main Page, hover over the Applicants dropdown in the bar at the top of the screen and select **MY SCHOLARSHIPS**



The screenshot shows the 'Scholarships' page with a navigation bar containing 'Applicants', 'Award', and 'Manage Committee'. The 'Applicants' dropdown menu is open, showing 'My Scholarships' as the selected option. Below the menu is a search bar and a table of scholarship entries.

Name	Committee
Art Nix Music	Music
Bernard and Dorothy Gill Music	Music
Beverly and Pamela Severson Music	Music
Carl Carlson Music	Music
Catherine Haukebo Family Music	Music
Choral/Vocal Augmented	Music
Dan Preston Music	Music
Dorothy Jean Benton Prize for Voice	Music
Dorothy Refling Festival Choir	Music
Double Reed Music	Music

Showing 1 to 10 of 39 entries

Previous **1** 2 3 4 Next

- Click the plus button to the right of the scholarship you would like to view criteria for to expand its description
- Scholarship descriptions will show;
 - Budget Information
 - Amount
 - # of Recipients

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- # of Alternates
- Full Scholarship Description
- Additional Scholarship Requirements

Scholarships

Applicants ▾ Award Manage Committee

My Scholarships

Art Nix Music	
Carl Carlson Music	
Catherine Haukebo Family Music	

My Scholarships

Art Nix Music -		
Budget	Recipients	Alternates
\$1000.00	1	1
<p>Description: This scholarship is awarded to upperclass students who are Music majors or Music minors with a minimum 3.0 GPA. Recipients are required to participate in an ensemble on the instrument/vocal area from which they received the scholarship.</p> <p>Additional Requirements: All Applicants: Attach a Music Resume that lists your instrument/vocal range, past and current ensemble participation (curricular and extracurricular), years of applied study, teachers, awards received, honors/achievements, service to your department, school, and community.</p> <p>Attach a .pdf copy of your most recent DARS report (Both are available on eServices for MSUM students).</p> <p>Students applying for a scholarship in a specific instrumental/vocal area or commercial music must prepare a 4-6 minute performance using appropriate audition material as advised by your faculty. Auditions will take place during the Upperclassman Scholarship Audition Day each spring.</p> <p>Current MSUM Upperclassman Students (having already attended at least one year at MSUM) who choose to apply for a Music Education or a Music Academic scholarship will be expected to participate in a formal interview during the Upperclassman Scholarship Audition Day.</p>		
Carl Carlson Music +		

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Next Steps

- Once all recipients and alternates have been locked and submitted, the Office of Scholarship and Financial Aid will verify the information
- Office of Scholarship and Financial aid will;
 - Notify students of their awards
 - Provide students with information on how they complete their Thank You Letter
 - Add the award to their financial aid package for the following year