

## How to Use Scholarship Application System

The scholarships listed are offered by various colleges, departments and offices throughout the University. Use the “Search” box to find scholarships by keyword or name. Click “Show Filters” to display filter options such as college or major. Select the scholarship name to learn more about the opportunity and/or to apply.

**Step 1:** Go to <https://scholarships.utah.edu>

(Hint: Read this page for more detailed instructions on how to use the site)

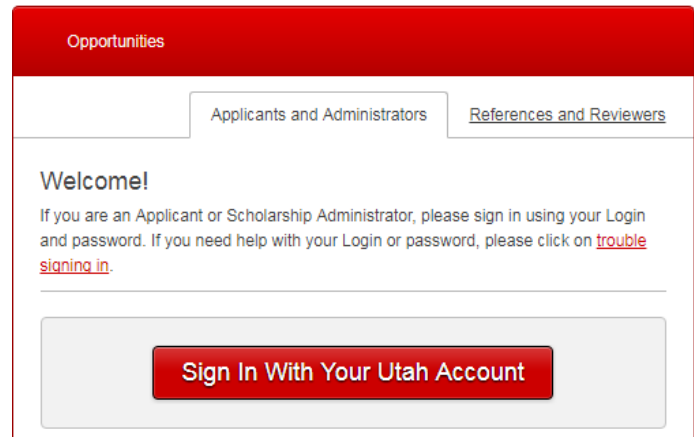
**Step 2:** Click on the Sign In button in the top right hand corner



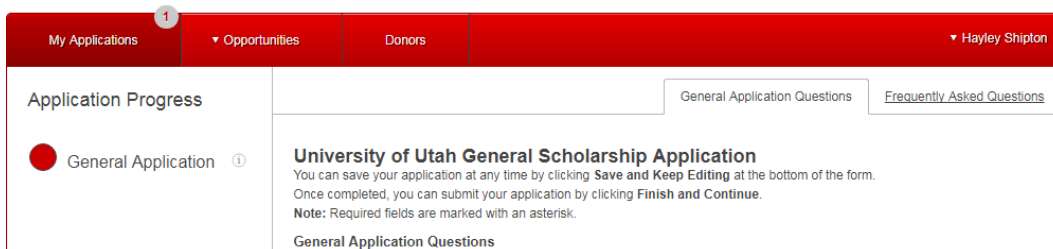
Sign In



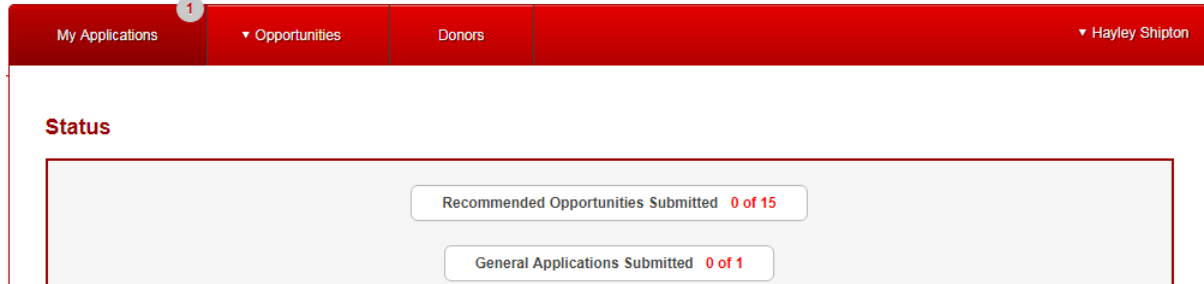
**Step 3:** Sign in with your CIS account under Applicants and Administrator



**Step 4:** Complete the General Application

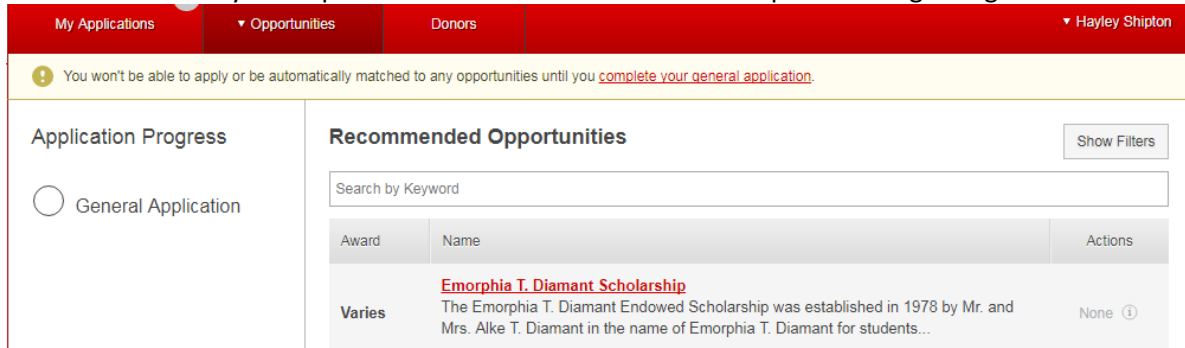


**Step 5:** See the status of your application under the “My Applications” tab



The screenshot shows a navigation bar with 'My Applications' selected. Below it, a 'Status' section contains two summary boxes: 'Recommended Opportunities Submitted 0 of 15' and 'General Applications Submitted 0 of 1'.

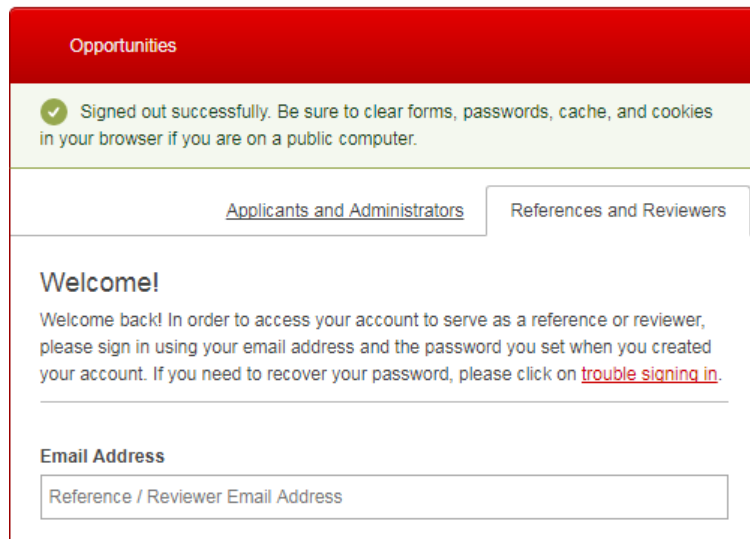
**Step 6:** Review for new opportunities (scholarships) once a week or every other week. Colleges and departments determine the start and end dates for their scholarship applications, so check back often to ensure that you don’t miss out on scholarship opportunities that you may be qualified for. Also, make sure to check with your department for additional deadlines or questions regarding their scholarships.



The screenshot shows the 'Recommended Opportunities' section. It includes a search bar, a table with one entry for the 'Emorphia T. Diamant Scholarship', and a 'Show Filters' button. A yellow warning banner at the top states: 'You won't be able to apply or be automatically matched to any opportunities until you [complete your general application](#).'

Award	Name	Actions
Varies	<a href="#">Emorphia T. Diamant Scholarship</a> The Emorphia T. Diamant Endowed Scholarship was established in 1978 by Mr. and Mrs. Alke T. Diamant in the name of Emorphia T. Diamant for students...	None ⓘ

**Step 7:** If an opportunity requires a reference letter that needs to be submitted references can log in here



The screenshot shows the 'References and Reviewers' login page. It features a success message: 'Signed out successfully. Be sure to clear forms, passwords, cache, and cookies in your browser if you are on a public computer.' Below this are tabs for 'Applicants and Administrators' and 'References and Reviewers'. A 'Welcome!' message follows, and there is an 'Email Address' input field labeled 'Reference / Reviewer Email Address'.