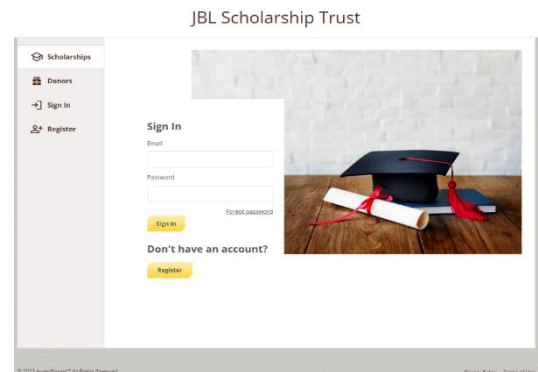


## JBL Scholarship Student Portal

The purpose of this guide is to walk you through registering with AwardSpring which is JBL’s web-based scholarship management system and student portal site. This system will allow you to apply for a scholarship using the AwardSpring platform.

Start by navigating to our organization’s AwardSpring site.

The URL is <https://jbl.awardspring.com>. You will be directed to the main login and registration page.

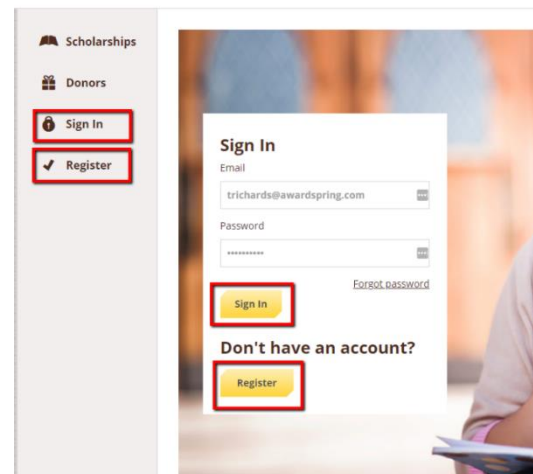


### LOGGING IN

**Sign-In to Existing Account:** If you have previously registered and created an account, there is no need to create another account. You will log in using your email and password. If you have forgotten your password, you may reset it by clicking on “Forgot password” link.

**To Register:** If you have never created an account, you will need to register for the first time and create your student account so that you may apply for a scholarship. Enter all the required information, click the agreement box, and click the

Create Account button. This account will be active indefinitely unless you choose at some point to delete it.



**NOTE: When registering for an account, make sure you are using an active email account where you will receive emails from our office. The AwardSpring student portal will be how our office will communicate with all applicants through the application process.**

If registering for the first time, the registration page will look like this. You will need to enter your personal details. Remember to check spelling ensuring your email address is spelled correctly. Also, remember to jot down your password. The email address you choose will be the communication method for this portal and all application communication.

**Register** Already have an account? [Sign in](#)

Email  
studentexample@awardspring.com

First Name  
Test

Last Name  
Student

Password  
\*\*\*\*\*

Confirm Password  
\*\*\*\*\*

**Create Account**

Once your account is created, you will be taken to the Scholarship program’s Privacy Policy as well as AwardSpring’s policy. The policies state it will not share your information with any other outside organization and will take great care to protect your personal information. Please take time to read it and accept the policy agreement.

**Privacy and Use Policy**

On this page you'll be agreeing to a few things in order to use the AwardSpring website:

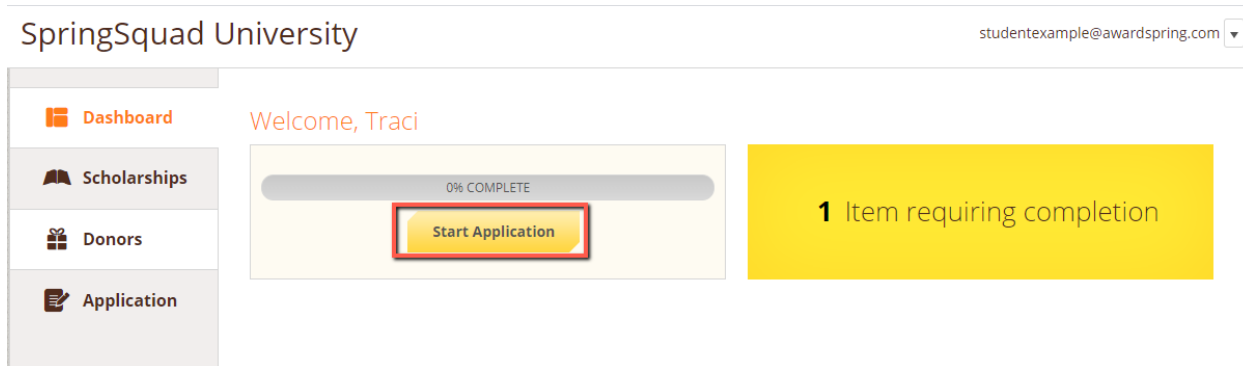
- The [AwardSpring Privacy Policy](#)
- The [AwardSpring Terms of Use](#)

I agree to the AwardSpring Terms of Use and Privacy Policy.

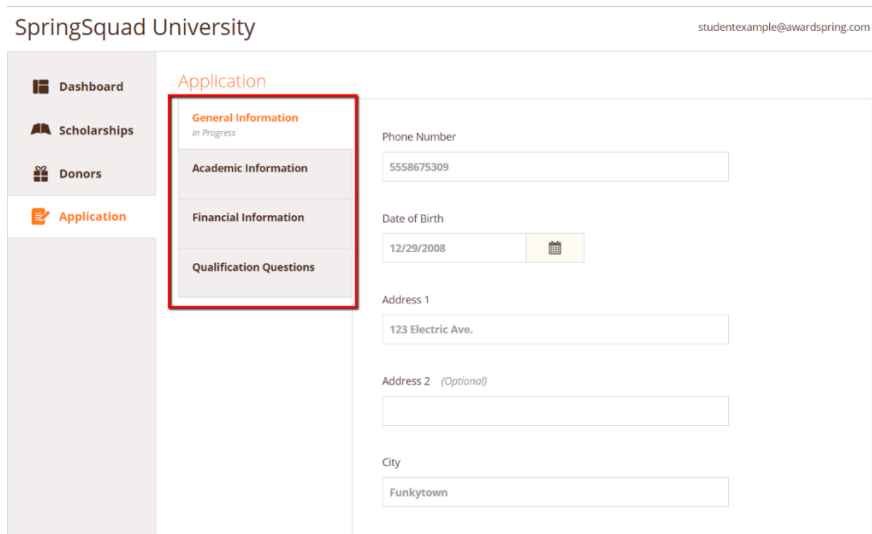
**Accept Agreement** **Cancel**

After login/registration, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed here.

Click the **Start Application** button to begin filling out your application. ALL Applicants are only qualified for one scholarship within their category. Make sure you are applying for the scholarship award for which you are qualified. You may apply for more than one scholarship within the application period.



Several tabs make up the entire application. Complete all of them to submit your application. As you will see under each title tab, there is a status that may state *In Progress* or *Completed*. When you get to the end of the application and the Submit button is greyed out, it is because you have not completed all tasks assigned. You can go into this part to view the still *In Progress* sections and complete what is pending.





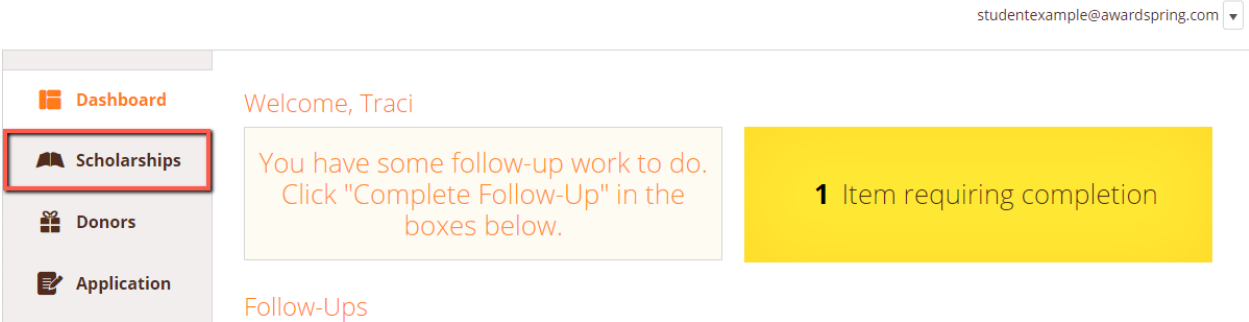
When the task is complete, you will see the new status in red as *Completed*. \* Outside entities can send only recommendation letters in this manner but cannot send Part II forms through the portal.

The screenshot shows the 'Application' page. On the left is a sidebar with four tabs: 'General Information', 'Academic Information', 'Financial Information', and 'Qualification Questions'. All tabs are marked as 'Completed'. The 'Qualification Questions' tab is highlighted in orange. The main content area contains a question: 'Are you working for a 501(c)(4) or 501(c)(6) organization?' with radio buttons for 'Yes' (selected) and 'No'. Below this is a red-bordered box containing the following text: 'Please use the form below to request a letter of recommendation from an instructor. Requested on May 16, 2019 Jean-Luc Picard trichards@awardspring.com Status: Completed Submitted on: May 16, 2019'.

Completing all tabs of your application will enable the **Submit Application** button to be highlighted in the lower right corner. Click it to submit your application.

This screenshot shows the full application page. At the top right, the email 'studentexample@awardspring.com' is displayed. The sidebar on the left has 'Application' highlighted in orange. The main content area is the same as in the previous screenshot. At the bottom, there is a dark grey navigation bar with three buttons: 'Previous Step', 'Next Step', and 'Submit Application'. The 'Submit Application' button is highlighted with a red border.

After submittal, you will be directed back to your Dashboard. View the applied scholarship by clicking on the scholarships tab.



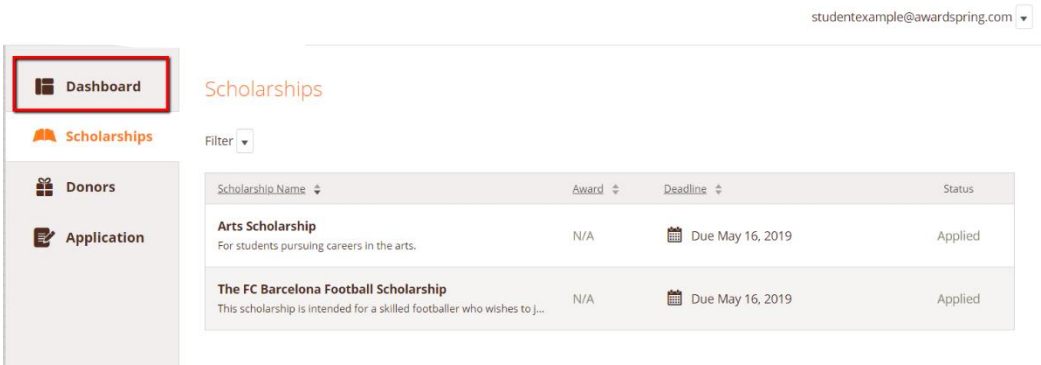
Unlike the example below, JBL applicants are only eligible for one scholarship and should not be applying for multiple scholarships. Therefore, you will only see one scholarship for which you applied in your list.

### Scholarships

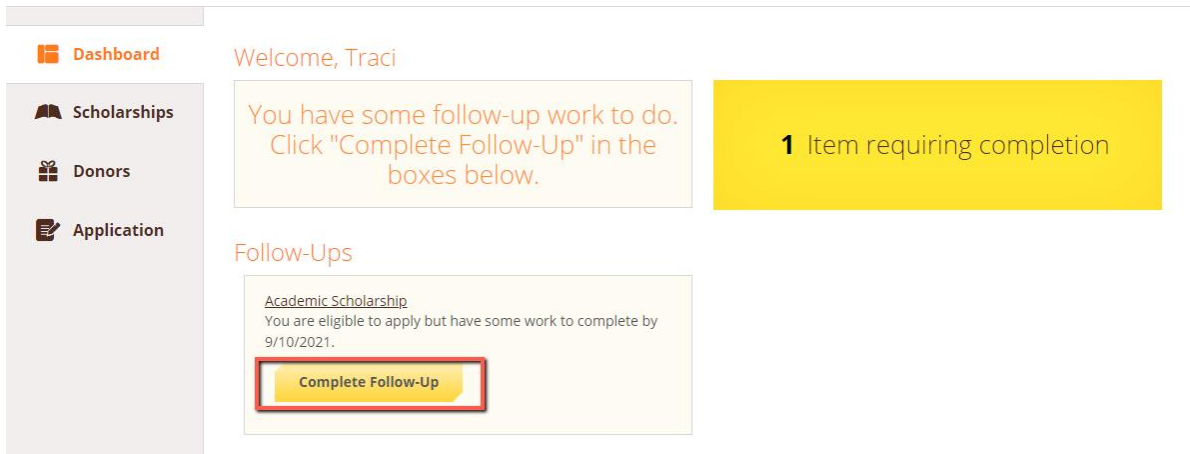
Filter

Scholarship Name	Award	Deadline	Status
<b>Arts Scholarship</b> For students pursuing careers in the arts.	N/A	Due May 16, 2019	Applied
<b>The FC Barcelona Football Scholarship</b> This scholarship is intended for a skilled footballer who wishes to j...	N/A	Due May 16, 2019	Applied

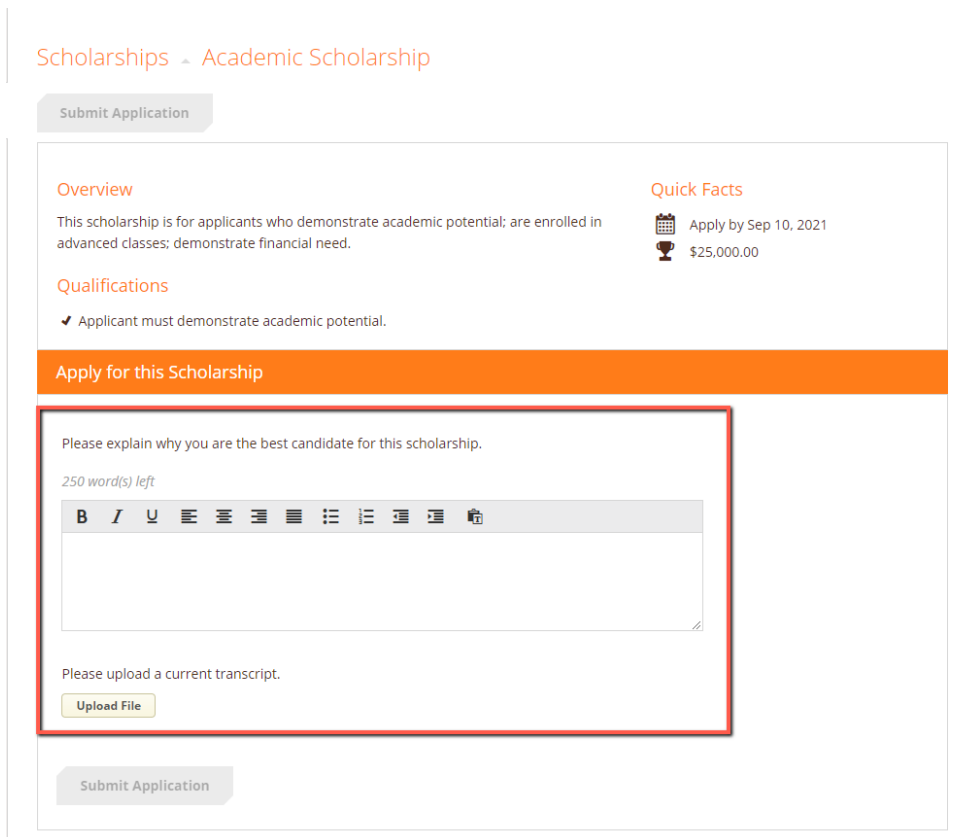
Dashboard to return to your Dashboard to view additional information or take further action.



In this example, the applicant qualifies for an Academic scholarship, but additional follow-up information is required to apply. The applicant needs to click the Complete Follow-Up button to provide the required responses and/or documentation.

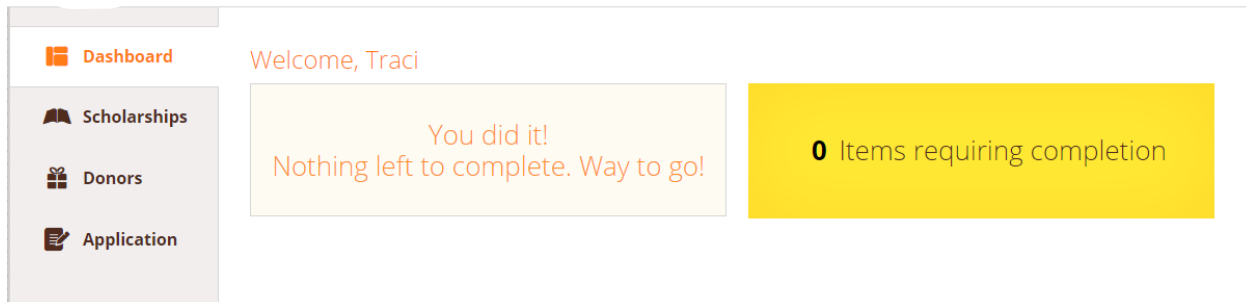


In this example, the applicant needs to respond to an essay question and upload a current transcript to apply for the scholarship.



After completing all follow-up items for the scholarship, click the **Submit Application** button to submit your application. Proceed through all Follow-Up items for the scholarship listed.

studentexample@awardspring.com



You are all set!

Once you have hit the Submit Application button, you will receive an auto-generated email confirming your application completion. The message will look like this:

### JBL Scholarship Trust

Hi Suzy

You have submitted your general application on AwardSpring for JBL Scholarship Trust .

Make sure you check your [dashboard](#) for any additional work you may need to complete.

<http://jbl.awardspring.com/>

Thanks,  
JBL Scholarship Trust

This email was sent by AwardSpring

If our office has any questions or additional instructions to send to the student applicant, the JBL office will contact the student directly by sending an email via the AwardSpring student portal.