

# AcademicWorks Quick Guide – Student View

- Students will access AcademicWorks (AW) via this link: [https://virginia.academicworks.com/users/sign\\_in](https://virginia.academicworks.com/users/sign_in)
- The login requires NetBadge.
- The first time a student accesses the site, an AW account will be created for them using their NetBadge credentials (this will be transparent to the student)

## Splash screen:

1. Initially, students are directed to the Opportunities tab where they can see open scholarship opportunities available for application and other navigational options.
  - a. Students can choose to see **Recommended** opportunities only. These are ‘Apply To’ opportunities where the students meet all associated qualifications.
  - b. If there are available scholarships that require a conditional application be submitted, ‘Apply’ will not be an option until the conditional application is submitted.



The screenshot shows the 'Recommended Opportunities' section of the AcademicWorks interface. At the top, there are navigation tabs for 'My Applications', 'Opportunities', and 'Donors'. Below the tabs is a search bar labeled 'Search by Keyword' and a 'Show Filters' button. The main content area displays a list of five scholarship opportunities, each with a title, a brief description, and an 'Apply' button. The 'Amount' for all listed opportunities is 'Varies'. The application deadlines are listed as 'by 11/01/2018' for the first opportunity and 'by 12/31/2018' for the others.

Award	Name	Actions
Amount Varies	<a href="#">College of Arts &amp; Sciences Small Research and Travel Grants</a> Small Research and Travel Grants are available to undergraduate students in the College of Arts & Sciences who are conducting their own original...	Apply by 11/01/2018
Varies	<a href="#">Oliver Linwood Perry Endowed Scholarship Fund</a> To provide support to undergraduate and graduate students who demonstrate a history of services with Native American communities with preference...	Apply by 12/31/2018
Varies	<a href="#">Greenwood Scholarship Henson R Boswell Jr Foundation</a> This scholarship provides support to undergraduate students enrolled at the University that have been or are currently a resident of Greenwood,...	Apply by 12/31/2018
Varies	<a href="#">Keith LaMott Jacquot Memorial Scholarship</a> This scholarship provides support to a member of the Tau Kappa Epsilon Fraternity.	Apply by 12/31/2018
Varies	<a href="#">Leonard W and Jerry S Sandridge Scholarship Fund</a> This scholarship provides support to undergraduate students who have demonstrated financial need, and whose parent/grandparent is an (current)...	Apply by 12/31/2018

- c. Students can choose to see **All** opportunities. This will list all opportunities that are visible in the system regardless of whether the student qualifies for them or not. Many of these will not have available actions because they are auto-match opportunities that don't require application.



Applications **1** Opportunities Donors

You won't be able to apply or be automatically matched to any opportunities until you [complete your general application](#).

Search by Keyword  Search Show Filters

**All Opportunities**

Name	Questions	Deadline	Award	Actions
<a href="#">Class of 1986 Peter J. Niehaus Scholarship</a> Established by the Class of 1986 to honor their Darden classmate, Peter Niehaus, who died during spring break of his Second Year. This scholarship is...	1	03/29/2017	\$20,900.00	None ⓘ
<a href="#">Class of 1962 Reynolds C. "Bucky" Siersema Memorial Scholarship</a> Established in 1987 by members of the Class of 1962 at their twenty-fifth reunion in memory of their classmate Bucky Siersema. The scholarship is...		05/31/2017	\$17,000.00	None ⓘ
<a href="#">Class of 1967 Scholarship</a> Established by the Class of 1967 at their twentieth reunion. The scholarship is awarded to an outstanding Second Year student.		05/31/2017	\$20,000.00	None ⓘ
<a href="#">Class of 1970 Everard Meade Fund for Creativity</a> Established by the Class of 1970 in recognition of former faculty member Everard Meade, this scholarship is awarded to Second Year MBA students,...		05/31/2017	\$22,000.00	None ⓘ
<a href="#">Class of 1972 Twentieth Reunion Scholarship</a> Established by the Class of 1972 as their twentieth reunion gift, this scholarship is awarded to outstanding students.		05/31/2017	\$10,000.00	None ⓘ
<a href="#">Class of 1974 Fred Richardson Scholarship</a> Established by the Class of 1974 in memory of a true gentleman, Fred Richardson, a retired member of the Darden School faculty. The scholarship is...	1	05/31/2017	\$10,000.00	None ⓘ

This opportunity automatically matches applicants.

2. If students have outstanding actions, that will be indicated on their Applications tab:

My Applications **2** Opportunities Donors

Application Progress

- General Application
- Other Recommended Opportunities ⓘ

**Recommended Opportunities** Show Filters

Search by Keyword

Award	Name	Actions
Varies	<a href="#">Margaret E Phillips Fund</a> This scholarship provides support to any student enrolled at the University that is preparing for and propose to be ministers in the Protestant...	Apply by 12/31/2018

## Dashboard View:

1. The Applications tab displays a dashboard view containing a student's General Application along with both current and archived scholarships.
  - a. Outstanding scholarship actions are highlighted in this view.
  - b. Current scholarship applications may be updated if the application period is open. Otherwise, application information is read-only. Updates to the General Application can be made at any time.



A screenshot of a web dashboard for the University of Virginia. The top navigation bar is dark blue with three tabs: "My Applications" (with a red notification bubble containing the number "1"), "Opportunities", and "Donors". Below the navigation bar, the main content area has a white background. Under the heading "Status", there is a large light gray box containing three summary cards: "Recommended Opportunities Submitted 0 of 2", "General Applications Submitted 1 of 1", and "Post-Acceptance Submitted 0 of 1". Below this is a section titled "Needs Attention" with an information icon. It contains a card for "Required Questions" with a red notification bubble and the text "Requested \$2,500.00". Below that is a card for "Post-Acceptance for Mary Jane Morris Scholarship - Fall (Graduate)" with a link for "1 Related". At the bottom of the card is an orange button labeled "Finish".

## General Application <sup>ⓘ</sup>

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Submitted

General Application

[Update](#)

## Archived <sup>ⓘ</sup>

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Deadline 09/30/2017  
Accepted \$500.00

Harry T. Peters Fellowship -  
Fall

[View](#)

Deadline 09/30/2017  
Accepted \$500.00

Harry T. Peters Fellowship -  
Spring

[View](#)

Deadline 09/30/2017  
Accepted \$925.00

Suzanne M. Burns  
Graduate Nursing  
Scholarship Fund - Spring

[View](#)

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[UVA Scholarship and Grants](#)

## General Application:

1. The General Application contains both an educational records release and a scholarship release in accordance with FERPA requirements. There is



Application Progress

General Application ⓘ

Other Recommended Opportunities

Applicant Record

General Application Questions

Once you are done updating your information, please save your application by clicking **Update General Application** at the bottom of the form.  
**Note:** Required fields are marked with an asterisk.

**General Application Questions**

**Educational Records Release:** I do hereby consent to the disclosure of my educational records including, but not limited to, academic records and data from my financial aid application and any scholarship applications. Disclosure may be made to scholarship selection committees and other organizations both internal and external to the University for the purpose of determining scholarship eligibility and/or administering financial aid. This release will remain in effect until revoked by me either by updating this release online in AcademicWorks or in writing (delivered to Student Financial Services, Carruthers Hall).

Yes  
 No

The University of Virginia depends on the generosity of donors to support its efforts to provide need-based and other scholarships to eligible students. By making a commitment to the University and students, the donors expect to receive regular reports regarding the awarding of scholarships. These reports include recipient name, award amount(s) and demographic information only. As required by the Family Educational Rights and Privacy Act of 1974 (FERPA), you may 'opt out' of this disclosure by checking the box below. This 'opt out' will remain in effect until changed by you.

Opt-out -- As allowed by FERPA, I request to opt out of this information disclosure.

Update Your Application

2. Useful help text is available for both questions.

- a. Question 1:

Application Progress

General Application ⓘ

Applicant Record

General Application Questions

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**Note:** Required fields are marked with an asterisk.

**General Application Questions**

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Yes  
 No

The University of Virginia receives requests from external organizations and scholarship review committees to provide student educational record information in order to facilitate eligibility determination and selection of scholarship recipients. This includes information such as GPA, financial need, major, residency, and hometown. FERPA requires SFS to obtain consent prior to release of this information. This release is purely voluntary and does not impact institutional aid eligibility. However, denial of permission to release information to these organizations will prevent consideration for certain external scholarship and fellowship opportunities.

Update Your Application


a. Question 2:

**Educational Records Release:** I do hereby consent to the disclosure of my educational records including, but not limited to, academic records and disclosure of my financial information made to scholarship selectors for the purpose of determining scholarship eligibility. This consent is irrevocable unless it is revoked by me either by updating my information in the Student Financial Services, Carruthers Hall.

Yes  
 No

The University of Virginia depends on the generosity of donors to support its efforts to provide need-based and other scholarships to eligible students. By making a commitment to the University and students, the donors expect to receive regular reports regarding the awarding of scholarships. These reports include recipient name, award amount(s) and demographic information only. As required by the Family Educational Rights and Privacy Act of 1974 (FERPA), you may 'opt out' of this disclosure by checking the box below. This 'opt out' will remain in effect until changed by you.

Opt-out -- As allowed by FERPA, I request to opt out of this information disclosure.

 Applicant Record

Update Your Application

University Advancement or your school may contact you regarding submission of a thank you note to the donor or may ask you to participate in publicity efforts. These are not requirements for any scholarship and your denial of permission to release information to University Advancement and donors will not impact your eligibility for need-based aid or the University's commitment to meet 100% of demonstrated financial need to all on-time financial aid applicants.

Disclosure may be removed from the University for the purpose of determining scholarship eligibility. This disclosure will remain in effect until you opt out of this disclosure in the Student Financial Services, Carruthers Hall.