

## AcademicWorks Online Scholarships -- New Users

1. Click on the [scholarship link](#) to get to the new users “Welcome page.”
2. Enter your student email, enter a password and confirm the password.
3. Click the yellow **“Sign Up”** on the bottom line (not “Sign IN” – that is for returning users)
4. You will be sent a confirmation email with a link to ensure your identity. This is sent instantly to your student email. If you don’t see it, check your spam folder.
5. The email has a personalized confirmation link that will take you to the general application.
6. The confirmation link expires after six hours. If the link expires, click on “Trouble signing in?” and request “Resend Confirmation”.

### NEW USERS Option 1: New Users Sign UP screen

**Opportunities**

**Welcome!**

If you are an Applicant or Scholarship Administrator, please provide an email address and password to sign up for an account. Upon signing up, you will receive a confirmation email to ensure your identity. Please make sure to check your spam folder for this email. Once you have confirmed your account, you can begin accessing the system.

Note: If you are unable to log in, please email [academicworks@cumcolumbia.edu](mailto:academicworks@cumcolumbia.edu) with your name, student ID, and a description of the issue.

Note: If you are serving as a Reference or Reviewer, you do not need to sign up for an account. Please refer to the invitation email you received.

**Email Address**

**Password**

Your password requirement is a minimum of 8 characters and include at least 1 digit, 1 uppercase letter, and 1 lowercase letter.

**Confirm Your Password**

[Trouble signing in? - Sign In](#) **Sign Up**

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### NEW USERS Option 2: If you enter from a different link, you may see this “Welcome” screen.

- Click on the Applicants and Administrators tab.
- Enter your student email and click “Sign UP” in the lower left.
- Enter your password and confirm your password.

**Opportunities**

**Applicants and Administrators** | **References and Reviewers**

**Welcome!**

In order to access your account, please sign in using your email address and password. If you need to recover your password or you have not yet received an email confirming your account, please click on [trouble signing in](#).

Note: If you have trouble signing in, please email [academicworks@cumcolumbia.edu](mailto:academicworks@cumcolumbia.edu) with your name, student ID, and a description of the issue. Or call the Foundation office at (202) 588-6955 or (202) 588-5935.

**Email Address**

(Applicant / Administrator Email Address)

**Password**

[Trouble signing in? - Sign Up](#) **Sign Up**

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**Opportunities**

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[Trouble signing in? - Sign In](#) **Sign Up**

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