



LAKE AREA TECH COLLEGE

Welcome to the Lake Area Tech online scholarship system. The system provides information on scholarships available to Lake Area Tech students.

Who can use the system?

- Current and incoming Lake Area Tech students
- Scholarships will be awarded for the next academic year, therefore students must be returning to Lake Area Tech for the upcoming academic year to receive consideration.

Can I search for specific scholarships?

- On the Our Opportunities page, there is Search by Keyword box and a Show Filters button. The keyword search looks for any mention of the word in any scholarship name or description. Using the “Show Filters” button is the most accurate search function for searching by major, college or department.

How do I define opportunity details?

- Award: Actual award amounts can vary based on recipient eligibility, available funds, and other factors.
- Name: This is the name of the scholarship opportunity being offered as well as any details concerning the application process (criteria which must be met for students to qualify and additional supplemental information that will be required to be provided in order for them to be considered).
- Deadline: The date by which students should complete the individual scholarship applications to receive consideration. This is not the deadline to accept the award.
- Actions: Upon completion of the General Application and any Additional Applications, students will automatically be matched to scholarship opportunities for which they qualify based on information they provided on the applications as well as other data being imported from Jenzabar. These scholarships indicate “None” under “Action” and require no additional information from the student for consideration. Other scholarships for which students may qualify indicate “Apply” under “Action” and require additional information be provided for consideration. A list of these scholarships can be found once students log in to the portal by viewing Recommended Opportunities from the Opportunities tab. Students should read each description thoroughly and only apply to those scholarships they qualify for.

How do I get started?

- Sign in with the button in the upper right hand corner using your MyPortal Username and password credentials.
- Complete the General Application page.

What if I don't see my county listed in the drop down box?

- You can select none of the above - county is eligibility for specific scholarships.

What if I didn't take an ACT?

- You can input 0 - ACT is eligibility for specific scholarships.

What happens after I complete the application(s)?

There are two types of scholarship in the system;

1. Automatch Scholarships: You will be automatically matched with scholarships for which you may qualify – no further action is required. You will NOT see your auto matched scholarships. Your profile information will be forwarded to the scholarship committee. Matching does not guarantee you will receive a scholarship. You can view your applicant record to see the information populated from your official student file. You cannot edit this information from the scholarship portal. To update you must contact the Registrar's Office.
2. Apply-To Scholarships: Once you submit your general application/s you will be directed to the Recommended Opportunities page where you will see any Apply-To opportunities you may be qualified for. Recommended does not guarantee you will receive a scholarship.

How do I know when I am done in the system?

- Once you complete the Apply-To applications, you will see each of the applications on your dashboard shows a status of "Submitted". You can log out of the system knowing your information will be reviewed and forwarded to the proper search committee. You can check back in the system regularly to see if any new scholarships were added or any changes to your application.

When will I receive notice about the scholarships I received?

- If you are selected for a scholarship you will receive an email from the Foundation Office on your **Lake Area Tech** email along with a revised financial aid award letter from the Financial Aid Office.

Why am I asked so many random questions on the Apply-To applications?

- Each scholarship has its own criteria as determined by the donor. Most of the requirements can be met using the data within the MyPortal system. However there are some criteria that we cannot obtain from Jenzabar so we need your help providing the answers. The more questions you are able to answer, the more complete your application will be.

Do I have to apply every year?

- Yes, you will be required to complete the scholarship application every scholarship cycle.
- The application period runs January 1 through March 31. The system will reopen for the next scholarship cycle in the spring semester. Watch your **Lake Area Tech** email for reminders to apply at that time.

Who can I contact with questions?

- If you would like additional information about a particular scholarship, including how to be considered for an award, please contact the Foundation Office at 605-882-5284 ext. 292 or Brittany.rost@lakeareatech.edu.