Scholarship Submission Guide

Introduction:

Please note that your scholarship submission to this database will be used for the following three purposes:
CUNY's PMP reporting mandate, the President's Annual Celebration of Faculty & Staff Scholarship event, and the Faculty & Staff Notes.

Faculty & Staff will need to log in with their Windows credentials (i.e. the same username and password that is used to login to the computers on campus, see sample below).

If you are submitting scholarship entries from your office or department computers, then your login credentials will be the following:

Sample Faculty/Staff name: Joseph Smith
*Sample Username: **jsmith***
*Sample Password: **Js@12345***

Note: When submitting scholarship entries from the computer labs on campus or a Mac computer, enter login credentials as follows:

*Sample Username: **laguardia\jsmith***
*Sample Password: **Js@12345***

Internet Explorer is the preferred browser for accessing the Scholarships Application, however, forms can be submitted on all browsers.

Note: **The scholarship application can be accessed in any location with internet access.**
Logging In:

1. Click on the following link http://www.laguardia.edu/About/Faculty-Publications/Submit-Publications/

2. From the "Submit your Scholarships" page, click on the Click Here to Submit Your Scholarship button:

3. Enter your Windows Login **User Name** & **Password** then click **OK** (*if you do not know or remember your Windows login credentials please contact the IT Support Center at extension 6134).*

1. You have successfully accessed the **Scholarship Application Home page**. Simply click on the desired scholarship **category** you would like to submit your citation for.
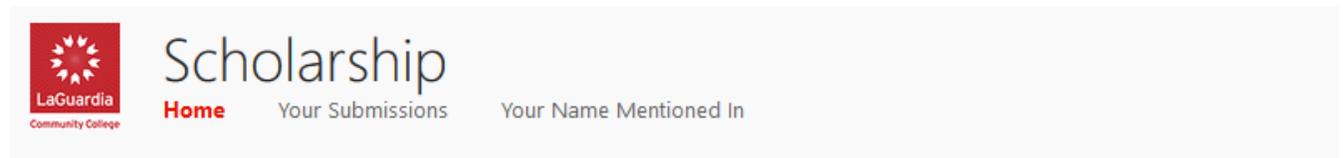
2. On this example, the Scholarship category for **Performance and Production** has been selected, simply enter the requested information where applicable and click the **Submit** button.

Performance & Production information

* Performance Type:	Performance (dance, theater, film)
* Title: *(of performance, production, film, etc.)*	Entertainer
Enter Your Role : *(e.g. director, musician, producer, etc.)*	
Organization:	
Location:	

Populate Here

* Date:	August Month	2017 Year
Description: *(maximum 250 characters)*	Enter Description Here	

Step 1 of 1

Submit

Click Here

* Required Information

Please note: All scholarship entries should be added separately.
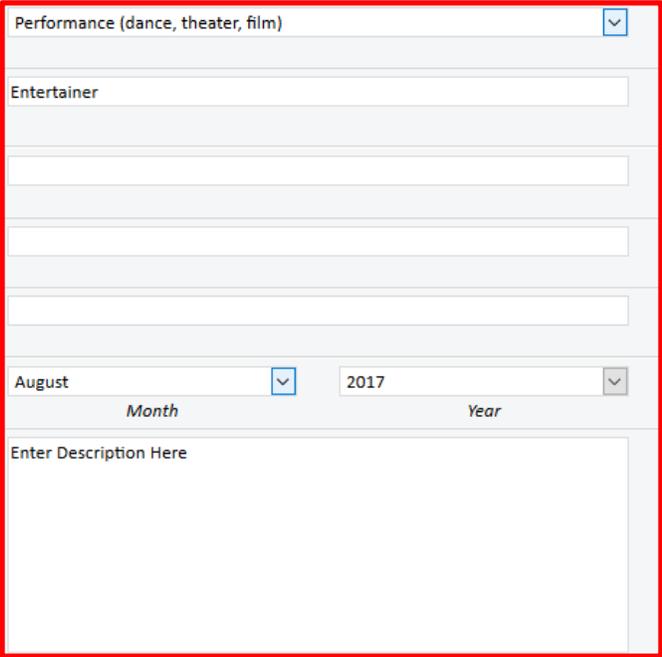
Submission Successful:

Scholarship

Home   Your Submissions   Your Name Mentioned In

Performance and Production

Success ➤ Your form was successfully submitted.