

# Scholarship Manager User Guide

You can access Scholarship Manager multiple ways.

1. Go directly to: **[digipen.edu/scholarship-manager](https://digipen.edu/scholarship-manager)**
2. Go to **[digipen.edu/scholarships](https://digipen.edu/scholarships)** and click on the “Scholarship Manager” link in the top paragraph.
3. From your Colleague Self-Service portal, go to the financial aid home page and follow the helpful links section on the right-hand side.

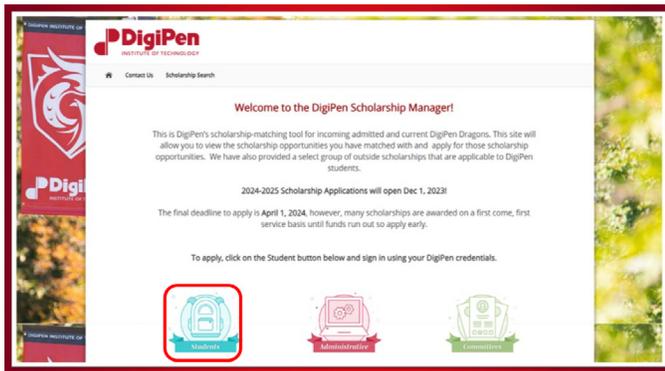


Image A

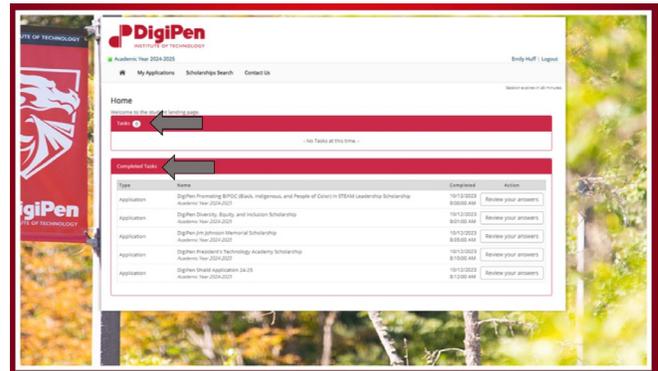


Image B

- To log in to Scholarship Manager, select the blue backpack on the login screen, as shown above (Image A). You will use your SSO or Self-Service Login to access the site.
- On your home screen in Scholarship Manager, shown above (Image B), you will see your Tasks and Completed Tasks. The Tasks section will show eligible scholarships, and you will be able to access the applications through the “Apply Now” button found here.
- Once you have submitted an application, you will no longer be able to change it, however, the submitted application will show up in Completed Tasks for you to view as needed.
- You can save an application at any point before hitting submit. All saved applications can be continued from the Tasks section at any time before the application close date.
- Shown on the right (Image C) is a preview of what an application will look like. At the top there will be a progress bar, and at the bottom right corner you will find the “Next Page” button.
- If you are at the end of an application, the button on the bottom right will say “Review and Submit.” Please review all answers before submitting, as you will not be able to change them once you have done so.

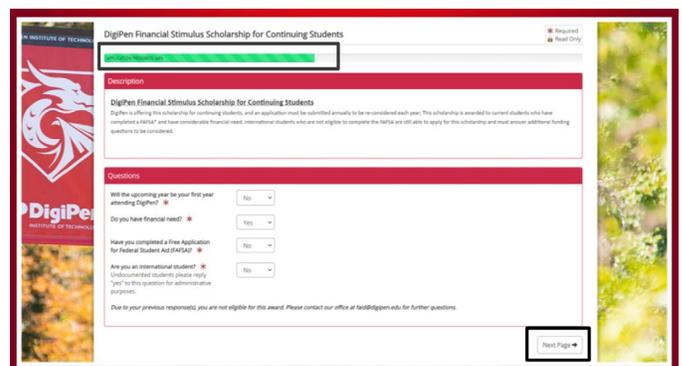


Image C

- If you would like to access the available external scholarships we have listed in Scholarship Manager, you will need to select “Scholarship Search” at the top of the page as shown on the right (*Image D*).
- From this page you can view and sort through a curated list of scholarships available to DigiPen students. To apply, please select the scholarship and follow the application link provided.

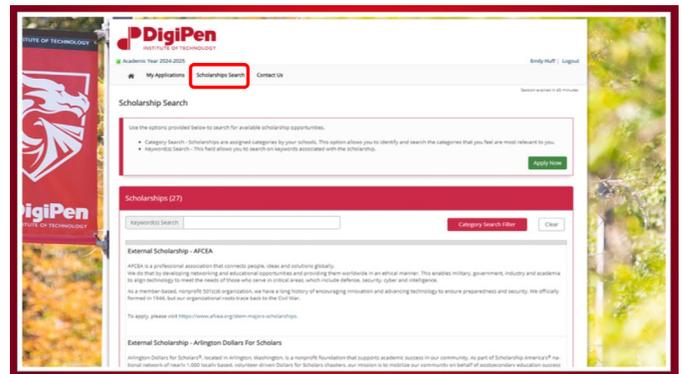


Image D

If you have any further questions or concerns, please do not hesitate to contact our Office of Financial Aid through the following methods.

- Email: [faid@digipen.edu](mailto:faid@digipen.edu)
- Message us on Teams at: [Faid.us](https://teams.microsoft.com/join/Faid.us)
- Or make an appointment to discuss financial aid options at: [calendly.com/ditfaid](https://calendly.com/ditfaid)