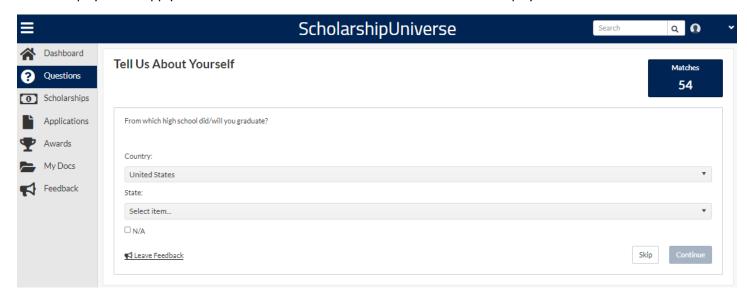
Student Instructions

Step 1: Log in

Log into ScholarshipUniverse with your LOUIE User ID and Password: https://nau.scholarshipuniverse.com/.

Step 2: Start matching

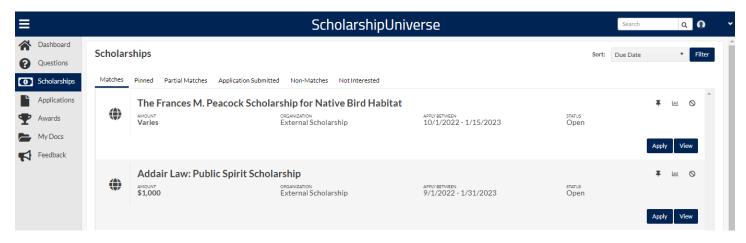
After logging in for the first time, you will be prompted to answer a series of questions to get you started matching with scholarships. The "Matches" box in the top right corner will be updated as you answer questions showing you how many scholarships you can apply for. Click on the "Matches" box to view those scholarships you've matched with.



You will be matched to and can apply for NAU scholarships as well as "external" (non-NAU) scholarships. NAU does not manage "external" scholarships; applications, matching requirements and awarding are handled by the donors/stewards of those scholarships.

Step 3: View your Matches and Apply

Click on the Scholarships tab to review scholarships you've matched with, view information and start applying.

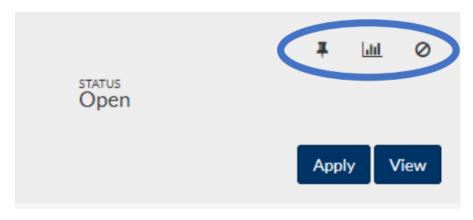


There are several tabs on this page that you can review:

- Matches Lists scholarships for which you meet all of the matching requirements
- Pinned Lists scholarships that you have pinned to your account, using the "Pin" button on an individual scholarship
- Partial Matches Lists scholarships for which you have met at least one requirement, but not all of the matching requirements
- Application Submitted Lists NAU scholarship applications you have completed/submitted
- Awarded Lists NAU scholarships which you have been awarded
- Non-Matches Lists scholarships you did not match with because you did not meet with matching requirements
- Not Interested Lists scholarships you have marked as not interested by clicking the "No" symbol on an individual scholarship

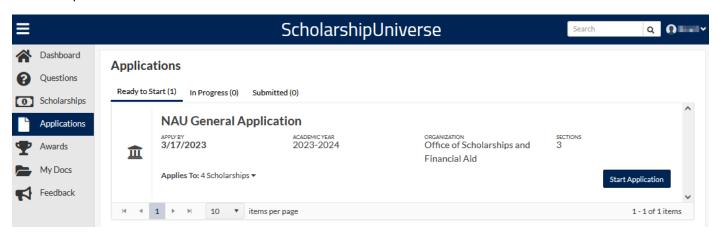
To get more information about your scholarship matches, click the "View" button. To apply for the scholarship, click the "Apply" button.

You can pin scholarships to review later, view statistics, or mark the scholarship as "not interested" by using the buttons to the right of each individual scholarship.



If you are applying for "external" scholarships, you will be taken out of the ScholarshipUniverse website to the "external" donor's website to complete the application.

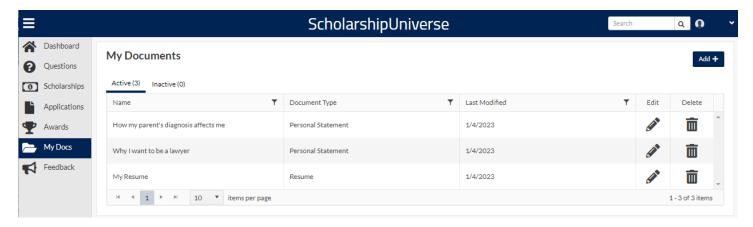
If you are applying for NAU scholarships, you will be able to complete the entire scholarship application within the ScholarshipUniverse website.



Some NAU scholarships will require additional documents. Be prepared with key documents like a resume and/or personal statement to make applying easier. You can add new documents or select documents that you've used in previous applications.

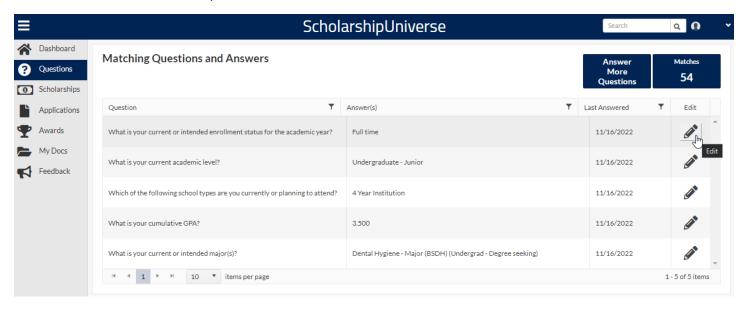
Verify Eligibility → Provide your most current resume: → General Department Specific Review and Submit ← Return to Applications → Provide your most current resume: Select a previous document... ▼

Add and manage your documents ahead of applying for scholarships by clicking the My Docs tab. Documents added here can be used to apply for scholarships in the future.



Step 4: Update your Answers

Click on the Questions tab to make updates to questions you've answered. Answers might be locked if we've gathered this information from LOUIE/PeopleSoft.



Step 5: Log in again

When you log in subsequently, you will land on the ScholarshipUniverse dashboard where you can answer more questions to match with scholarships, view scholarships you've matched with and can apply for and review actions that you need to take.

