LSUS Scholarship Management: Academic Works

Student User Comprehension Guide

Academic Works is LSUS's web-based scholarship management system* that is used by students and staff to provide a common platform for scholarship completion, reporting, and compliance. Review this User Comprehension Guide to assist all users with understanding and accessing the LSUS Academic Works Scholarship Tool.

**Academic Works is used only for privately-funded scholarships. General Fund/Guaranteed Scholarships for entering freshmen and transfers are not processed through Academic Works and do not fall under these guidelines.*

LSUS SHREVEPORT

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1. Sign in to Academic Works

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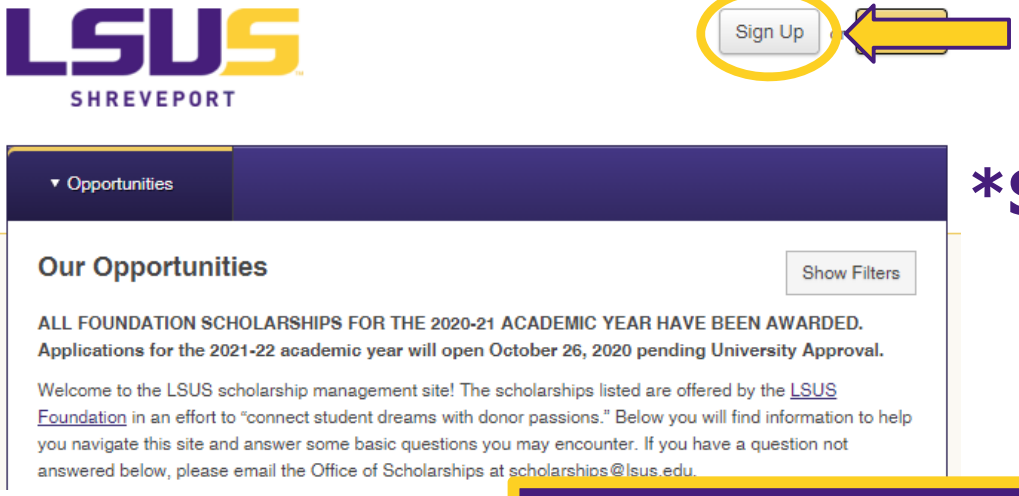
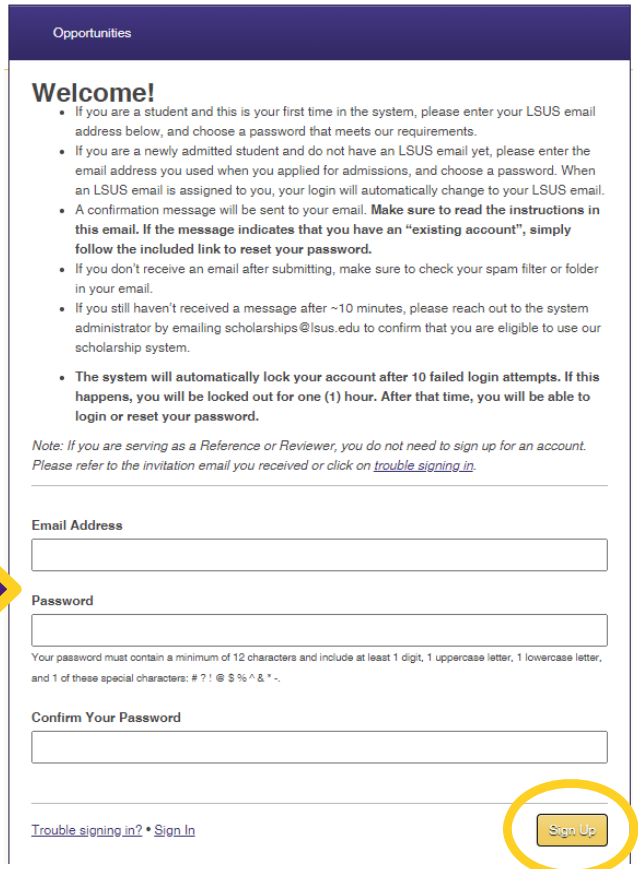
SIGN IN TO ACADEMIC WORKS

1. Go to the Academic Works website: lsus.academicworks.com.
2. If this is your first time logging in to the system, click **Sign Up**.
3. A confirmation link will be sent to your email within four (4) hours.



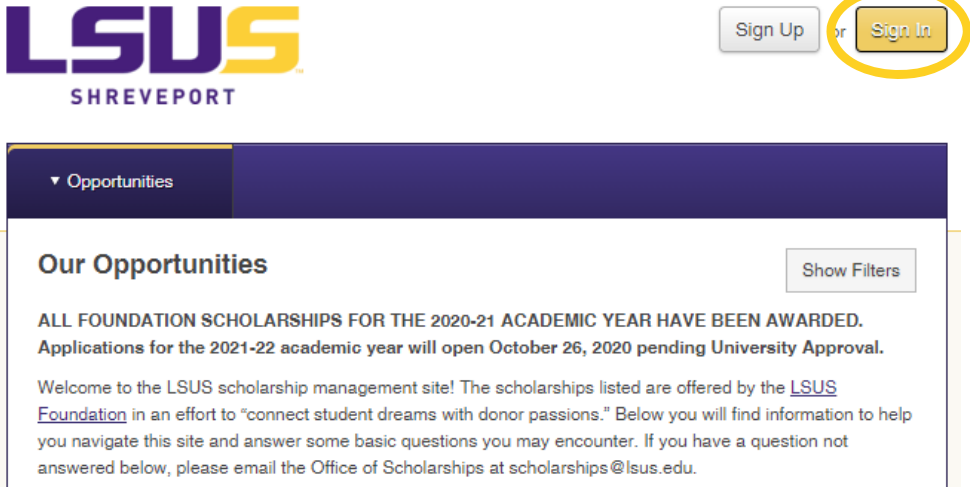
Step 1
SIGN UP

Sign up using your LSUS email
Username: smithj00@lsus.edu



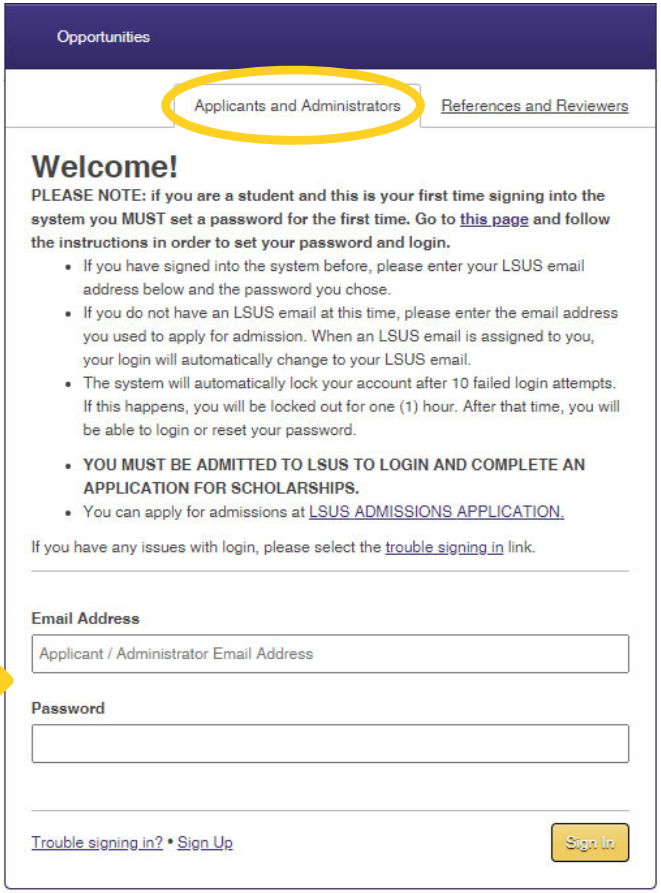
SIGN IN TO ACADEMIC WORKS

1. Go to the Academic Works website: lsus.academicworks.com.
2. If you are returning to the system, click **Sign In**.



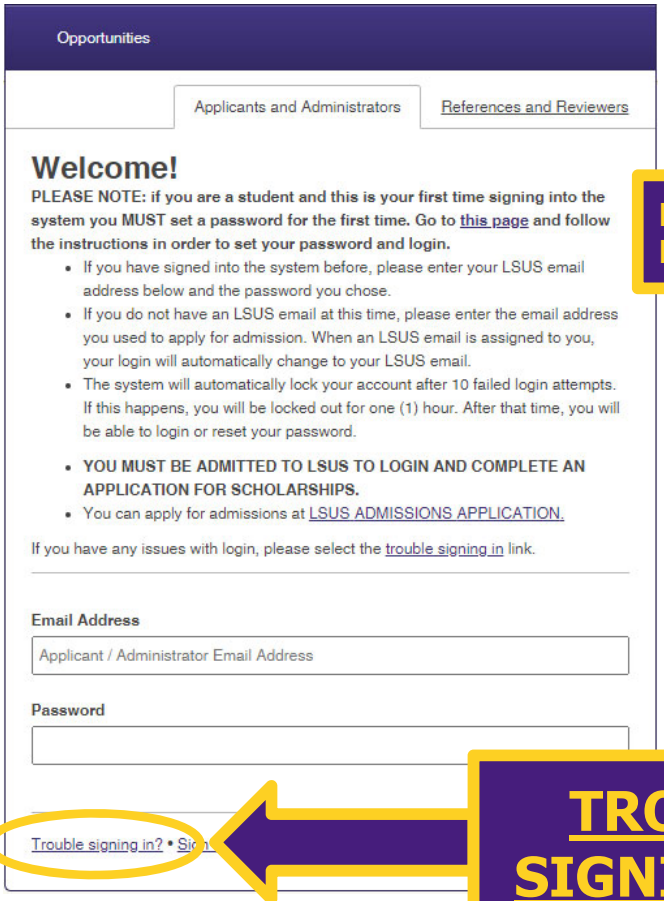
Step 1
SIGN IN

Sign in using your LSUS email
Username: smithj00@lsus.edu

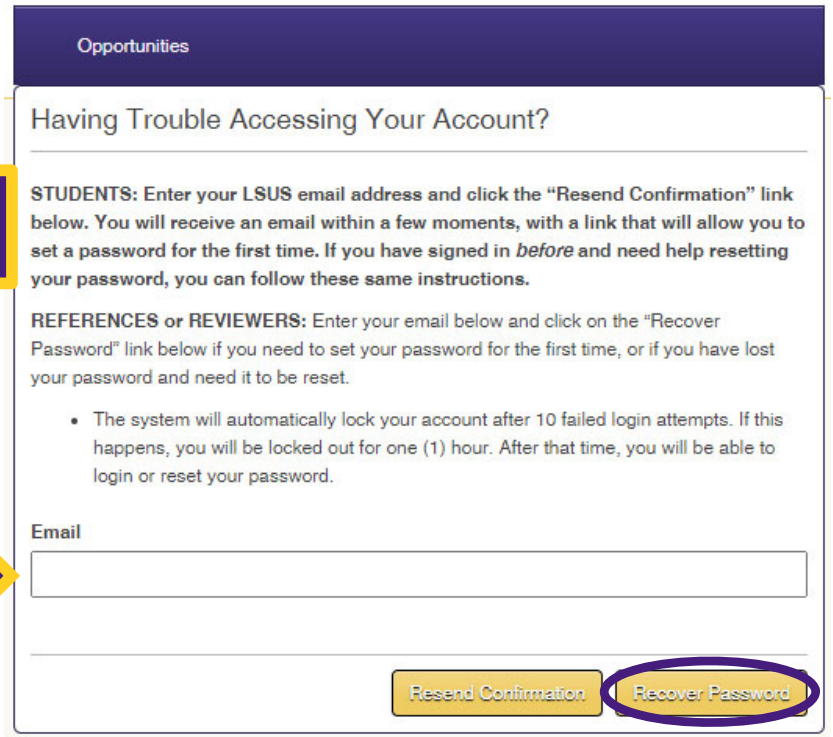


SIGN IN TO ACADEMIC WORKS

- If you cannot remember your password, click the "Trouble signing in?" link, enter email, then "Recover Password."
- A confirmation link will be sent to your email within four (4) hours.



Enter your LSUS email
Email: smithj00@lsus.edu



TROUBLE SIGNING IN?

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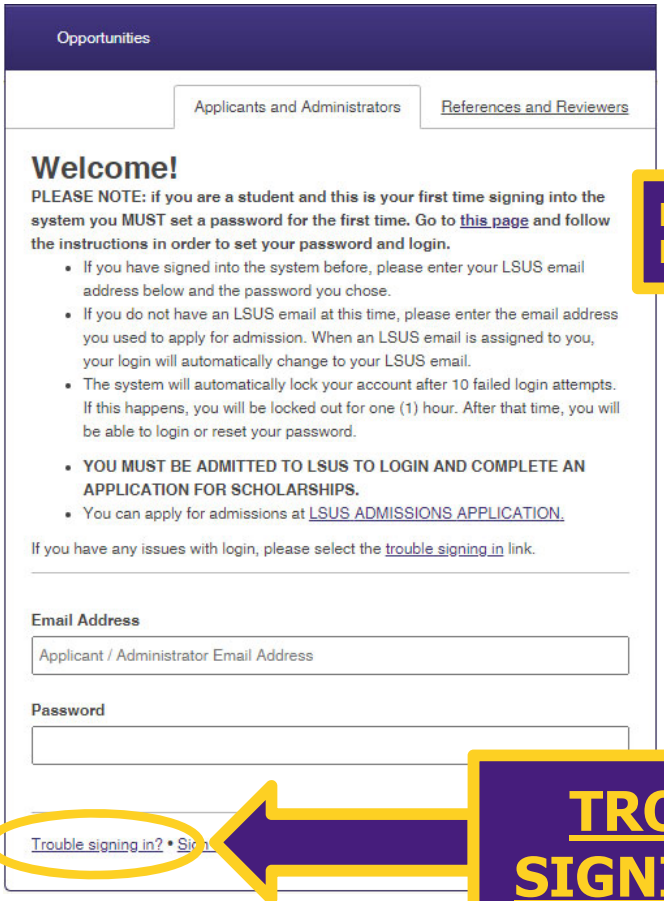
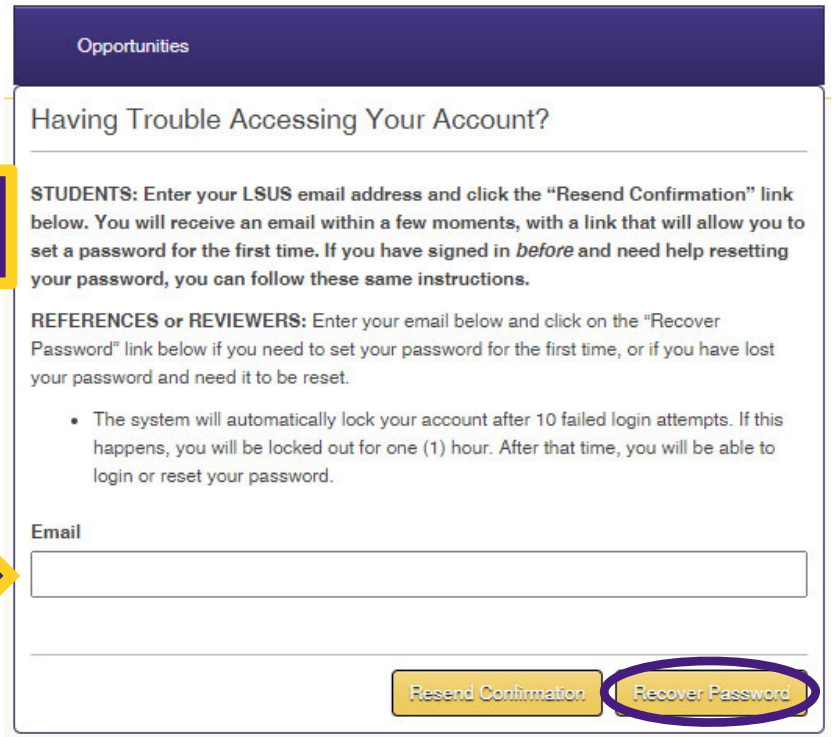
SIGN IN TO ACADEMIC WORKS

- The system will automatically lock your account after 10 failed login attempts.
- Your account will be locked for one (1) hour, then you may login or reset your password.



Enter your LSUS email
Email: smithj00@lsus.edu



TROUBLE SIGNING IN?

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2. General Application

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GENERAL APPLICATION

- Scholarship opportunities in Academic Works are **intended for all enrolled LSUS students.**
- The General Application allows the scholarship provider to view an overall **outline of your academic progress, extracurricular accomplishments, and background information.**
- Scholarship opportunities in the "**Recommended**" tab are filtered through the system based on your imported student record and General Application responses.

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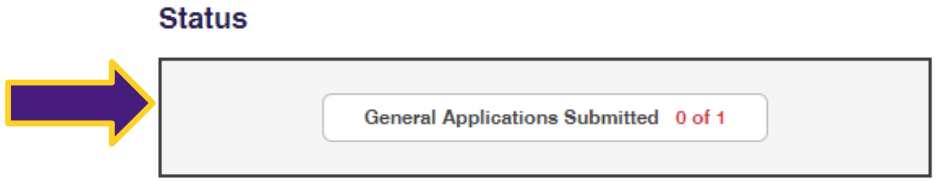
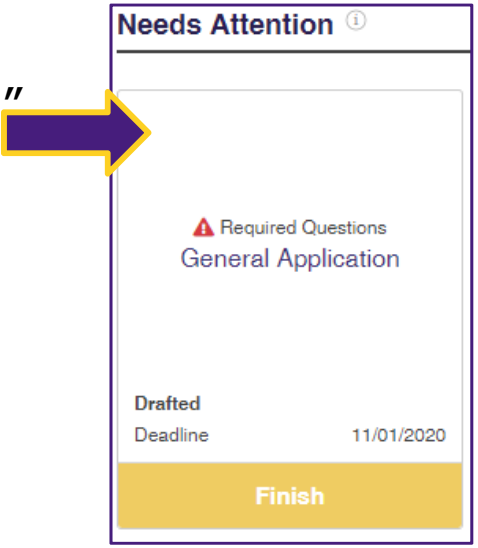
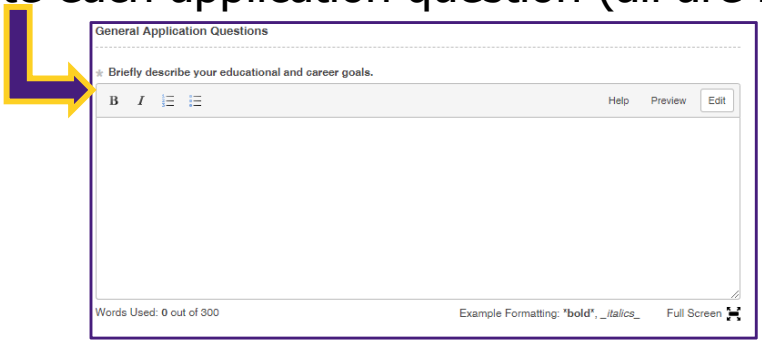
GENERAL APPLICATION

1. To complete the General Application, click on "My Applications."
2. You'll see a "Status" section. This section shows the different applications you can submit. Once you complete the General Application, this section may update to show additional applications that you may qualify for or applications you have completed.

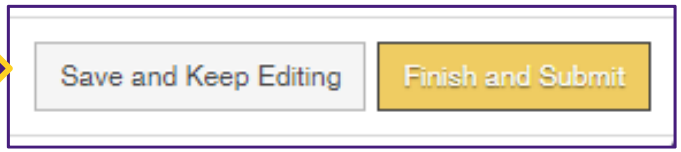


3. Click the General Application tile under the "Needs Attention" section.
4. Complete each application question (all are required).





5. Click "Finish and Submit" or "Save and Keep Editing" to return and submit at a later date.



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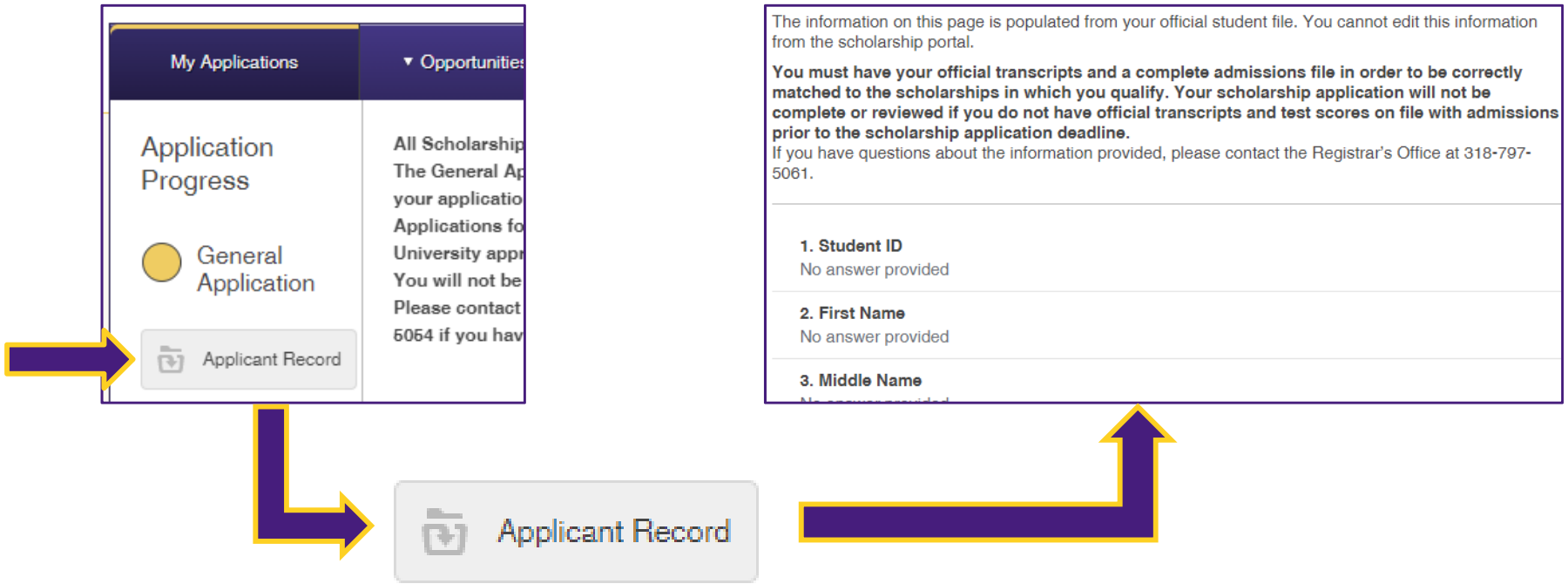
GENERAL APPLICATION

- General Applications are then automatically filtered into different award opportunities for which you may qualify.
- The filter uses both the questions from your application and your student record.
- To view the information imported from your student record, select your General Application from the "My Applications" tab.
- Select the "Applicant Record" link on the left side of the screen.
- If any information in your student record in incorrect, contact the Records office.



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3. Scholarship Opportunities

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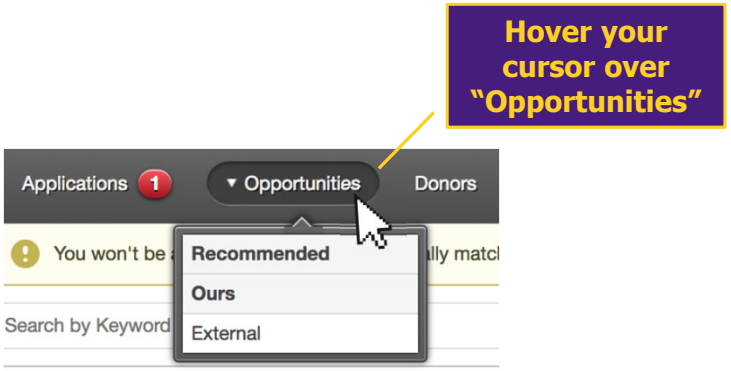
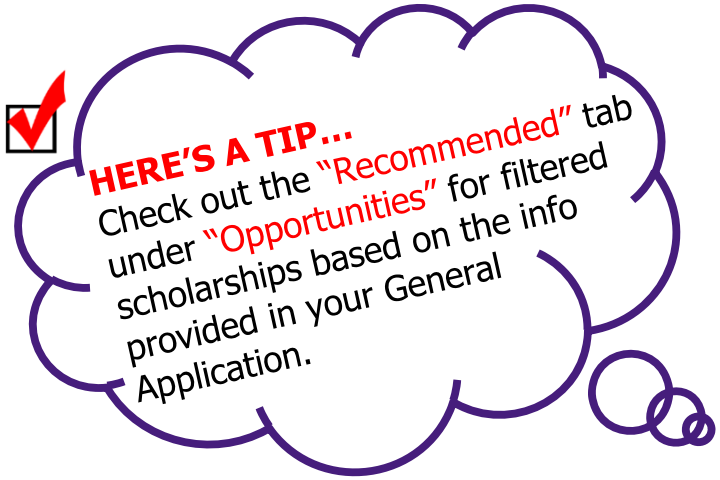
SCHOLARSHIP OPPORTUNITIES

- **Apply-To, "Ours"**
  - The application process takes place directly **inside** the Academic Works site.
  - Supplemental and essay questions provided alongside eligibility information.
  - These opportunities have additional application questions and require uploaded documents in order to complete the application.





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4. Recommendations

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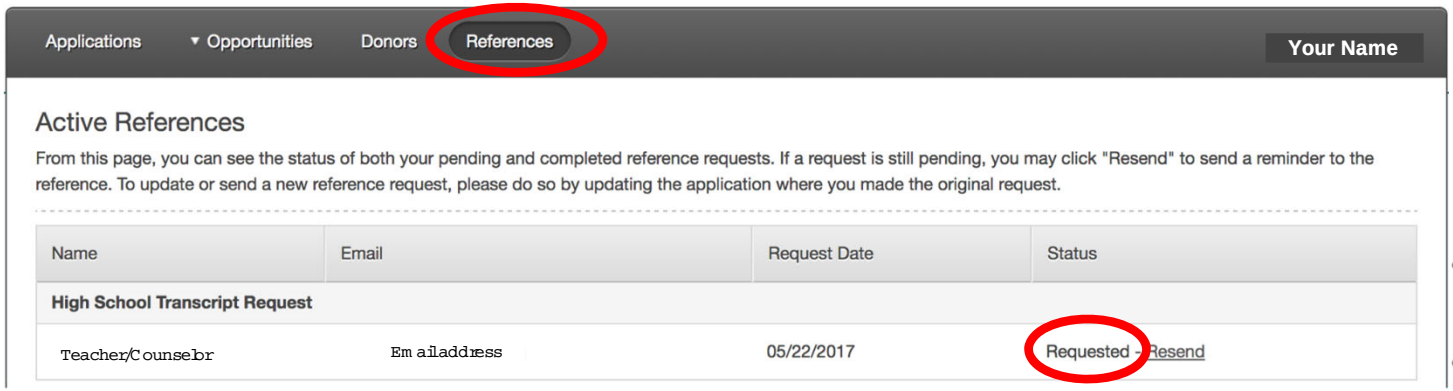
RECOMMENDATIONS

- For recommendation/reference letters
  - Enter your teacher/counselor/coach/other's email address into the field
  - They will receive a **Notification of request → Login to AW using their email address → Enter recommendation letter in text editor → Submit**
  - After submission, check the "References" tab to ensure the status of all required references are submitted
    - If status is "Requested," your file is **incomplete**
    - If status is "Submitted," your file is **complete**
  - **Scholarships@lsus.edu** can provide any help with troubleshooting on this process



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5. Additional Information

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ADDITIONAL INFORMATION

- The General Application closes on March 1, 2022 for current students and transfers.
- Ensure you consistently double-check the spelling of all names and email addresses before submitting.
- Always ensure you are saving your application and to select "Submit" once completed.
- Regarding all troubleshooting, please email the Office of Scholarships: Scholarships@lsus.edu.

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6. Awarding Process

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AWARDING PROCESS

1. All applications are reviewed and given a numerical score by scholarship review committees that are comprised of LSUS faculty and staff.
2. General applications are reviewed first and given a score from 1 – 100. This score is the sum of individual scores for Community or Campus Service, Academic Achievement, Leadership, and Financial Need.
3. Review committees will sort through scored applications and choose recipients for each scholarship and assign alternates should the original recipient decline the award for any reason.
4. Scholarship recipients are notified of the award via email. The offer email contains the scholarship name, award amount, award period, and criteria required to keep the scholarship for the full duration of the award period.

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AWARDING PROCESS (cont.)

5. If the recipient chooses to accept the scholarship, the student will login to Academic Works and accept the scholarship in the system. By accepting the scholarship, the student acknowledges that they have reviewed the retention requirements and understand that if these requirements are not met, the student will forfeit the remainder of the scholarship.
6. After the scholarship is accepted in the system, the Office of Scholarships will begin the posting process. This process includes creating a form to be signed by the Scholarship Review Committee Chair, Dean of the department, Office of Scholarships, Financial Aid, and Accounting Services.
7. Once the scholarship is posted to the recipient's Financial Aid account, the student will need to accept the aid on MyLSUS to finalize the awarding process.

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AWARDING PROCESS (cont.)

8. If a selected recipient declines a scholarship (changed major, no longer meets the requirements), then the scholarship will be offered to the alternate chosen by the Review Committee. The awarding process is the same for alternate candidates.
9. If the alternate candidate declines the award, the next alternate candidate will be chosen.

- Only alternate candidates that have submitted a General Application during the appropriate timeframe will be considered to receive scholarships through Academic Works.
- Any student that has not submitted a General Application **CANNOT** be considered for a scholarship through Academic Works.

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7. FAQ | Academic Works

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FAQ | Academic Works

Q: I am an incoming freshman. I received a letter in the mail that said I qualified for a scholarship based on my high school GPA and ACT score. Do I still need to submit a General Application to receive my General Fund scholarship?
A: No, you do not need to complete a General Application to receive your General Fund/Guaranteed scholarship. Scholarships housed in Academic Works differ from the General Fund/Guaranteed scholarships. General Fund scholarships (Purple & Gold, Shreveport, Red River, and Louisiana) are only for first-time, full-time freshmen that meet certain requirements. In order to receive additional scholarships, you will need to submit a General Application to be considered. Our privately-funded scholarships in Academic Works can be combined with General Fund scholarships to help reduce your out-of-pocket costs.

Q: I am an incoming transfer. I received a letter that said I qualified for a Transfer Scholarship based on my GPA and earned hours. Do I still need to submit a General Application to receive my Transfer scholarship?
A: : No, you do not need to complete a General Application to receive your Transfer scholarship. Scholarships housed in Academic Works differ from the General Fund/Guaranteed scholarships. General Fund Transfer Scholarships are only for incoming transfers working towards their first undergraduate degree that meet certain requirements. In order to receive additional scholarships, you will need to submit a General Application to be considered. Most of our privately-funded scholarships in Academic Works can be combined with the General Fund Transfer scholarship to help reduce your out-of-pocket costs. However, the Noel Foundation Transfer Scholarship cannot be combined with the General Fund Transfer scholarship. If chosen for a Noel Foundation Transfer Scholarship, you must choose which transfer scholarship you would like to apply to your account.

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FAQ (cont.) | Academic Works

Q: Where do I log in?
A: Students will log in under "Applicants and Administrators" with their LSUS email and chosen password.

Q: I just applied to LSUS, but am unable to login to Academic Works.
A: You must first be accepted to LSUS before attempting to login to the Academic Works system. Upon acceptance, it takes a few business days for the system to update information.

Q: The system says my email address is incorrect.
A: Be sure that you are logging in with your LSUS email in the following format: smithj00@lsus.edu. Your student ID email address will not work (J20000123).

Q: I tried logging into the system and resetting my password, but it's not working.
A: The system will automatically lock your account after 10 failed login attempts. Your account will be locked for one (1) hour, then you may attempt to login or reset your password.

Q: Do I have to fill out the General Application?
A: Yes, the General Application is the main application used to assess your eligibility for scholarships.

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FAQ (cont.) | Academic Works

Q: My reference request has not been fulfilled, what should I do?
A: *Solution 1*: Check to make sure the email address you listed is correct. If it isn't, you can select "Add a New Reference" under the question and send the request to the correct email.
Solution 2: Resend the reference request.
Solution 3: Ask a new person to serve as a reference and send them a request. A new request can be sent by returning to the scholarship application or General Application and clicking "Add a New Reference" under the reference request question.

Q: My reference did not receive the reference request email. What should I do?
A: *Solution 1*: Check to make sure the email address you listed is correct. If it isn't, you can select "Add a New Reference" under the question and send the request to the correct email.
Solution 2: Resend the reference request.
Solution 3: Have the person check their spam folder.
Solution 4: Send the request to an alternate email address.

Q: How do I know if my application is complete?
A: You can review and edit your application until the deadline. Ann application is complete when you have submitted it and your email requests (i.e. resume, reference) have been fulfilled. You can check for a fulfilled request by viewing your application. Next to the name of the person a request was sent to, it will be labeled either "requested" or "submitted." Submitted means the request was fulfilled.

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FAQ (cont.) | Academic Works

Q: How do I ensure that the file I upload isn't "broken" or unable to be seen by reviewers?
A: You must double-check that the title of your file does not contain any commas. Academic Works is unable to open/read files containing commas in the title.

Q: When will my application be reviewed?
A: The General Application closes on March 1, 2022. After March 1, applicants will no longer be able to edit their answers or upload files. Applications will then be assigned to scholarship review committees within LSUS that are compiled of faculty and staff. The review process could take up to 30 days or more depending on the number of application received, after which scholarship recipients will be notified.

Q: When will scholarships be awarded and how will I know if I receive one?
A: The email provided in Academic Works will be used to notify you if you are chosen for a scholarship. Scholarships will be awarded after the review process is complete. The length of the review process varies based on the number of applications submitted. Once the scholarship review committees have chosen recipients, the Office of Scholarships will update Academic Works and send out email offer letters to recipients that include the scholarship name, award period, award amount, and criteria to retain the scholarship through the spring semester.

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FAQ (cont.) | Academic Works

Q: I received an offer email for a scholarship from Academic Works, but I plan to graduate after the Fall semester. Can I receive the full amount of the scholarship for the Fall?

A: Unfortunately, we cannot disburse two semesters worth of scholarship funds in one semester. Privately-funded scholarships must follow the directions set forth in a document called a Donor Gift Agreement. This document dictates the criteria, dollar amount, and award period for a scholarship when it is created by the Donor. We are required by law to follow this Donor Gift Agreement and cannot make changes to the scholarship without consent from the Donor, which can take several months. If you are set to graduate after the Fall semester, you will receive one semester's worth of funds and upon your graduation, the scholarship will be awarded to an alternate recipient for the remainder of the award period.

Q: I had a work/family/sickness/time conflict in my schedule this semester and did not meet the requirements for my scholarship. Is there any way I can keep my scholarship?

A: If you have not met the retention criteria for your scholarship because you have suffered undue hardship or mitigating circumstances, you may submit a Scholarship Appeal Form found on the Scholarships webpage. Complete the form and submit all required documentation to be considered for an appeal. It is the student's responsibility to pay all outstanding balances by your fee payment deadline while waiting for an appeal decision. Regardless of the appeal decision, you are responsible for any late fees incurred and/or any scheduled payment plan drafts.

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