Finding Scholarships in Naviance

This document has instructions on how to search for scholarships in Naviance. If you follow it from beginning to end, you should be able to easily sort through scholarships available to students through Naviance!

1) **Log into your Naviance Account**
   a. From http://washburn.mpls.k12.mn.us, hover over Students
   b. Click on Naviance and then enter your user-name and password
      i. If you can't get in, e-mail danielle.seifert@mpls.k12.mn.us to get access.
2) **Click on the Colleges Tab** located on the top of the page.
3) **Click Scholarship List**. It will be near the bottom.

   a. This list is ALL of the active scholarships.
   b. To sort by date, click **Deadline**
   c. To sort by merit based or need based, click either **Merit Based** or **Need Based**
   d. Clicking any of the headings twice will reverse the order.

*Don't use **Scholarship Match** as it is not very accurate. For example, if a scholarship is listed as a gender based scholarship and you have indicated a gender, it will match you. Thus, gentlemen are matched with women's math scholarships. Unfortunately this is controlled by Naviance, not the counseling staff.*

4) *You can sort for specific scholarships as well!* This is helpful if you're looking for scholarships based on your academic interest, gender, ethnicity, first generation status, etc.
    a. Just underneath the heading there is a drop down menu that says, "**Browse by Category**"
    b. Click the "**Select Category**" button and then select the category you're looking for.
5) **To view a scholarship, click it.** This will open a new information page.
    a. **Most important is to find the website affiliated with each scholarship as it will have the most up to date information available.**
    b. You can also download some of the applications directly from Naviance as well.

SAVING SCHOLARSHIPS

Finding scholarships is nearly as much work as finding a college. **To help ease the process, Naviance has a tool built in where you can save scholarships for which you intend to apply.** This is a nice way to trim your list and organize yourself. Instructions are below.

BUILD YOUR SCHOLARSHIP LIST IN NAVIANCE
1. **Log into Naviance**
2. **Search for Scholarships** (see first page)
3. When you have a scholarship you want to save, **go to the listing page** where you found it and select the scholarship(s) you want to save by **clicking the box next to the scholarship.**

scholarships and financial aid
The list below contains scholarships or financial aid awards that may be relevant for you. Click the name of a scholarship to view more information or click the column headings to sort by name, category, deadline or maximum award.

You may also check the scholarships for which you are submitting applications and then click "Add Selected Scholarships to My List" below.

Browse by category: (select category) ▼ [Go] ☐ Only show scholarships added or updated since my last visit

Name	Deadline	Maximum Award	Merit Based	Need Based	Essay Req	Service Req
☐ The Alice Madden Barton Scholarship Program	12/31	$500.00			X	
☑ Young Entrepreneur Award	12/18	$10,000.00	X		X	
☐ AXA Achievement Scholarship	12/15	$25,000.00	X		X	
☑ Burger King Scholars	12/15	$50,000.00	X	X		
☑ Hispanic Scholarship Fund General College Scholarship	12/15	Varies	X	X	X	

4. **Scroll to the bottom** of the page and click " Add Selected Scholarships to my List"
5. Don't worry about the Award Status or $ Awarded boxes, just click "Add Scholarships"
6. To access these scholarships from the colleges tab main page, click "scholarship applications" and then "edit scholarships" and you can click into the scholarship page again.

scholarship applications
add scholarships | edit scholarships

Name	App Status	Result	$ Awarded	Deadline	
Burger King Scholars	Pending	N/A	N/A	12/15/2015	delete
Hispanic Scholarship Fund General College Scholarship	Pending	N/A	N/A	12/15/2015	delete
Young Entrepreneur Award	Pending	N/A	N/A	12/18/2015	delete

7. You now have a trimmed list of scholarships that you can keep track of in Naviance!