Riverland Community College Foundation deadlines for submitting your scholarship application:

- **Fall Semester** – Begins on May 1st - due on July 15th
- **Spring Semester** – Begins on October 1st - due on November 1st
- **Summer Semester** – Begins on March 15th - due on April 15th

Please contact the Riverland Foundation office at 507-433-0630 if you have any questions or problems.

If you have already established an online scholarship account, you will only need to fill-in the blank areas of your application, answer any additional questions and update your essay information.

**(Important Tip:** Your essay is a large part of your score. Please make sure you have completely answered all the questions, checked it for good grammar and correct spelling. It is also your responsibility to make sure that your Letter of Recommendation reaches the online application by the deadline date).

**How to Sign Up for an Account**

Navigate your internet browser to [https://riverland.academicworks.com/users/sign_up](https://riverland.academicworks.com/users/sign_up). Sign up for an account using your email address (your Riverland email address is preferred) and a password of your choice (your password must contain at least 8 characters, including 1 digit, 1 lowercase letter, and 1 uppercase letter). Click the blue “Sign Up” button when finished.

Check your email. You should receive a confirmation email soon. (Tip: Check your spam/junk mail folder) You must click on the confirmation link in the email to finish setting up your new account.

**How to Apply for Scholarships**

1. Navigate your internet browser to [https://riverland.academicworks.com/users/sign_in](https://riverland.academicworks.com/users/sign_in)
2. Log-in using the email address you used to create your account.
3. The first page you see should be “Your General Application.” Please read all instructions and begin filling out the application. (Note: questions with a blue asterisk (*) are required.)
4. The “General Application” will request a Letter of Recommendation. You will need to provide the name and email address of a high school instructor, employer, college instructor or counselor who can provide a recommendation on your behalf. The system will automatically send the Letter of Recommendation form out to the email address you provide. **Note: It is your responsibility to make sure that your Letter of Recommendation reaches the online application by the deadline date. See information below on “Monitoring Your Scholarship Applications.”**

5. When you are finished filling out your application, click on the blue “Finish and Submit” button at the bottom of the page.

6. After clicking on the “Finish and Submit” button, the system will let you know if you have unanswered “required” questions by listing them at the top of the page in “pink”.

   The system will also highlight the unanswered box.

**NOTE:** The General Application will automatically match you to any scholarships you are eligible for.
Once your application has been completed successfully, you will see the box below.

7. Next click on the “Opportunities” tab to view additional scholarships that you may be eligible for. These scholarships are recommended for you based on your answers from the General Application. Read through the description of each scholarship, if you feel that you are eligible to apply for the scholarship, click on the blue “Apply” button beside each scholarship.

8. You will be taken to a new page and asked to answer additional questions. Answer the questions and click “Save and Keep Editing” or “Finish and Submit”. After you have clicked “Finish and Submit”, you will be sent back to the “HOME” page.

9. To get back to the “Opportunities” page to apply for the next scholarship, you must click on “Opportunities” tab at the top of the page.

NOTE: It is very important that you continue the above process (#9) until you have applied for all scholarship opportunities you are eligible for. These scholarships are in addition to any scholarships that the system has already matched to you.
Monitoring Your Scholarship Applications

To monitor the progress of your scholarship application, you may click on the “Home” tab in the upper left corner of the page. This will show you all of the recommended scholarships for which you’ve submitted an application. It will also display additional scholarships you have been automatically applied for simply by submitting your General Application.

By clicking on the “Manage References” button, you can also monitor whether or not your references have successfully submitted recommendations. (You can also re-request a reference from this location.)

How will I know if I have received a scholarship?

If you are offered a scholarship, you will receive an email notifying you about it at the email address associated with your scholarship applications account. (Note: Scholarships will be awarded around the 1st or 2nd week after class begins). You will also see the status beside a scholarship application on the “Home” tab display “Offered.”

Click on “Accept/Decline” and read the information and click “Accept.”