Welcome to the new scholarship application site! Click here to begin.

Your next page will look like this. Click here to log on.
Type in your KU ID & password then click here

First you will be asked to complete the General Application. Simply type in your full name and today’s date (MM/DD/YYYY) and click the “Finish & Submit” button in the lower right corner.
After submitting your General Application you will be given access to the School of Education application.

Follow the instructions and complete all required fields. You will have two options while completing your application: “Save and Keep Editing” or “Finish and Submit”.

Once submitted, your application is final and references (Graduates only) will be notified.

You will then get a notice that you are “Almost Done!” The system will then alert you to any other scholarships (referred to as “opportunities”) that you may be eligible for outside of the SoE and “Apply” links to those applications.

You can “Apply” for one, all, or none.

Log off by using the drop down arrow next to your name in the upper right corner. Make sure to close your browser completely when finished.
The next time you return to AcademicWorks, you will be placed on your personalized “Applications” page. From here, you can monitor the status and progress of your various applications in the system. There are five areas of interest on this page:

- **Progress Indicators/Status Box:**
  These are small, clickable boxes that you can use to monitor progress in specific areas.

  ![Status](image)

- **Needs Attention:**
  These are applications that you have submitted, but something has occurred that requires a new action from you. This might include actions such as accepting awards or filling out post-acceptance questionnaires.

  ![Needs Attention](image)
General Applications (Left box):
This section includes information about the general application and any of the additional school-specific (conditional) applications. The boxes will show your status, as well as allow you to update these applications.

Current (Right box):
These are applications that you have submitted that do not require any additional action. This can include submitted applications, awarded applications, and declined applications, as well as several other custom categories.

Archived:
These are applications from previous application cycles that are no longer active. You will only see this category if you were offered or accepted an award- this makes it easy for you to access record of past awards. The boxes in this category look similar to the ones in previous sections. There will be an option to view your past award in detail.
You are also able to view the status of any references that may have been required of an application. To do this, click on the “References” tab (note: you will not see this tab unless an application you are completing requires a reference).

This will let you view the names, emails, the date of the original request, and the status of the request. Additionally, your reference has not yet completed the request, you will be given the option to “Resend Request.” This will once again prompt the reference to complete their work.