FAO Scholarships on the Web

Permissions

- School Administrators will have Scholarship access by default.
- School Users will need to have their access manually added by their School Administrator through the Administration portal. (see below)
Dashboard

- Once logged into MyVSAC, click Work with Scholarships
- Under the Work with Scholarships button are links to the scholarship refund policy and the disbursement eligibility criteria you previously received with award notification reports.

Welcome Miranda Roth

Vermont Grants
- Work with Grants
  - Grants FAQ
  - Grant Refund Policy (PDF)

Work with Scholarships
- Work with Scholarships
  - Scholarship Refund Policy
  - Disbursement Eligibility
  - Other Applicable Documents

Loan Products
- Education Loans
- Vermont Advantage Student Loan Application/Disbursement Guidelines
- Vermont Advantage Parent Loan Application/Disbursement Guidelines
- Vermont Choice Application/Disbursement Guidelines

Work with Loans
- Work with Loans

News & Announcements
As Vermont’s nonprofit higher education agency, VSAC provides fixed-rate Vermont Advantage student and parent loans to finance education for students coming to Vermont for college and for Vermont residents attending colleges in the U.S. and abroad. Visit our Financial Aid Professionals site.

Landing page

- Defaults to current ‘Active Year’. Change the active year using the drop down to change the list of students.
- Use the page number navigation at the bottom of the page to move through the list alphabetically.
- Or use the ‘Search for Students’ box to find specific students by last name or Social Security Number or Advanced Search to search using more criteria.
- Menu options under Scholarships Management include:
  - Scholarships – returns user to list of students
  - Reports – brings user to available reports
Search

- You can search either by Student Name or SSN or use ‘Advanced Search’ for a more specific search.
- The search will only occur in the ‘Active Year’ selected in the drop down.
  - Once you’ve selected a student, and you’re viewing their information, you can change the active year to navigate to the year they have awarded scholarships. Click ‘Return to list of students’ to return to the most current active year to restart your search.
- If multiple results returned for the search, click ‘View Student’ to display student specific information.
- If only one search result, user will be brought directly to that student’s information.
Student Information

- Only students awarded scholarships who are attending your school will display.
- If the student has not been awarded a scholarship they will not display.
- Change the ‘Active Year’ to view other year information.
- Option to view: Demographic information, Enrollment Information, Scholarships Awarded and Scholarships Disbursed.
- All information is updated nightly. The date/time the information was last updated is reflected at the top of the screen.
- All information is read only.
## Enrollment Information

### Student's Expected Enrollment

<table>
<thead>
<tr>
<th>Major:</th>
<th>Degree Program:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education - Early Childhood/Elementary</td>
<td>Associate's Degree (AA, AAS, AS; two-year)</td>
</tr>
<tr>
<td>Degree Program:</td>
<td>Year in College:</td>
</tr>
<tr>
<td></td>
<td>Sophomore</td>
</tr>
</tbody>
</table>

## Scholarships

### Scholarships Awarded for

Total Awards: $1,000.00

<table>
<thead>
<tr>
<th>Generate PDF</th>
<th>Generate CSV</th>
</tr>
</thead>
</table>

**Vermont Endowment Scholarship - Renewal VTENDOW-R**

<table>
<thead>
<tr>
<th>Award Status</th>
<th>Award Amount</th>
<th>Award Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awarded</td>
<td>$1,000.00</td>
<td>04/18/2019</td>
</tr>
</tbody>
</table>

## Scholarship Disbursement Information for

Total Disbursed: $0.00

<table>
<thead>
<tr>
<th>Generate PDF</th>
<th>Generate CSV</th>
</tr>
</thead>
</table>
Reports

- Click Reports from the Scholarship Management menu.
  - These reports will eventually also be available under the regular reports menu (from the link on the dashboard).
- Academic year will be added to the top of each report in the future.
- The report buttons display one on top of the other and very close in Internet Explorer. This will be fixed in the future.
- Available reports:
  - Scholarships Awarded (by Student) – lists students awarded or revised for the selected ‘Active Year’ since the selected date
    - Students attending one school one term and another school another term, display correctly to the applicable schools. However, the student’s award date is the date they were awarded at the first school (rather than the date the school changed). A fix will be put in place in the future.
  - Scholarships Disbursed (by Student) – lists students disbursed for the selected ‘Active Year’ since the selected date
    - Note: Disbursement Reports do not currently include negative amounts (funds returned by the school), so do not accurately reflect the total amount disbursed for the student. The disbursement screens do reflect negative amounts. A fix will be put in place in the future.
  - Scholarships Award (by Scholarship) – lists students awarded a specific scholarship since for the selected ‘Active Year’ since the selected date.
- Change the ‘Active Year’ to run the reports for other years.