

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)

Administration

Administration

[Return to User Administration Home](#)

School Users

Community College of Vermont

+ Add User

Click on user to check if they have admin access

Username	Last Name	First Name	User Branch	Permissions
schoolservices@vsac.org	stacy	al	00-Community College of Vermont	Edit

Grants and Scholarships

Grant and Scholarship System Permissions

- Can search by SSN
- Can view SSN
- Can view Student Financial Information

Scholarship Specific Screens

- Can view Student Scholarship Information

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.

The dashboard features a dark purple header with the myVSAC logo and navigation links: Dashboard, Grants, Scholarships, Reports, Administration, Contact Us, Logout. A VSAC.ORG logo is in the top right. The main content area is white and includes a 'Welcome Miranda Roth' message. There are four main sections: 'Vermont Grants' with a 'Work with Grants' button and links for Grant FAQ and Grant Refund Policy (PDF); 'Work with Scholarships' with a 'Work with Scholarships' button and links for Scholarship Refund Policy, Disbursement Eligibility, and Other Applicable Documents; 'Loan Products' with links for Education Loans, Vermont Advantage Student Loan Application/Solicitation Disclosure, Vermont Advantage Parent Loan Application/Solicitation Disclosure, and Vermont Choice Application/Solicitation Disclosure; and 'Work with Loans' with a 'Work with Loans' button. A 'News & Announcements' box on the right contains text about VSAC's role in providing 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, with a link to the 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

The 'Scholarships' landing page has a dark purple header with the myVSAC logo and navigation links: Dashboard, Grants, Scholarships, Reports, Administration, Contact Us, Logout. A VSAC.ORG logo is in the top right. The page title is 'Community College of Vermont' and the user is 'Miranda Roth (testmirandaccvadmin@vsac.org)'. The 'Active Year' is set to 2019 - 2020. A message states: 'This information is updated nightly. This information was last updated 05/06/2019 02:50'. Below this is a table of students with columns for Last Name, First Name, SSN, and DOB. Each row has a 'View Student' button. The table lists students with last names ABC, ABE, ACH, ADA, AIN, ALD, and ALD. On the left, there is a 'Search for Student' box with a search bar and a 'Go' button, and a 'Scholarship Management' menu with options for Scholarships and Reports. At the bottom, there is a page number navigation: First, Previous, 1, 2, Next, Last.

Search

- You can search either by Student Name or SSN or use 'Advanced Search' 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's 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.

Scholarships

Community College of Vermont
Miranda Roth (testmirandaccvadmin@vsac.org)

Active Year ⓘ

2019 - 2020 ▼

[Return to list of students \(most recent year\)](#)

Search for Student

Student Name or SSN

[Advanced Search \(name, and or SSN\)](#)

This information is updated nightly. This information was last updated 05/14/2019 02:50

Last Name	First Name	SSN	DOB	View
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Scholarships

Community College of Vermont

Miranda Roth (testmirandaccvadmin@vsac.org)

Active Year ⓘ

2019 - 2020 ▼

This information is updated nightly. This information was last updated 05/06/2019 02:50

Search for Student

Student Name or SSN

[Advanced Search \(name, and or SSN\)](#)

Scholarship Management

[Scholarships](#)

[Reports](#)

Search for Student

Full Name (contains)

First Name:

Last Name (contains)

Social Security Number:

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.

This information is updated nightly. This information was last updated 05/06/2019 02:50

Demographics Info

Enrollment Information

Scholarships

Scholarships Disbursed

Student Demographic Information

Personal Information

First Name:

Last Name:

Middle Initial

Permanent Address

Address Line 1:

City:

Zip Code:

VT

Contact Information

Phone Number:

Email Address:

This information is updated nightly. This information was last updated 05/06/2019 02:50

Demographics Info **Enrollment Information** Scholarships Scholarships Disbursed

Enrollment Information

Student's Expected Enrollment

Major:

Education - Early Childhood/Elementary

Degree Program:

Associate's Degree (AA, AAS, AS; two-year)

Expected Enrollment Status:

Half-Time (6-8 credits per semester)

Year in College:

Sophomore

This information is updated nightly. This information was last updated 05/06/2019 02:50

Demographics Info Enrollment Information **Scholarships** Scholarships Disbursed

Scholarships Awarded for

Total Awards: \$1,000.00

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[Generate CSV](#)

Vermont Endowment Scholarship - Renewal
VTENDOW-R

Award Status	Award Amount	Award Date
Awarded	\$1,000.00	04/18/2019

This information is updated nightly. This information was last updated 05/06/2019 02:50

Demographics Info Enrollment Information Scholarships **Scholarships Disbursed**

Scholarship Disbursement Information for

Total Disbursed: \$0.00

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[Generate CSV](#)

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.

Scholarship Management
[Scholarships](#)
[Reports](#)

Scholarship Reports

Scholarships Awarded (by Student)

Awarded or Revised Since Date:

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Scholarships Disbursed (by Student)

Disbursed Since Date:

[Generate PDF](#) [Generate CSV](#)

Scholarships Awarded (by Scholarship)

Fund:

Awarded or Revised Since Date:

[Generate PDF](#) [Generate CSV](#)