

# Welcome to Louisiana Tech University's online scholarship application!

Click here to apply: <https://latech.academicworks.com/>

## What is Academic Works?

Academic Works is an online portal that assists students in searching for scholarships. This site houses the vast majority of the Louisiana Tech University's Foundation and Departmental Scholarships, excluding Admissions scholarships (these are administered through the Office of Admissions).

## Who can use the system?

Current students enrolled or admitted to Louisiana Tech University. A valid Louisiana Tech University campus email address is required for access to the site.

Scholarships will be awarded for the next academic year; therefore, current students must be returning to Louisiana Tech for the upcoming academic year to receive consideration.

## How do I get started?

Check your campus email for a welcome message from the Louisiana Tech University Office of Financial, inviting you to create an account. Follow the included link to create your account.

- or -

Navigate to <https://latech.academicworks.com/>. Click the Sign up with the button in the upper right-hand corner using your LA Tech email and create a password.

## STEP 1: Click Sign Up



Sign Up or Sign In



## STEP 2: Use your La Tech Email and create a unique password.

\*Requires [xxxxxx@latech.edu](mailto:xxxxxx@latech.edu).

**Do not use @email.latech.edu, @google.latech.edu, or @office.latech.edu.**

A screenshot of the 'Opportunities' sign-up page. The page has a blue header with the word 'Opportunities'. Below the header, there is a 'Welcome!' message and instructions for users. The form contains three input fields: 'Email Address', 'Password', and 'Confirm Your Password'. A red arrow points to each of these three fields. At the bottom right of the form is a red 'Sign Up' button. At the bottom left, there is a link for 'Trouble signing in? Sign In'.

**STEP 3: Complete the General Application** with all requested information. Applications can be submitted or saved for completion later.

The screenshot shows the 'General Application' form. On the left, a vertical sidebar contains the text: 'MAKE SURE TO SCROLL ALL THE WAY DOWN AND COMPLETE ALL SECTIONS BEFORE SUBMITTING YOUR APPLICATION.' Three red arrows point to the 'General Application' progress indicator, the 'Employment History' section, and the 'Description of Job Duties' text area. At the bottom right, a red arrow points to the 'Finish and Submit' button. The form includes a 'Save and Keep Editing' button and a 'Finish and Submit' button. The 'Employment History' section has a red box around the text: '(Click ADD ANOTHER ANSWER to provide multiple employments)'. The 'Description of Job Duties' section has a rich text editor with 'B', 'I', and list icons, and 'Help', 'Preview', and 'Edit' buttons.

**STEP 4: Click on “Applicant Record”** at the **bottom left** of the General Application screen and review all information in your profile. If any changes need to be made, please contact the Office of Financial Aid.

The screenshot shows the 'Application Progress' sidebar. It contains three items: 'General Application' with a checkmark, 'College of Education' with a checkmark, and 'Other Recommended Opportunities' with a red circle and a help icon. At the bottom left, there is a button labeled 'Applicant Record' with a red arrow pointing to it.

## STEP 5: VERIFY PERSONAL INFORMATION.

Applicant Record  ✕

The information on this page is populated from your OFFICIAL STUDENT RECORD, that is maintained by the University. You cannot edit this information from the scholarship portal, nor can the Office of Financial Aid edit this information. To update or change information regarding your OFFICIAL STUDENT RECORD, please contact the Registrar's Office.

**VERIFY ALL YOUR PERSONAL INFORMATION LISTED IS CORRECT. MAKE SURE YOU SCROLL ALL THE WAY DOWN TO THE LAST ITEM.**

1. First Name
2. Middle Initial
3. Last Name
4. Date of Birth
5. Campus Wide Identification Number
6. Social Security Number
7. Home Phone Number
8. Cell Phone Number
9. Parent E-mail Address
10. E-mail Address
11. Primary street address
12. City

- Any Conditional Applications will appear to qualified applicants upon saving or submitting the General Application. This will also be shown as an item in the application progress bar. Conditional applications are triggered by a student's declared major and will not necessarily appear for all students.

Application Progress

General Application

Other Recommended Opportunities

Recommended Opportunities Show Filters

PLEASE NOTE: You MAY NOT be qualified for all the recommended opportunities on this page. Please read the names and written descriptions for each scholarship, and if you believe you're qualified, go ahead and apply!

**Almost Done!**

Your previous applications have qualified you to apply to additional opportunities. We've recommended the ones you are most qualified for and have made those available here.

Actions

## Do I need to complete an application to be considered for scholarships?

Yes! Completing your general application and any requested supplemental documentation will allow you to be considered for scholarships.

## What happens after I complete the application(s)?

After completing the General Application (and any Conditional Applications that you may be presented), you will be directed to "Recommended Opportunities". Here you will see any "Apply-To" opportunities for which you may qualify.

\*Note that all recommended opportunities may not directly apply to you. Please take some time to look through the specifications for the opportunity that interests you.

Under "Actions", if "None" then this is an auto-matched scholarship.

Varies	<a href="#">College of Business Ambassadors Scholarship</a> This scholarship is to be awarded to College of Business Ambassadors.		None
Varies	<a href="#">Albert J., Jerri H., and David S. Dunn Endowed Scholarship</a> Albert J. Dunn donated the "Albert J., Jerri H., and David S. Dunn..."		None

Under "Actions", if "Apply" you must complete additional questions to be considered. You can then click "Apply" for any of these opportunities that you have not yet applied for. **\*Matching to an opportunity does not guarantee you will receive the scholarship.**

Varies	<a href="#">Mabry Student Emergency Fund</a> In an effort to relieve some of the financial hardships a student may be...		<a href="#">Apply</a> by 05/15/2023
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### Mabry Student Emergency Fund

In an effort to relieve some of the financial hardships a student may be experiencing, the Student Emergency Fund has been created. Financial assistance is available to students who are unable to pay basic living expenses (food/housing/health care) due to a substantial documentable financial burden that has occurred.

#### Application Requirements Include:

- Current Enrollment
- Emergency Certification Statement 
- Explanation of Need
- Documentation Supporting Explanation
- Referral Contact (must be Louisiana Tech University Faculty/Staff)
- Release of Information Certification

#### Award

Varies

#### Deadline

05/15/2023 

#### Supplemental Questions

1. Please provide an explanation of the emergency you are experiencing that warrants an emergency scholarship. (500 word max)
2. Please describe your efforts to seek assistance for these unexpected expenses through other sources (family, friends, campus/community organizations, etc.) (200 word max)
3. Documentation is REQUIRED! Upload any documentation to support your statements.
4. Upload any documentation to support your statements (image file type)
5. Additional supporting documentation.
6. Additional supporting documentation.
7. Please provide the name and email address of a Louisiana Tech University faculty or staff member who is aware of your circumstances and can serve as a reference for you (Please use their University Email address @latech.edu). Please notify your reference prior to submitting their information.
8. Certification and Signature
  - o Date Completed
  - o I certify that all information given on this application and other documents is true and complete to the best of my knowledge. I authorize Louisiana Tech University to release academic information, financial information, and the outcome of my application, to the review committee, scholarship donor(s), and the above provided reference.
  - o Student Signature (Please type your full name to represent your digital signature)



### **How do I know when I am done in the system?**

- Once you complete the General Application and any recommended applications, you will see that each of the applications on your dashboard shows a status of “Submitted”.
- You can log out of the system knowing your information will be reviewed and forwarded to the appropriate review committee and department.
- A confirmation email will be sent to you anytime you have an application move to a submitted category.
- You can check back in the system regularly to see if any new scholarships were added or make any changes to your application up until the deadline date.

### **When will I receive notice about the scholarships I received?**

If you are chosen for a scholarship, you will receive an award email. Within 30 days of receiving the notification, please follow the directions to accept the award as specified in the email; in most cases, you will need to log into Academic Works to accept the award. The award will not be conferred to your account until you accept the award within 30 days of being notified.

If you are not selected for a scholarship, you will also receive an email notification. Scholarship decisions will be made in early spring and scholarship recipients will be notified early summer.

### **Do I have to apply every year?**

Yes. Scholarships are awarded annually.

### **Who can I contact with questions?**

The Office of Financial Aid at 318-257-2641 or use the chat feature on the **bottom right** of the Financial Aid website: <https://www.latech.edu/current-students/financial-aid/>.



# Academic Works Glossary

**GENERAL APPLICATION:** If this is your first-time logging into the program for a scholarship cycle, you will be redirected to complete the General Application. Questions marked with an asterisk indicate required questions. It is also suggested that you answer as many questions as apply to you in order to maximize your chances to receive a scholarship. Save and submit your General Application. Upon completion of the General Application, you will automatically be matched to potential scholarship opportunities!

**OPPORTUNITIES:** Opportunities is another term for scholarships and is used interchangeably.

**CONDITIONAL APPLICATION:** A Conditional Application will appear to qualified applicants, based on their major, upon the saving or submission of the General Application. (This will also be shown as an item in the application progress bar.)

**RECOMMENDED OPPORTUNITIES:** After completing the General Application (and any Conditional Applications the applicant may be presented with), applicants will be directed to the Recommended Opportunities page where the applicant will see any Apply-To opportunities for which the system determines that they may be qualified for.

**APPLICANT RECORD:** Your “Applicant Record” is compiled of information imported from official university files. The record itself is not editable by the student, but it is recommended students review their individual “Applicant Records” to make sure all imported data is correct and up to date. To update or make changes to your “Applicant Record”, contact the Registrar’s office.

**FAFSA:** The Free Application for Federal Student Aid (FAFSA) is a form that can be prepared annually by current and prospective college students (undergraduate and graduate) in the United States to determine their eligibility for student financial aid. Louisiana Tech University uses the student’s FAFSA to determine eligibility to “need-based” awards.

**NEED-BASED SCHOLARSHIPS:** Need-based scholarships are awarded to students based on their financial need in terms of attending a university.

**DEADLINE:** Last day to apply for scholarships – all applications must be completed and submitted by the deadline date to be considered for awards. Our deadline is April 1<sup>st</sup>.

**PROFILE:** Your profile on Academic Works is compiled of ALL the information gathered from the multiple applications and imported data from official university records.

**FULL-TIME:** 8+ Credit Hours