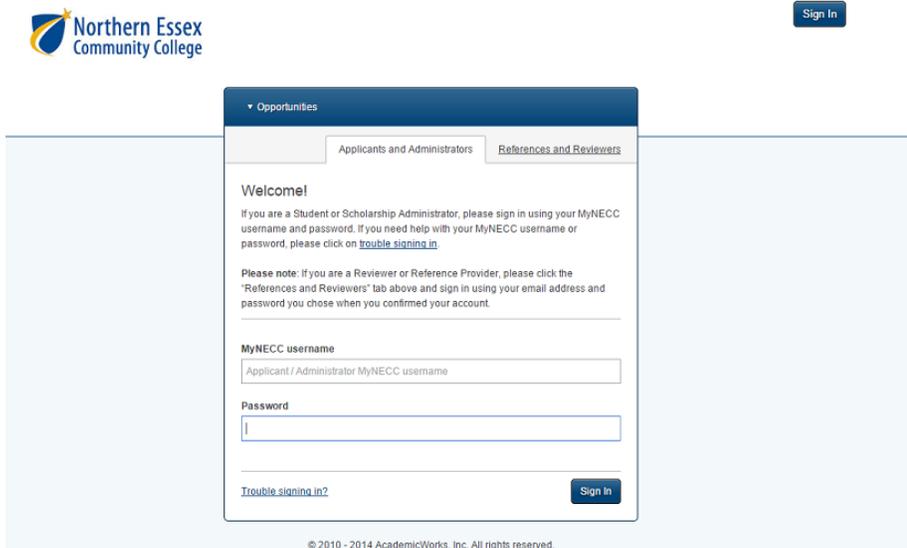


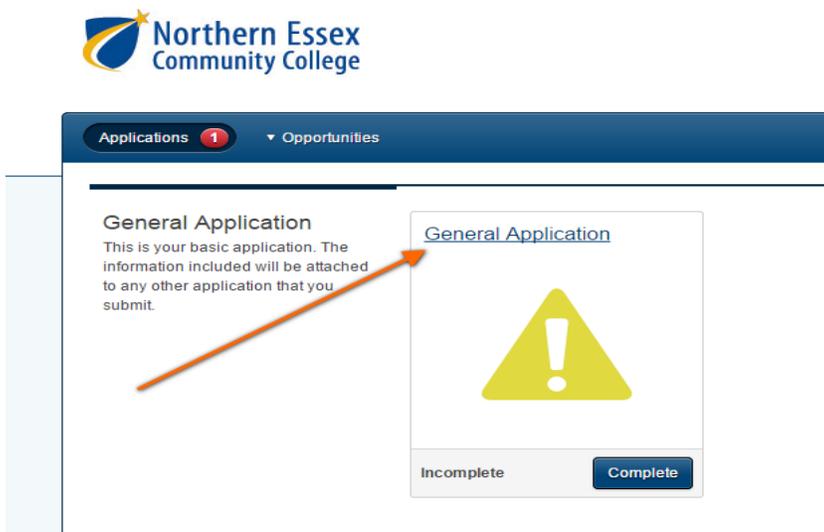
## How to Apply for Scholarships

1. Visit [https://necc.academicworks.com/users/sign\\_in](https://necc.academicworks.com/users/sign_in)
2. Log in using your MyNECC username and password



The screenshot shows the MyNECC sign-in page. At the top left is the Northern Essex Community College logo. At the top right is a "Sign In" button. Below the logo is a navigation menu with "Opportunities" selected, and sub-tabs for "Applicants and Administrators" and "References and Reviewers". The main content area has a "Welcome!" message and instructions for students and administrators. Below the instructions are two input fields: "MyNECC username" and "Password". A "Sign In" button is at the bottom right of the form. A "Trouble signing in?" link is at the bottom left. At the bottom of the page is the copyright notice: "© 2010 - 2014 AcademicWorks, Inc. All rights reserved."

3. When you log in for the first time you'll be directed to the General Application. You will need to complete the General Application to be auto-matched to certain scholarship opportunities you may qualify for and also to see which recommended scholarship opportunities you may be eligible to apply for. You should complete all of the fields even if they are not required.



The screenshot shows the General Application page. At the top left is the Northern Essex Community College logo. Below the logo is a navigation menu with "Applications" selected and a red notification badge with the number "1". To the right of "Applications" is a dropdown menu with "Opportunities" selected. The main content area has a "General Application" heading and a paragraph: "This is your basic application. The information included will be attached to any other application that you submit." Below this text is a box containing a yellow warning triangle with a white exclamation mark. At the bottom of this box are two buttons: "Incomplete" and "Complete". An orange arrow points from the text "This is your basic application..." to the "General Application" link in the box.

4. One of the required fields on the General Application is the Reference Field. This is where you'll type in the name and email address of the person who will be writing your letter of recommendation. Your application will not be considered complete unless you have provided that information. If you have started your application but haven't asked anyone to write your letter yet, please save your application and come back to it when you have secured a reference. Once you have typed the Reference's name and email address, an email will be sent to that person providing them with the link through which they can upload your letter. You can check the status of your letter at any time by logging in to the scholarship system.

**\* Please ask a current or past faculty member, advisor or employer to write you a Letter of Recommendation.** ⓘ

Add a New Reference (Reference will be notified via email)

Reference Name	Reference Email
<input type="text"/>	<input type="text"/>

5. If you see an ⓘ you can hover over it and view instructional text.

**\* Please upload one essay addressing the following two topics: 1. Please tell us about your need for financial assistance. 2. Please tell us about your interest in your program or major, your professional goals and how NECC has impacted your life. Each essay question should be answered in at least 250-500 words.** ⓘ

[View](#) or [Add a New File](#)



6. Once you have completed the General Application, click the Finish and Continue button at the bottom of the page. Please note, you may only make changes to your General Application up until the scholarship deadline date.

Service  or

7. Once a General Application is submitted, you may see a few Recommended Opportunities on your dashboard. These are Opportunities that the system believes you may qualify for based on your application. All of the Recommended Opportunities use the General Application as the base but ask additional questions or require essays. Please review the criteria for these opportunities and complete the extra steps to apply for them.

- To view your imported student data (GPA, major, etc.) click on the tab that says Applicant Record. This information is populated when you log in using your NECC credentials.

You have unanswered required questions on your General Application. In order to be considered you must complete all the required questions below.

General Application

Personal Information Applicant Record

The information on this page is populated from your official student file. You cannot edit this information from the scholarship portal. To update or change information here, please contact the Registrar's Office at 978-556-3700.

- 1. Student ID (NECC ID)**  
No answer provided
- 2. NECC Email Address**  
No answer provided
- 3. First Name**  
No answer provided
- 4. Middle Name**  
No answer provided
- 5. Last Name**  
No answer provided
- 6. Permanent Address**  
No answer provided
- 7. Permanent City**  
No answer provided
- 8. Permanent State**  
No answer provided
- 9. Permanent Zip**  
No answer provided

- Scholarship Committees meet in May and early June to choose their recipients. Students are notified in late June/early July whether or not they have received an award. If you are chosen for an award you will receive an email notification to your NECC email address. At that time, you can log into the scholarship system and accept or decline your award. Please note, all of our scholarship opportunities require that you upload a thank-you letter within two weeks of accepting your award. The thank you letter should be at least 250 words and in a Word or PDF format. This is a very important requirement as all of our scholarships are made possible through the generosity of corporations, local businesses and individuals. If you need assistance with your thank you letter please contact the NECC Writing Center for help.

## Resources on Campus

Scholarship Office: 978-556-3629 or [scholarships@necc.mass.edu](mailto:scholarships@necc.mass.edu)

Financial Aid Office: 978-556-3607 or [aid@necc.mass.edu](mailto:aid@necc.mass.edu)

NECC Tutoring Center: 978-556-3411 or [tutoringcenter@necc.mass.edu](mailto:tutoringcenter@necc.mass.edu)