

Navigating AwardSpring: A Guide for Texas Southmost College Applicants

Texas Southmost College utilizes the AwardSpring Scholarship Management platform for currently enrolled students who meet the specified criteria to apply for scholarship opportunities. The purpose of this guide is to walk you through the process of applying for available scholarships using the online platform. For more information on scholarships or the AwardSpring Scholarship Management platform, visit the [Scholarships](#) tab on our TSC website or contact the *Foundation and Alumni Relations Department* at 956-295-3689 or scholarships@tsc.edu.

STEP 1: Navigate to the Login Page

Click [HERE](#) for the Texas Southmost College AwardSpring Login Page (tsc.awardspring.com)



STEP 2: Review Available Scholarships

The AwardSpring platform opens to begin accepting applications just prior to the Spring semester of each Academic School Year. The [scholarship listings](#) will change depending on what funds are available each semester.

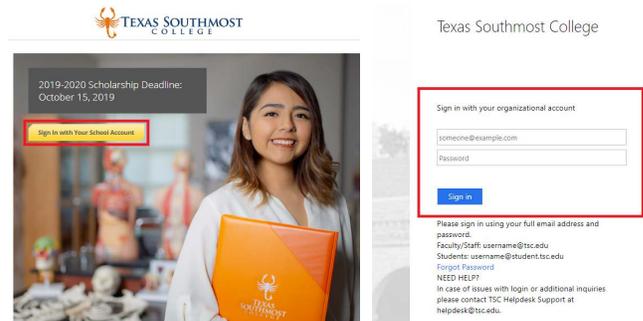


STEP 3: Sign In

Click the **Sign in with Your School Account** button.

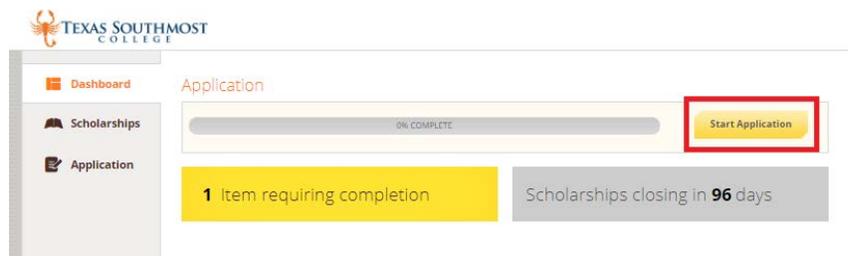
This will take you to the **Sign in** page. Enter your Texas Southmost College email address and password and click the **Sign in** button.

NOTE: In case of issues with TSC login, please contact the [TSC Helpdesk Support](#) at helpdesk@tsc.edu.



STEP 4: Start Application

Once you are logged in, you will be directed to your Dashboard. Important information about your application status and additional instructions will be displayed here. Click the yellow **Start Application** button to begin filling out your application. The AwardSpring application wizard will match you to the scholarships for which you *most likely* are qualified, based on the information you provide in your application.

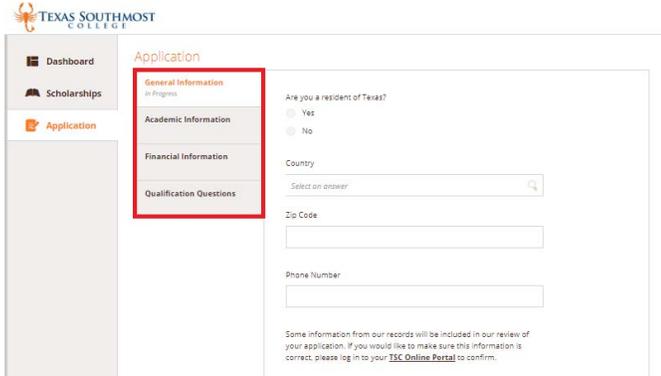
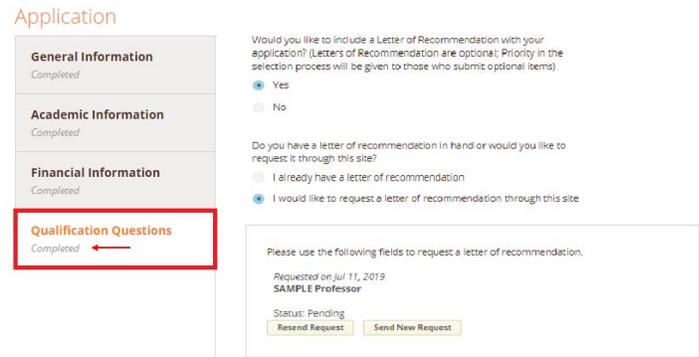


STEP 5: Apply for Scholarships

There are several tabs that make up the entire Application. Most of this information will be imported for you. However, if this section did not automatically populate, you can obtain the information in this section by logging in to **MyTSC Online** portal. To submit your application, all tabs within the Application section must be complete.

- Each section will indicate **In-Progress** or **Completed**
- You can move between sections of the application; you can log in and out until you've completed all sections
- A section does not have to be fully complete before moving on to another section

You will see a Qualification Question to request a *Letter of Recommendation*. AwardSpring allows you to send this request via email within the portal itself. This is optional and may be added at a later time.

STEP 6: Submit Application

Completing **ALL** tabs of your application will enable the **Submit Application** button in the lower right corner. Click it to submit your application.

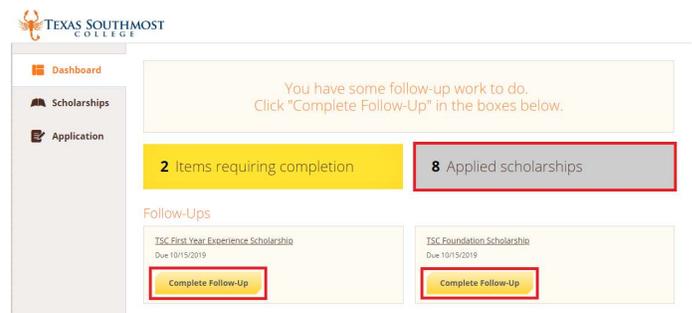


STEP 7: Return to Dashboard

You will be redirected to your Dashboard. Here you will see the number of scholarships you've been automatically applied. Click the **Applied Scholarships** box to view the full list of applied scholarships.

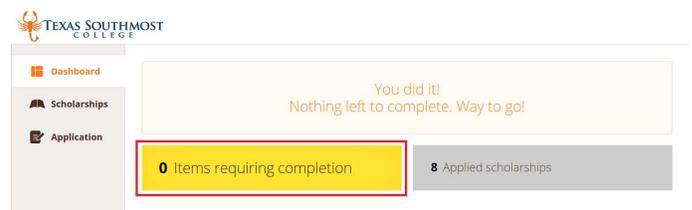
OR

You may be eligible for additional scholarships that will require additional criteria/information. The Dashboard will prompt you to provide this missing information. Click the **Complete Follow-Up** button to provide the required responses and/or documentation.



STEP 8: Application Complete?

After completing all follow-up items for the scholarship, click the **Submit Application** button to submit your application. Proceed through all Follow-Up items for all scholarships listed until you see **"0 Items requiring completion"** on your Dashboard.



Congratulations, you are finished! Don't forget to logout of your Dashboard!

For questions or assistance regarding scholarships,
contact the **Foundation and Alumni Relations Department**
Email scholarships@tsc.edu | Call 956-295-3679 | Visit tsc.edu/scholarships