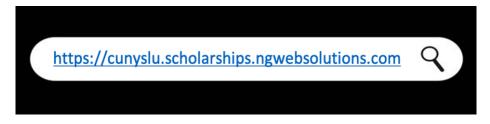


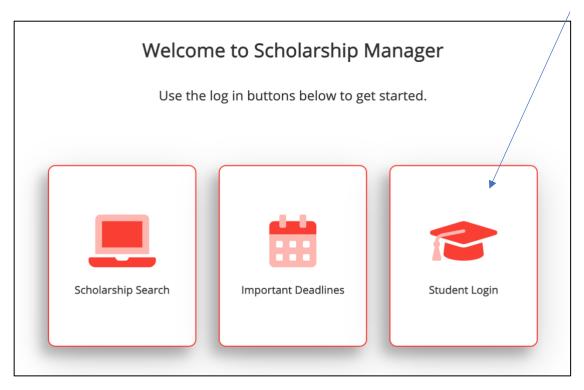
Scholarship Manager: First Time Users

1. Navigate to the **Scholarship Manager Site**

For the best experience when accessing our online resources and applications, we recommend using Google Chrome, Microsoft Edge, or Firefox as your web browsers. These browsers are known for their compatibility, speed, and security features, which will help ensure a smooth and secure browsing experience while interacting with our services.



2. Click the Student Login Tile





3. Click: Claim Account

Sign In
New Users
Students 1. Accept your Offer of Admission from CUNY-SLU 2. Click the "Claim Account" button below 3. Enter your Student ID (EMPLID) - this will be your username 4. Click "Request Access"
Full Account Creation Details

4. Enter your EMPL ID and Click: Request Access

	Request Account To claim your account in Scholarship Manager, you must have
	accepted an admissions offer from SLU. If you have not yet been
	admitted to SLU, please contact Admissions@slu.cuny.edu.
	1. Enter your Student ID (EMPLID) - this will be your username.
	2. Click "Request Access"
	Set your password and secret security question
tuden	tid *
tuden	tid * Enter your School Studentid
tuden	



5. Access <u>Secure Email</u> & Follow <u>Prompts</u>

Request Account
Account Found
In order to verify your identity and grant you access, you have been sent a secure email with steps on how to create your account for this

 You will receive a secure message containing a code and link to your SLU3 email. Simply click on the link to initiate and finalize your setup process.

Authenticate Account Request			
O notify@ngwebsolutions.com <notify@ngwebsolutions.com> To:</notify@ngwebsolutions.com>	Today at 5:04 PM		
Authentication Code: 401			
Dear			
Please follow the link below to complete your account request			
click this link https://cunyslu.scholarships.ngwebsolutions.com/Account/UpdateAccount			
Authentication Code: 401			

- If you cannot access your SLU3 email, please contact the SLU Technology Help Desk via phone at (646) 313-8440 or email at <u>ITHelpDesk@slu.cuny.edu</u>.
- If the secure message was dispatched to an alternative email address, it's possible that your SLU3 email account hasn't been configured as of yet. You can still claim your account! However, it is important to note that all notifications from Scholarship Manager will automatically be rerouted to your campus email once one is assigned to you. This setting cannot be changed.



If you come across this **error**, it could be attributed to one of the following scenarios:

Oops!

You have run into a problem with our site. We are so sorry you had to see this, but rest assured our staff of professionals are busy at work to ensure you do not see this again.

Please note it is likely any action you were taking did not process. Again, we apologize for the trouble.

Return to the previous page.

- Incorrect EMPL ID Entry: Please verify that you have entered your EMPL ID accurately by cross-checking your CUNYfirst records for correctness.
- Non-Acceptance of SLU Admission Offer: Ensure that you have accepted an offer of admission from CUNY-SLU.
- Pending Authentication of Scholarship Manager Account: If you've recently accepted an offer of admission from CUNY-SLU, it's possible that your Scholarship Manager account is still undergoing authentication, a process which typically takes 3-5 business days.

6. Enter <u>Authentication Code</u>

• Key in the authentication code that was included in the secure email you received.

	Update Account Hello . Please complete all of the information below.	
Please	e enter your Authentication Code	
Authe	entication Code *	
		Submit



7. Complete the <u>Account Setup</u> & <u>Submit</u>

Create	e Account
Emai	l Address *
@	
Useri O	name *
9	
	word *
	Choose a password
Confi	rm Password *
•	Confirm your password vord Restrictions: Must be at least 8 characters long Must contain characters from 3 of the 4 groups below: • Lower case letters • Upper case letters • Numbers • Special characters or symbols: (i.e. ! & \$ @)
Passw • •	 vord Restrictions: Must be at least 8 characters long Must contain characters from 3 of the 4 groups below: Lower case letters Upper case letters Numbers Special characters or symbols: (i.e. ! & \$ @) Must not contain the user id Must not contain unicode characters (i.e. combinations using ALT + 0000-1024)
Passw • •	vord Restrictions: Must be at least 8 characters long Must contain characters from 3 of the 4 groups below: • Lower case letters • Upper case letters • Numbers • Special characters or symbols: (i.e. ! & \$ @) Must not contain the user id
Passw • • •	 Avord Restrictions: Must be at least 8 characters long Must contain characters from 3 of the 4 groups below: Lower case letters Upper case letters Numbers Special characters or symbols: (i.e. ! & \$ @) Must not contain the user id Must not contain unicode characters (i.e. combinations using ALT + 0000-1024) Name *
Passw • • • • • • • • • • • • • • • • • •	 vord Restrictions: Must be at least 8 characters long Must contain characters from 3 of the 4 groups below: Lower case letters Upper case letters Numbers Special characters or symbols: (i.e. ! & \$ @) Must not contain the user id Must not contain unicode characters (i.e. combinations using ALT + 0000-1024)
Passw • • •	 Avord Restrictions: Must be at least 8 characters long Must contain characters from 3 of the 4 groups below: Lower case letters Upper case letters Numbers Special characters or symbols: (i.e. ! & \$ @) Must not contain the user id Must not contain unicode characters (i.e. combinations using ALT + 0000-1024) Name *
Passw • • • • • • • • • • • • • • • • • •	 Avord Restrictions: Must be at least 8 characters long Must contain characters from 3 of the 4 groups below: Lower case letters Upper case letters Numbers Special characters or symbols: (i.e. ! & \$ @) Must not contain the user id Must not contain unicode characters (i.e. combinations using ALT + 0000-1024) Name *
Passw • • First	word Restrictions: Must be at least 8 characters long Must contain characters from 3 of the 4 groups below: • Lower case letters • Upper case letters • Numbers • Special characters or symbols: (i.e. ! & \$ @) Must not contain the user id Must not contain unicode characters (i.e. combinations using ALT + 0000-1024) Name *
Passw P	<pre>vord Restrictions: Must be at least 8 characters long Must contain characters from 3 of the 4 groups below:</pre>
-irst 2assw • • • • • • • • • • • • • • • • • •	<pre>vord Restrictions: Must be at least 8 characters long Must contain characters from 3 of the 4 groups below:</pre>



8. Finalize & Login

• Upon successful completion of the account setup, the following confirmation will popup. **Click:** <u>Continue</u> to login.

Accoun	t Creation Complete	
Thank ye	pu.	
You hav	e successfully created an account.	
Continu	e	
Sign In		
New Users		
Students 1. Accept your Offer of Admission from CUNY-SLU 2. Click the "Claim Account" button below 3. Enter your Student ID (EMPLID) - this will be your userr 4. Click "Request Access"	name	
Full Account Creation Details		
Claim Account		
Administrators and Committee Members Submit a Scholarship Manager Access Request to the 0 	Office of Student Accounts.	
Poturning Lloore		
Returning Users Students: After creating your account, you can login/ Administrators and Committee Members: Login with 	to Scholarship Manager by entering your Student ID (EMPLID) and password below. your username and password.	
Log In		
User Name or Email Address		
Password		
Login		
Forgot your password?		



9. Multifactor Authentication (MFA)

 When logging in for the first time or from a new device, you will be required to authenticate your account using Multi-Factor Authentication (MFA). We suggest logging in from the computer you use most often and selecting the option to designate it as "this is my device."

Two Factor Authentication
Welcome back . As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.
What is your mother's maiden name?
Having trouble with your security question? Click here for more options. This is my device
By selecting this option you will not have to answer a security question for any further logins from this device. Please unselect this option if you are currently on a public or shared device.
Log In
Forgot Your Password

• Additionally, you have the choice to enhance your security by providing a cell phone number.

Mobile Number			
	Protecting Your Data		
	Please take a moment We are strengthening our multi-factor authentication process for our system. This will allow us to better protect your sensitive data. If you have a mobile phone and wish to add this additional level of security, please provide your mobile phone number as an alternate verification method. We will use this phone number only to send verification codes or account alerts as you request them and no other time.		
	Mobile Number *		Verification Code
	555-555-5555	send code	enter verification code here
	* message and data rates	may apply	•
	Not Now Sa	ve	



10. Welcome to Scholarship Manager

Â	My Applications My Awards Contact Us	
	Session expires in 45 minut	es.
Hom		
	to the student landing page.	
Tasks		
	- No Tasks at this time	
Com	eted Tasks	
	- No Tasks at this time	
L		
		-
		F
		14
		-

- My Applications: This section displays the scholarship applications that are currently available for you to apply to.
- My Awards: Here, you can view the scholarships that have been granted to you for the current academic year.
- Submitting a Support Ticket: To seek assistance, applicants can click on the "Contact Us" button and proceed to select "Request for Assistance."