

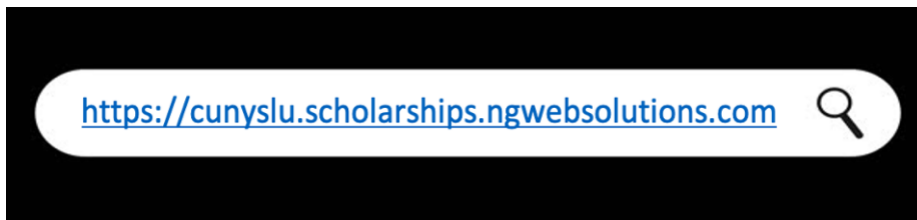


## Scholarship Manager: **First Time Users**

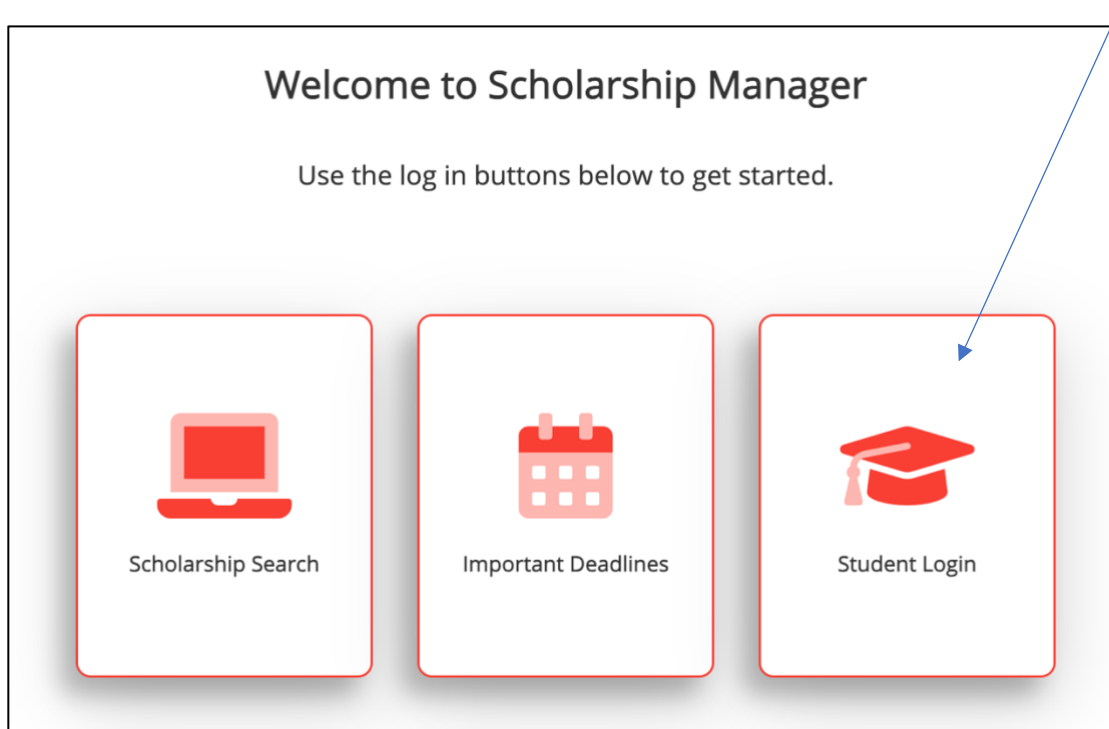
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### 1. Navigate to the **Scholarship Manager Site**

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](#)


A screenshot of the 'Sign In' page. The page has a header 'Sign In'. Below it is a section titled 'New Users' in red. Under 'New Users' is a sub-section 'Students' with a list of four steps: 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, and 4. Click "Request Access". Below the list is a link 'Full Account Creation Details' with a document icon. At the bottom left is a red button labeled 'Claim Account'. A blue arrow points from the top right towards the 'Claim Account' button.

### 4. Enter your EMPL ID and Click: [Request Access](#)


A screenshot of the 'Request Account' page. The page has a header 'Request Account' with a user icon. Below the header is a paragraph: '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](mailto:Admissions@slu.cuny.edu).' Below the paragraph is a list of three steps: 1. Enter your Student ID (EMPLID) - this will be your username., 2. Click "Request Access", and 3. Set your password and secret security question. Below the list is a form with a label 'StudentId \*' and a text input field with the placeholder 'Enter your School StudentId'. To the right of the input field is a black button labeled 'Submit'.



## 5. Access Secure Email & Follow Prompts



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 institution.

- 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

 notify@ngwebsolutions.com <notify@ngwebsolutions.com>  
To: "

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 [ITHelpDesk@slu.cuny.edu](mailto:ITHelpDesk@slu.cuny.edu).
- 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 Authentication Code

- 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 enter your Authentication Code


Authentication Code \*

#

Submit



## 7. Complete the [Account Setup](#) & [Submit](#)

**Update Account**  
Hello  Please complete all of the information below.

Create Account

Email Address \*

@

Username \*

Password \*

Choose a password

Confirm Password \*

Confirm your password

Password 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)

First Name \*

Last Name \*

Secret Question \*

-- Please select --

Secret Question Answer \*


Enter your Secret Question Answer

Submit



## 8. Finalize & Login

- Upon successful completion of the account setup, the following confirmation will pop-up. Click: [Continue](#) to login.



**Account Creation Complete**

Thank you.

You have successfully created an account.


[Continue](#)

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](#)

[Claim Account](#)

**Administrators and Committee Members**

- Submit a Scholarship Manager Access Request to the Office of Student Accounts.

**Returning Users**

- Students: After creating your account, you can login to Scholarship Manager by entering your Student ID (EMPLID) and password below.
- Administrators and Committee Members: Login with your username and password.

**Log In**

User Name or Email Address

Password

[Forgot your password?](#)

[Login](#)



## 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

**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.

[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 \***

\* message and data rates may apply

**Verification Code**





## 10. Welcome to Scholarship Manager



- **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."