CUNY SCHOOL OF LABOR AND URBAN STUDIES
THE CITY UNIVERSITY OF NEW YORK

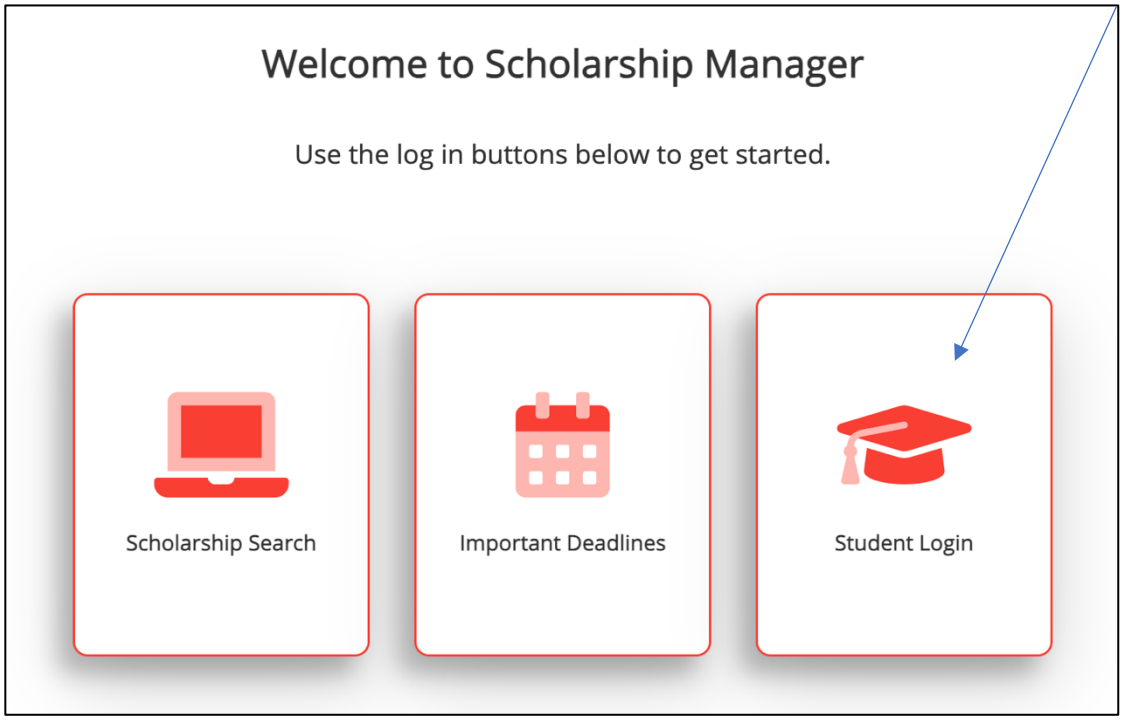
Scholarship Manager: First Time Users

1. Navigate to the Scholarship Manager Site

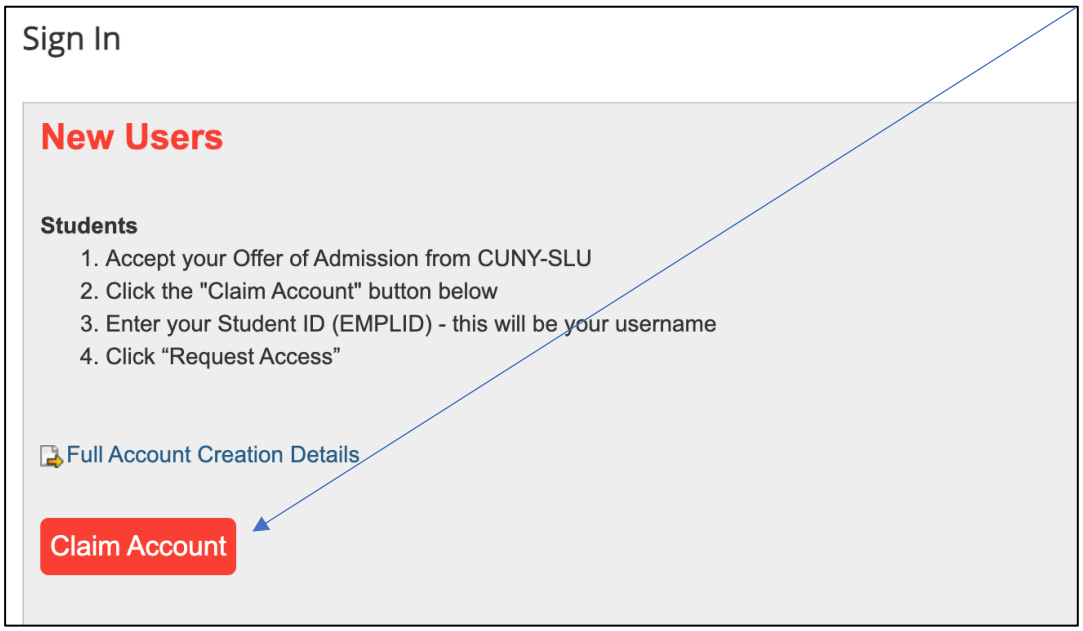
For the best experience when accessing our online resources and applications, we recommend using Google Chrome, Microsoft Edge, or Firefox as your web browsers. These browsers are known for their compatibility, speed, and security features, which will help ensure a smooth and secure browsing experience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

https://cunyslu.scholarships.ngwebsolutions.com

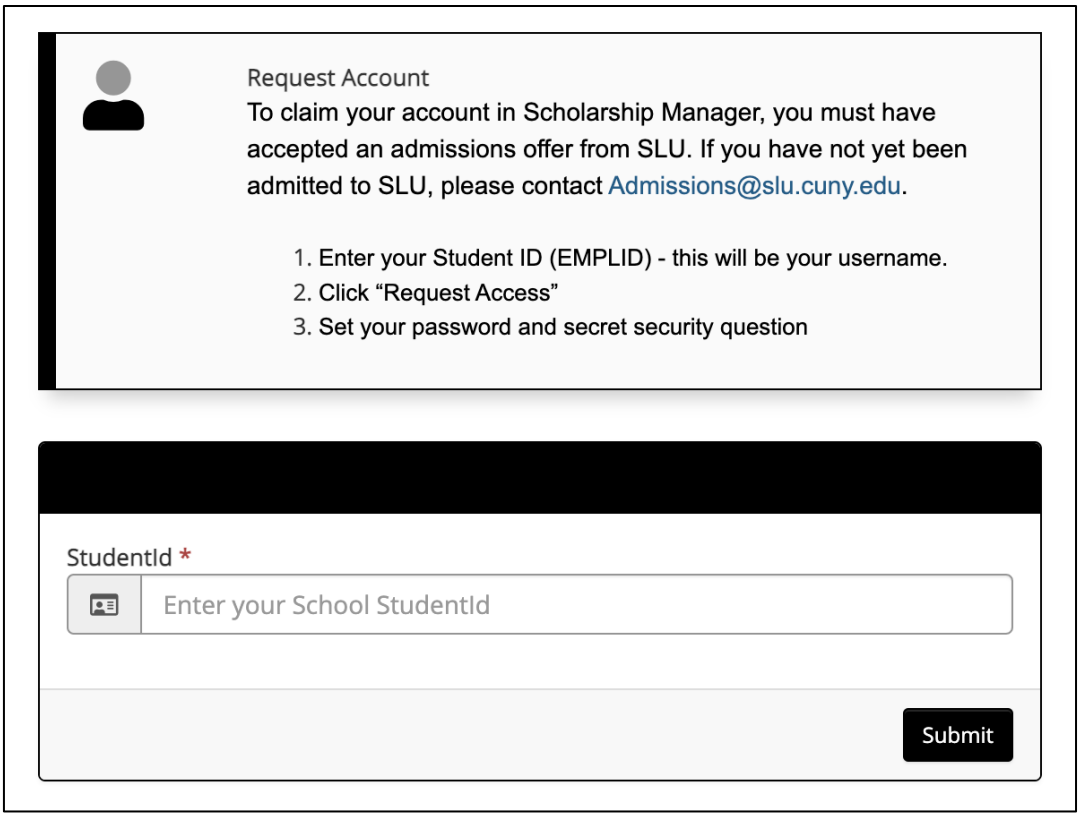
2. Click the Student Login Tile



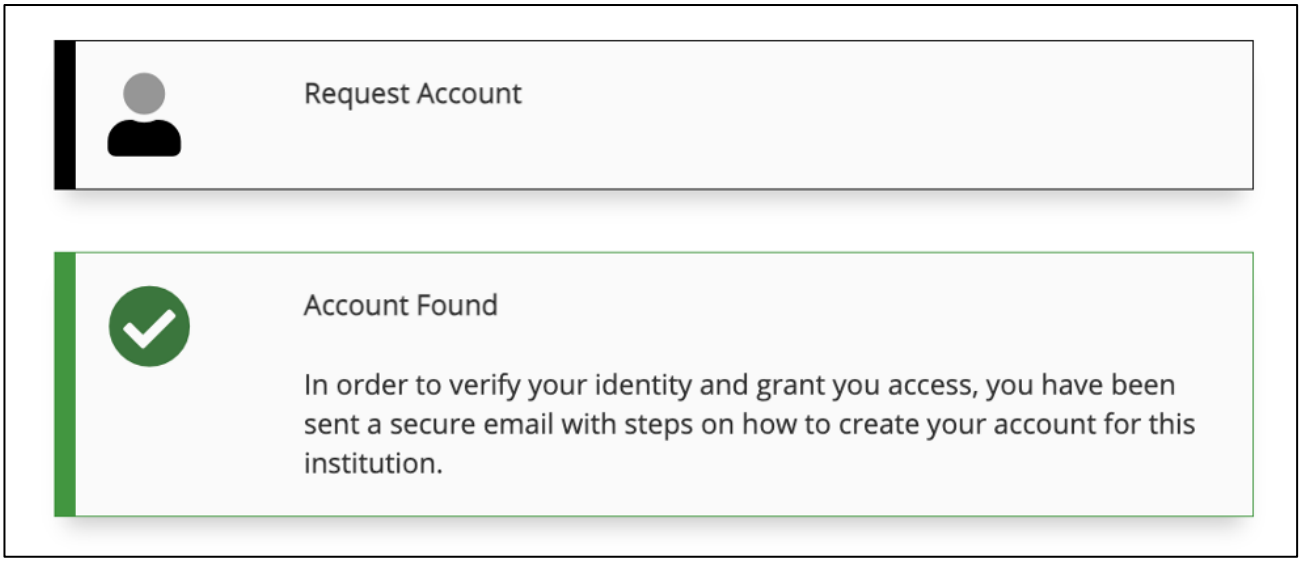
3. Click: Claim Account



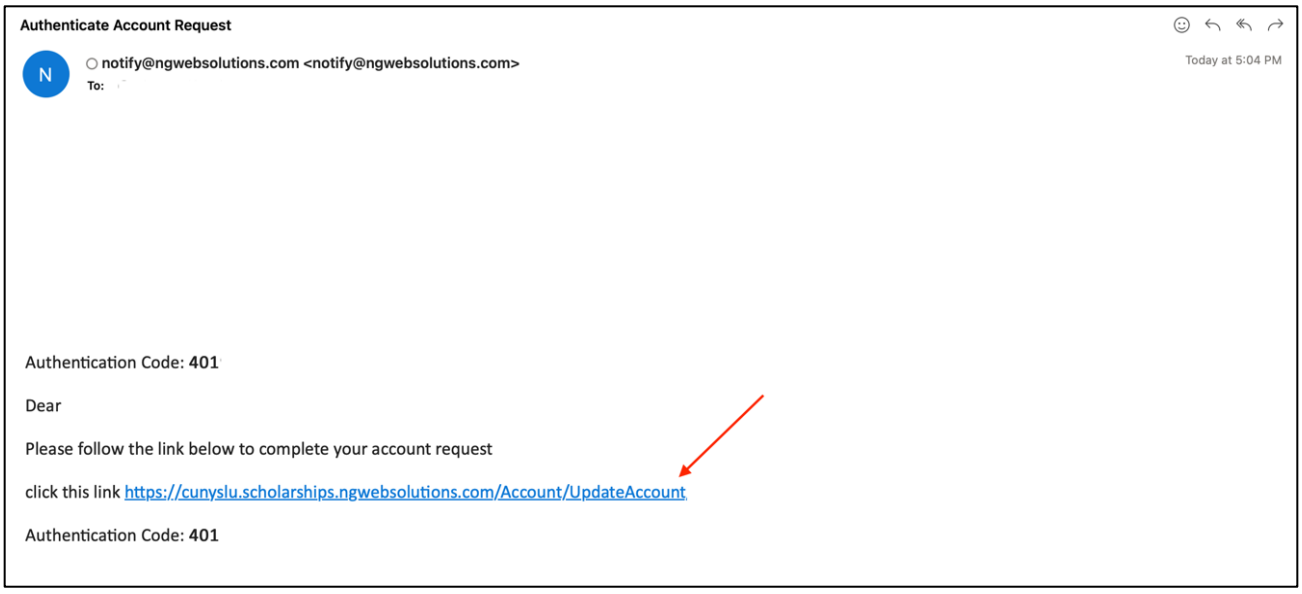
4. Enter your EMPL ID and Click: Request Access



5. Access Secure Email & Follow Prompts

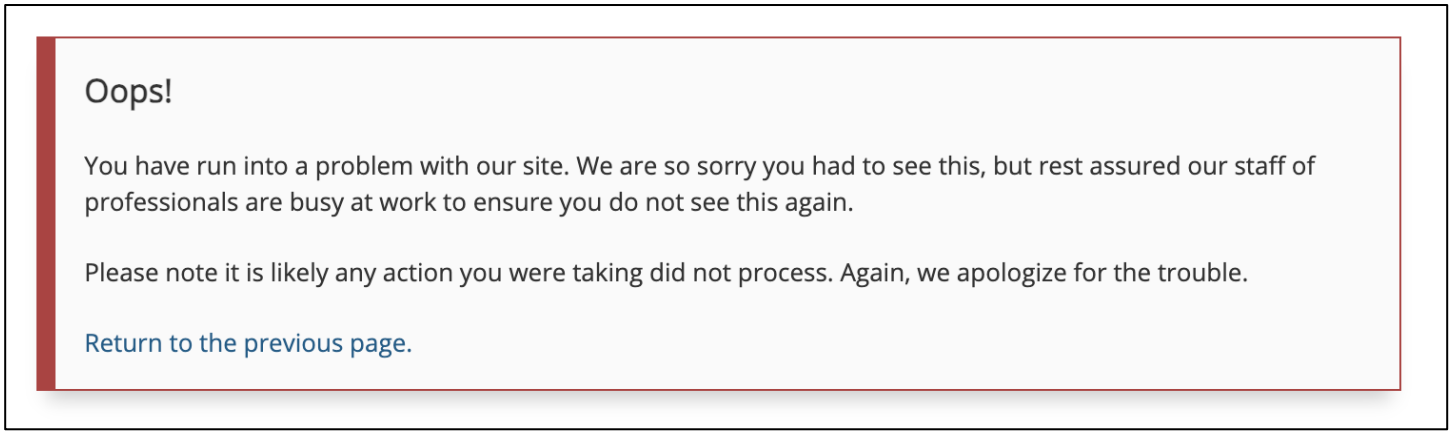


- You will receive a secure message containing a code and link to your SLU3 email. Simply click on the link to initiate and finalize your setup process.



- 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.
- 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.

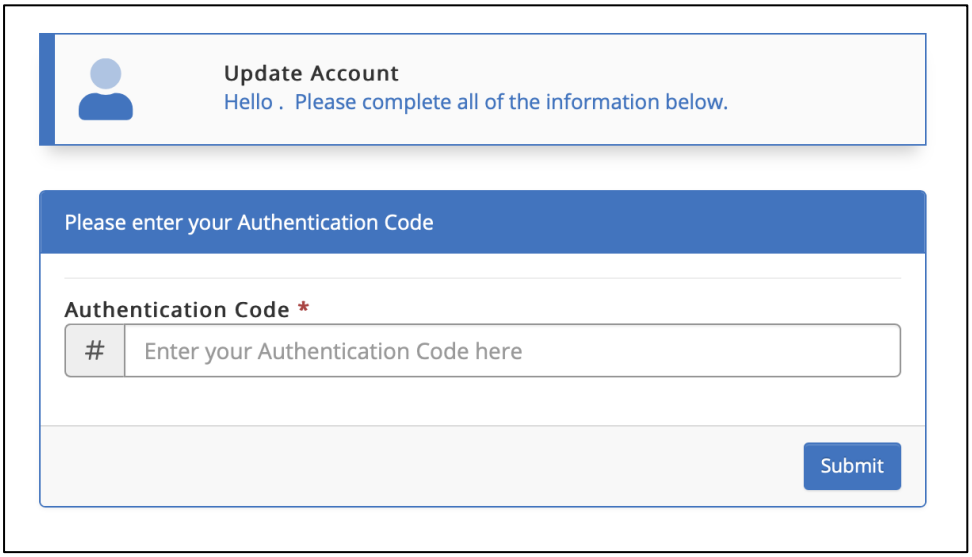
If you come across this ERROR, it could be attributed to one of the following scenarios:



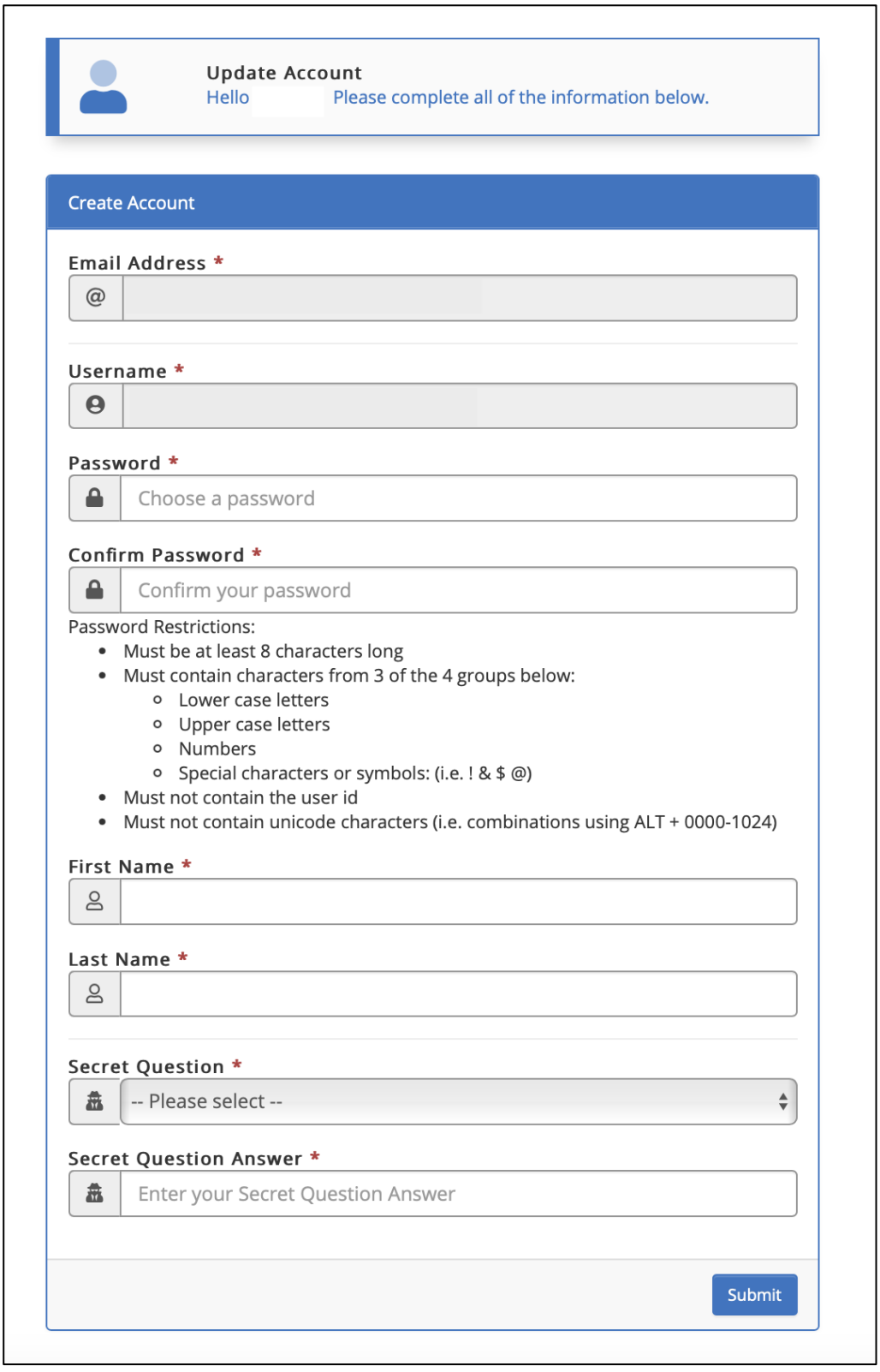
- **Incorrect EMPL ID Entry:** Please verify that you have entered your EMPL ID accurately by cross-checking your CUNYfirst records for correctness.
- **Non-Acceptance of SLU Admission Offer:** Ensure that you have accepted an offer of admission from CUNY-SLU.
- **Pending Authentication of Scholarship 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.

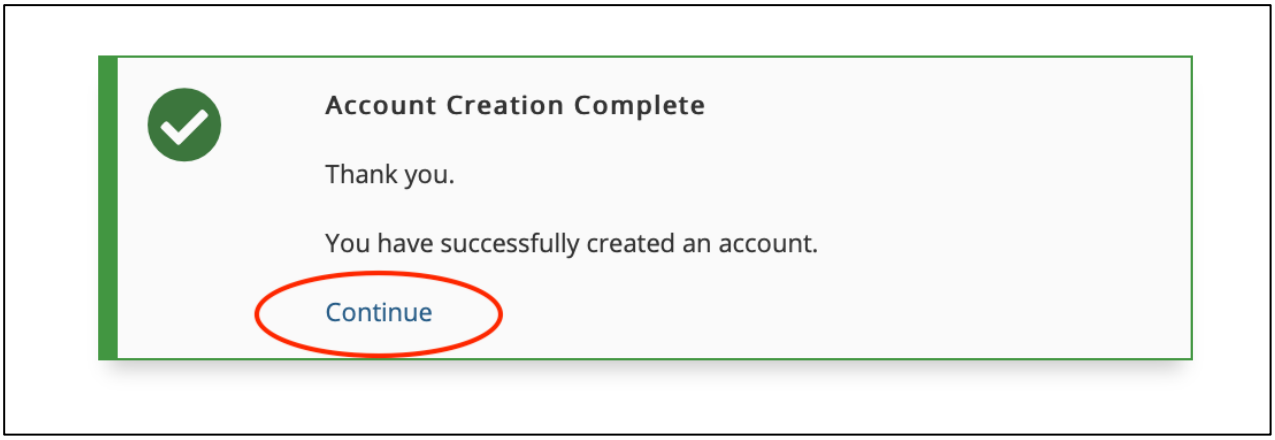


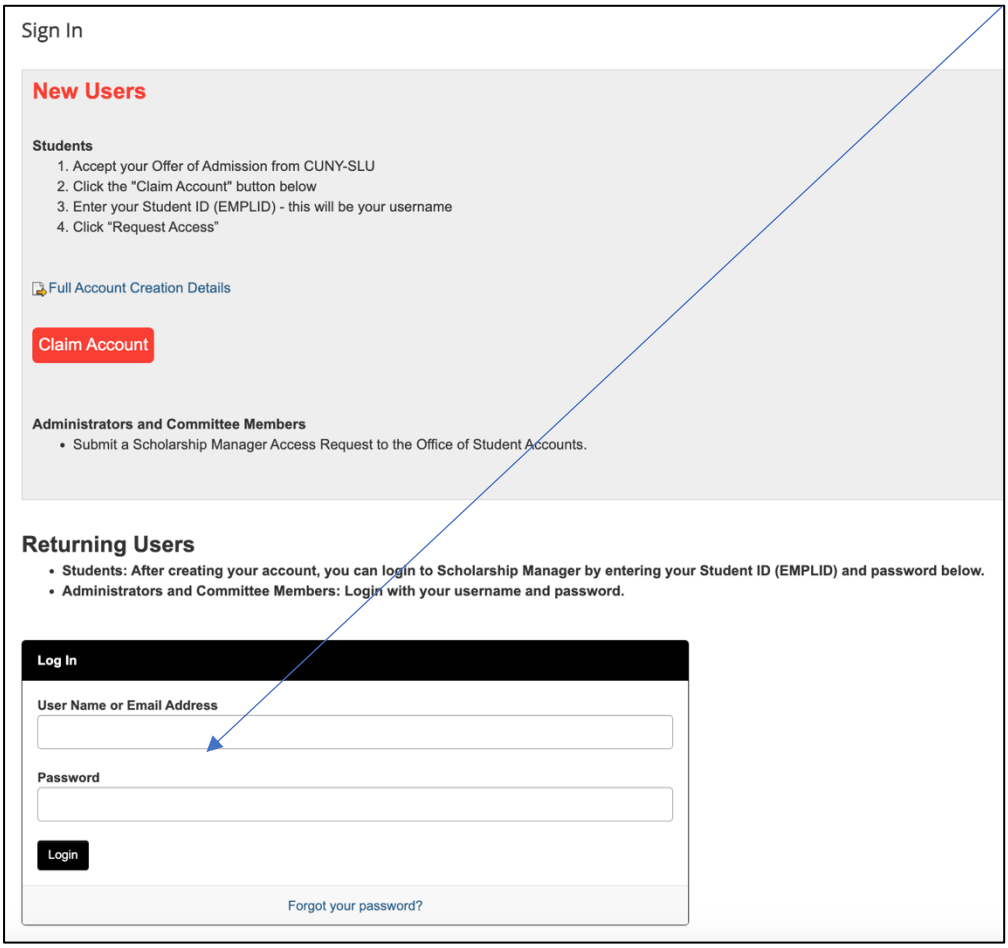
7. Complete the Account Setup & Submit



8. Finalize & Login

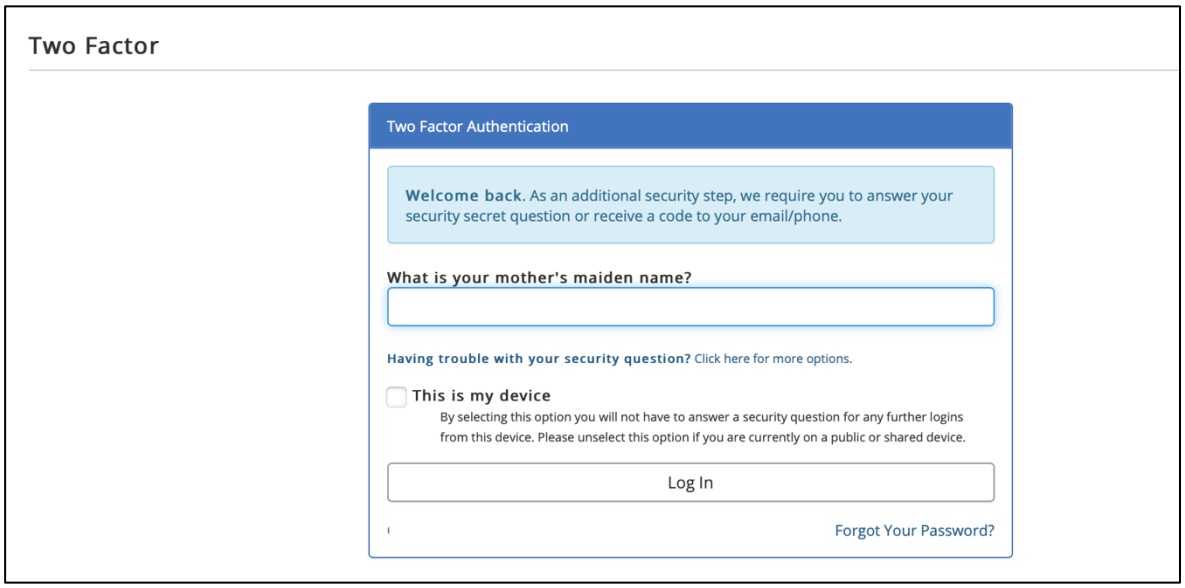
- Upon successful completion of the account setup, the following confirmation will pop-up. Click: Continue to login.



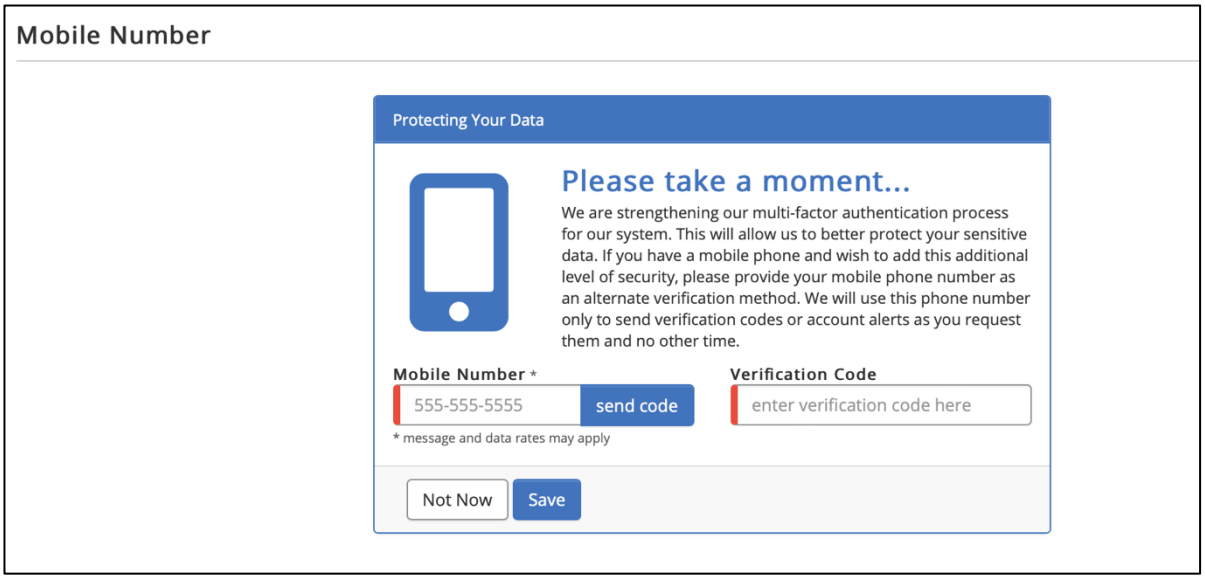


9. Multifactor Authentication (MFA)

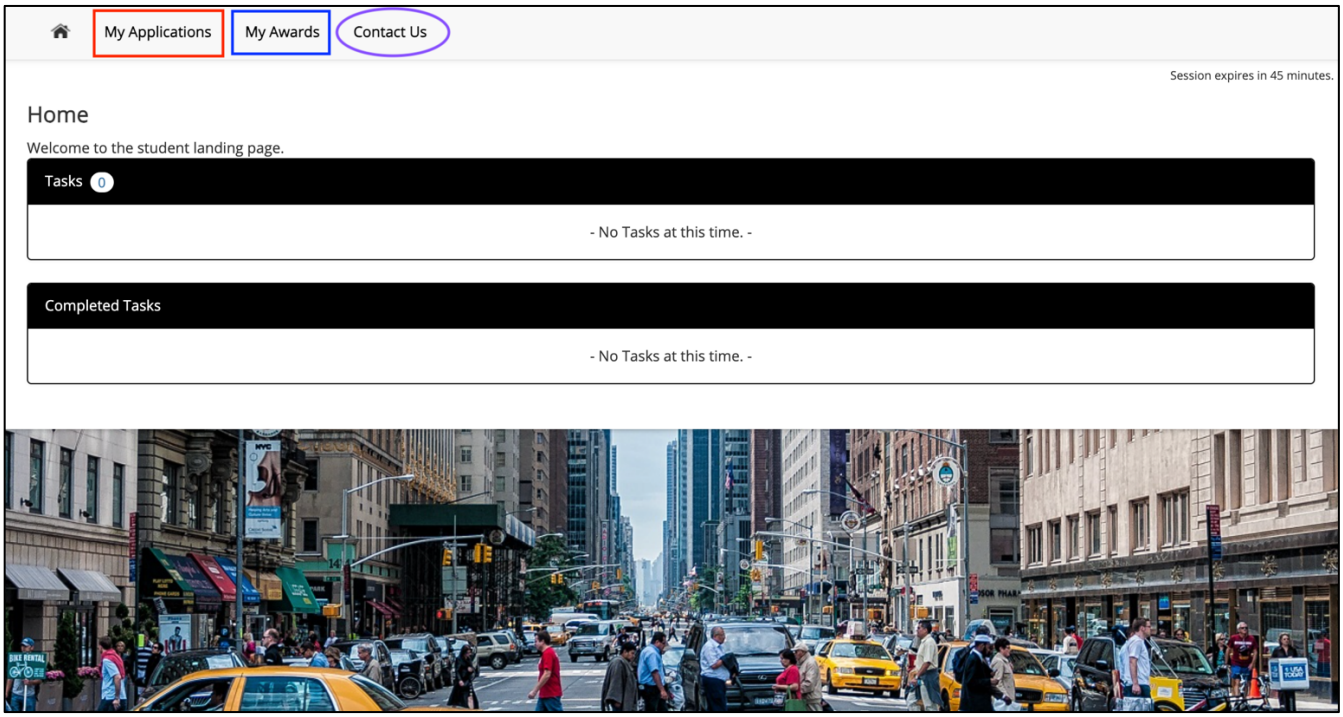
- When logging in for the first time or from a new device, you will be required to authenticate your account using Multi-Factor Authentication (MFA). We suggest logging in from the computer you use most often and selecting the option to designate it as "this is my device."



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



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."