



Scholarship Manager System

First-Time User Guide

Use this guide to claim your account, complete security setup, and access your scholarship applications.

1 Open Scholarship Manager

Recommended browsers: [Google Chrome](#), [Microsoft Edge](#), or [Firefox](#).

Go to: cunyslu.scholarships.ngwebsolutions.com

2 Select *Student Login*

Welcome to Scholarship Manager

Use the log in buttons below to get started.



Scholarship Search



Important Deadlines



Student Login

From the welcome page, select Student Login.



3

Select *Claim Account*

Under **New Users**, select **Claim Account** to begin creating your Scholarship Manager profile.

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

4

Enter your EMPL ID and submit the request

Enter your **CUNYfirst Student ID (EMPL ID)**. This will also serve as your Scholarship Manager username. Then select **Submit**.

 **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"
3. Set your password and secret security question

StudentId *

 Enter your School StudentId

Submit



5

Open the secure email and follow the prompts

Scholarship Manager will send a **secure message** containing an authentication code and account setup link to your **SLU email** (@stu-mail.slu.cuny.edu). Select the link in the email to continue.

**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.

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

NEED HELP ACCESSING YOUR SLU EMAIL?

Contact the SLU Technology Help Desk at (646) 313-8440 or ServiceDesk@slu.cuny.edu

If the secure message is sent to another email address, you can still claim your account. Scholarship Manager notifications will automatically be routed to your campus email once one is assigned. This setting cannot be changed.



Did you receive an error?



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"
3. Set your password and secret security question.

❗ Your account was not found.

Please contact your institution for assistance. For additional information about your institution, follow the link below.

[Back to Home](#)

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.](#)

1. Check your EMPL ID

Verify the Student ID matches your CUNYfirst record.

2. Confirm admission acceptance

Make sure you accepted your offer of admission from CUNY-SLU.

3. Allow time for authentication

If you recently accepted admission, **Scholarship Manager authentication** may take 3-5 business days.

NEED HELP ACCESSING SCHOLARSHIP MANAGER?

Contact SLU Scholarships: Scholarships@slu.cuny.edu



6

Enter the authentication code

Return to Scholarship Manager and enter the **authentication code** provided in the **secure email**. Then select **Submit**.



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

Please enter your Authentication Code

Authentication Code *

Enter your Authentication Code here

Submit

7

Complete your account setup

Complete the required fields on the **Create Account** screen, then select **Submit**.



You will be asked to confirm:

- Email address
- Username
- Password and confirmation
- First and last name
- Secret question and answer

Password requirements

Follow the password requirements displayed on the page before submitting your account.

**Update Account**
Hello [Please complete all of the information below.](#)

Create Account
Email Address *

Username *

Password *

Confirm 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 *

Secret Question Answer *

Submit

BEFORE YOU SUBMIT

Choose a secret question and answer that you will remember! This information may be used as part of future account authentication.



8

Finish setup and log in

After your account is created, select **Continue**. You will return to the sign-in page, where you can log in using your Student ID (EMPL ID) and the password you just created.

✓ **Account Creation Complete**

Thank you.

You have successfully created an account.

[Continue](#)

Select Continue after you see the account creation confirmation.

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

Login

[Forgot your password?](#)

Use the Returning Users login section to sign in.

Returning Users

After your account is created, use the **Returning Users** login area for future access to Scholarship Manager.



9

Complete multifactor authentication (MFA)

The first time you log in, or when you use a new device, Scholarship Manager will require multifactor authentication. For convenience, log in from the computer you use most often and select “This is my device” when appropriate.

Two Factor

The screenshot shows a 'Two Factor Authentication' login window. At the top, a blue header bar contains the title. Below it, a light blue box contains a welcome message: 'Welcome back. As an additional security step, we require you to answer your security secret question or receive a code to your email/phone.' The main section asks 'What is your mother's maiden name?' with a text input field. Below this is a link: 'Having trouble with your security question? Click here for more options.' There is a checkbox labeled 'This is my device'. A note below the checkbox states: '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.' At the bottom, there is a 'Log In' button and a link for 'Forgot Your Password?'.

Complete the security prompt. You may designate a trusted device.

You may also add a mobile number as an additional verification method.

Mobile Number

The screenshot shows a 'Protecting Your Data' screen. It features a blue header with the title. On the left is a blue smartphone icon. To the right of the icon, the text reads: '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.' Below this text, there are two input sections. The first is labeled 'Mobile Number *' and contains a text field with '555-555-5555' and a blue 'send code' button. The second is labeled 'Verification Code' and contains a text field with the placeholder 'enter verification code here'. A small note below the mobile number field says '* message and data rates may apply'. At the bottom, there are two buttons: 'Not Now' and 'Save'.

Optional: add a mobile number for another verification method.



10

Welcome to Scholarship Manager!

Once you are signed in, the home page gives you access to your scholarship applications, awards, and support options.

[My Applications](#)[My Awards](#)[Contact Us](#)

Session expires in 45 minutes.

Home

Welcome to the student landing page.

Tasks 0

- No Tasks at this time. -

Completed Tasks

- No Tasks at this time. -



MY APPLICATIONS

View scholarship applications currently available to you.

MY AWARDS

View scholarships granted to you for the current academic year.

CONTACT US

Select Contact Us, then Request for Assistance, to submit a support ticket.

You are ready to go

Use My Applications to review opportunities and begin your scholarship application process.