



Creating a Scholarship Account & Applying for A-B Tech Scholarships

Please Read **ALL** Information and Instructions on each page!

If you have questions, please contact (828) 398-7562 or
leronicamcasey@abtech.edu

1. To Apply

Go to: www.abtech.edu/scholarships or <https://abtech.academicworks.com>

2. Click: Sign In button

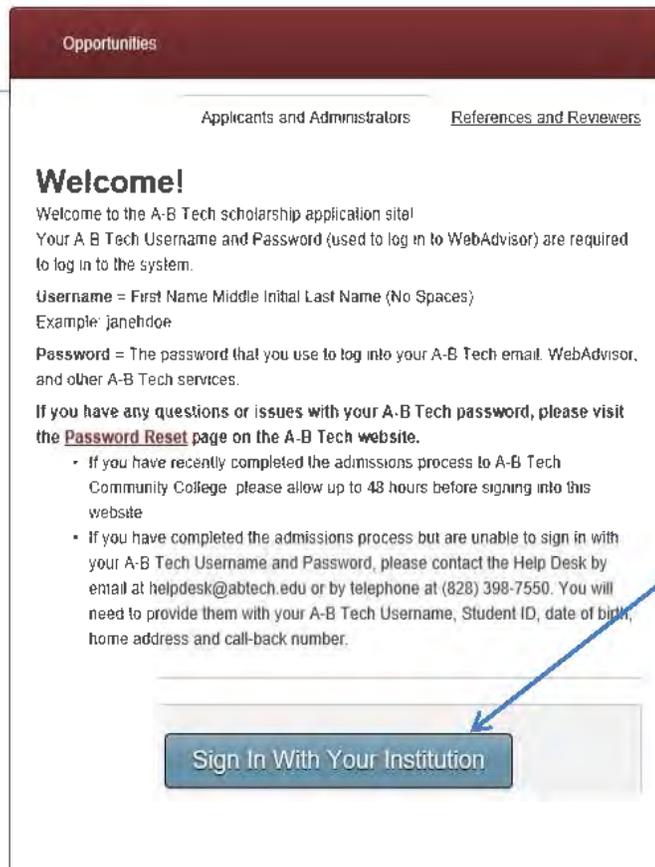


The screenshot shows the top navigation bar with 'Opportunities' and 'Donors' tabs. Below is a search bar with 'Search by Keyword' and a 'Search' button, and a 'Show Filters' button. The main content area contains a welcome message and a list of scholarship opportunities. A table lists the following scholarships:

Name	Questions	Deadline	Award	Actions
<u>100 Men and Women Minority Scholarship</u> This scholarship was established in 2012 by Samuel Abdul-Allah and many community volunteers who wanted to provide educational opportunities for...			\$1,000.00	None ⓘ
<u>A-B Tech Foundation Scholarship</u> This scholarship is awarded to students enrolled full or part-time in any two-year curriculum program with a 3.0 gpa or above. Preference is given...			\$1,200.00	None ⓘ
<u>A.A.S. Over the Top Scholarship</u> This scholarship is awarded to second-year students enrolled in A.A.S. and diploma programs in Business Hospitality, Emergency Medical Science and...			\$1,000.00	None ⓘ
<u>Adelaide Key Endowed Scholarship</u> This endowment was established by Adelaide Key community advocate and philanthropist. Ms. Key a former member of the A-B Tech College Foundation...			\$1,000.00	None ⓘ
<u>Advanced Superabrasives/John Batki Memorial Scholarship</u> This scholarship was established in 2014 by Advanced Superabrasives Inc. in memory of John Batki. It is awarded to students pursuing an Associate...			\$1,000.00	None ⓘ
<u>Alice D. Hamling Foundation Scholarship</u> Established in 2013 by members of the Hamling family (The Alice D. Hamling Foundation Inc.) in honor of Alice D. Hamling (1908-1982) whose...			\$3,000.00	None ⓘ

3. Click: **Sign In With Your Institution**

- Enter your A-B Tech Username and Password (**used to log into your A-B Tech email, Web Advisor and all other A-B Tech services**).
- **If you have questions or issues with your A-B Tech password, please visit the [Password Reset](#) page on the A-B Tech website.**



- If you have recently completed the admissions process to A-B Tech Community College, please allow up to 48 hours before signing into this website.
- If you have completed the admissions process but are unable to sign in with your A-B Tech Username and Password, please contact the Help Desk by email at helpdesk@abtech.edu or by telephone at (828) 398-7550. You will need to provide them with your A-B Tech Username, Student ID, date of birth, home address and call-back number.

4. Fill out Application (Required fields are marked with an asterisk (*)).

- The Personal Statement questions are the most important part of the application.
- Review/download the **Personal Statement Guidelines** before answering the questions.
- The second tab (**Profile Information**) shows information from A-B Tech application such as: Name, Student ID#, A-B Tech Email, Etc.)

Please Note: If student does not have credits completed at A-B Tech, they must submit an Official Transcript.

Applications 1 Opportunities Donors Student Name

You have unanswered required questions on your General Application. In order to be considered you must complete all the required questions below.

General Application Progress

- Applicant Record
- Profile Information

You can save your application at any time by clicking **Save and Keep Editing** at the bottom of the form. Once completed, you can submit your application by clicking **Finish and Continue**.
Note: Required fields are marked with an asterisk.

Once you have submitted your application, AcademicWorks will link and apply you to the scholarship opportunities that you are most eligible for. If recommended opportunities are listed, it means you have met the basic criteria for the scholarship, but there is an additional step like questions or an essay that need to be completed to be considered.

General Application Questions

* First Name

* Last Name

* What are your long-term career goals? Please see our [Personal Statement Guidelines](#) for helpful tips.

B I Help Preview Edit

Example Formatting: **bold**, *italics* • Full Screen

* Describe any additional talents, volunteer activities, and/or hobbies. (Please write in complete sentences.)

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Example Formatting: **bold**, *italics* • Full Screen

* Reference Request: Please enter the names and emails addresses of two individuals who may serve as recommendation

Save and Keep Editing Finish and Submit

5. Send Reference Request

- Reference forms can be filled out online. Enter the names and the email addresses of the **two (2)** individuals you choose to serve as recommendation providers (i.e. instructors, counselors, employers). **(References are not accepted from family members or friends.)**
- Each recommender will receive an email request and a link to the online form.

The screenshot shows a web-based form for sending reference requests. It includes a rich text editor for describing talents and hobbies, followed by a section for adding two references. Each reference section has a link to 'Add a New Reference'. At the bottom, there is an electronic signature field and a confirmation checkbox. Two buttons are at the bottom right: 'Save and Keep Editing' and 'Finish and Submit'. A blue arrow points from the left margin to the 'Add a New Reference' link in the first reference section. Another blue arrow points from the bottom margin to the 'Finish and Submit' button.

- Once you have completed the application, click **Finish and Submit** button.

6. Recommended (Scholarships) Opportunities

PLEASE NOTE: Once you submit the application, the system will automatically apply you to scholarships that you are most eligible for. **If Recommended Opportunities** are listed, it means you have met the basic criteria for the scholarship(s), but there is an additional step like questions or an essay that need to be completed before being linked to certain scholarship(s).

Application Progress

- General Application
- Other Recommended Opportunities

Applicant Record

Recommended Opportunities

Show Filters

Listed below are **ADDITIONAL** scholarship opportunities for you to review because you might be qualified. Next to each recommended opportunity, click "Apply" to review additional criteria and questions. If you are qualified, answer the questions, then click "Finish and Submit".

If after reading a "recommended" scholarship description you do not believe you qualify, do not apply.

Please Note: Automatch scholarships will appear under the "Action" column of your application – this means you are automatically applied to those scholarships listed.

Search by Keyword

Award	Name	Actions
Up to \$1000	<u>Pisgah Investments LLC (for Habitat for Humanity Residents)</u> Established in 2012 this scholarship is available to current students who are Habitat for Humanity residents. This scholarship will fund tuition...	Apply by 03/29/2019
Varies	<u>A-B Tech Promise Enrollment Scholarship</u> This scholarship (\$1000 for full-time and \$500 for part-time) is provided to first year students (with 0 – 30 credits earned) who have graduated...	Apply by 03/29/2019
\$1,000.00	<u>Back in the Saddle Scholarship</u> This scholarship is provided to deserving students who are re-enrolling at A-B Tech after a period of time. Preference given to students who are...	Apply by 03/29/2019
\$1,500.00	<u>French Broad River Garden Club Scholarship</u> This scholarship is provided to students enrolled in the Associate of Science Transfer program with a concentration in Biology, Other...	Apply by 03/29/2019
\$1,200.00	<u>Jack and Carolyn Ferguson Endowed GED Bridge Scholarship</u> This scholarship is awarded to a first year student in Fall semester who has completed the A-B Tech GED program. The purpose of the scholarship is...	Apply by 03/29/2019

7. Checking Reference Status

Click: References

- Once you have submitted your reference requests, you can see the status of both pending and completed reference requests.



Applications	Opportunities	Donors	References	Student Name
Active References				
From this page, you can see the status of both your pending and completed reference requests. If a request is still pending, you may click "Resend" to send a reminder to the reference. To update or send a new reference request, please do so by updating the application where you made the original request.				
Name	Email	Request Date	Status	
Jane Doe	janedoe@yahoo.com	01/11/2016	Requested - Resend	
Tom Bright	tbright@gmail.com	01/11/2016	Requested - Resend	

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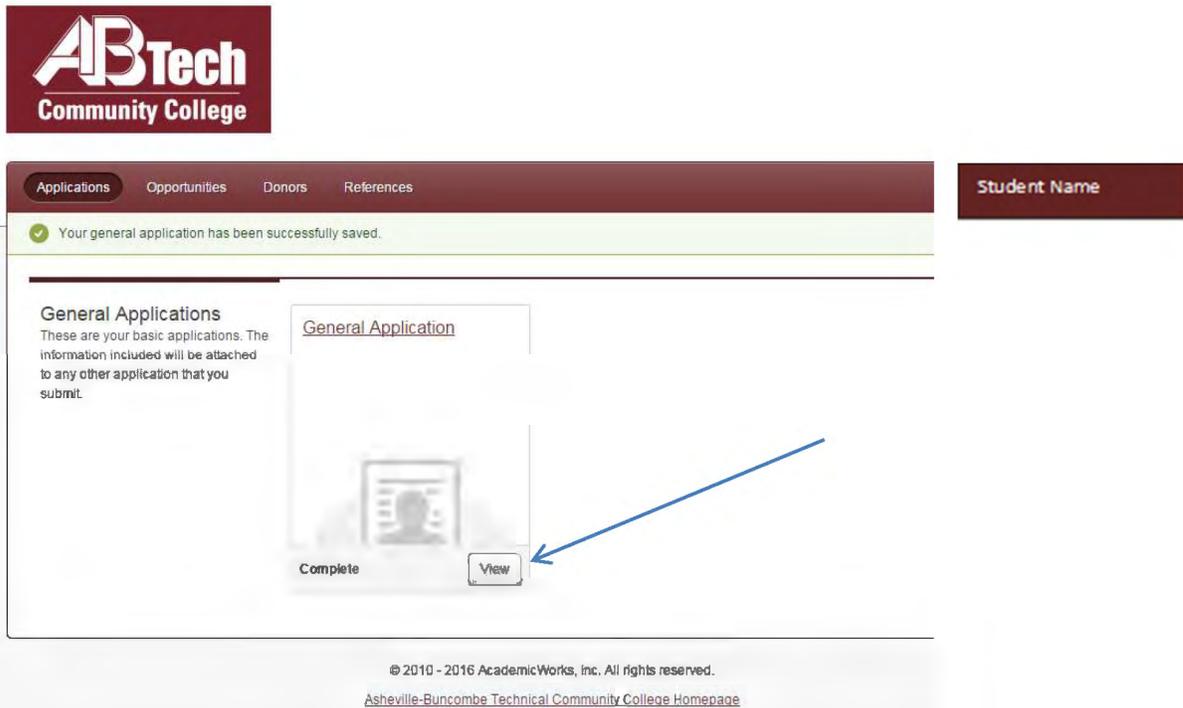
[Asheville-Buncombe Technical Community College Homepage](#)

PLEASE NOTE:

The references are all confidentially submitted. Which means that while you can see the status of the requests, you will not have access to the actual content.

8. Edit Your Application

****If you would like to update your application once it is submitted, click the **View** button.



The screenshot displays the A-B Tech Community College application portal. At the top left is the college's logo. A navigation bar includes links for Applications, Opportunities, Donors, and References. A green notification banner states, "Your general application has been successfully saved." Below this, the "General Applications" section explains that basic application information is attached to other submissions. A card titled "General Application" features a placeholder image and two buttons: "Complete" and "View". A blue arrow points to the "View" button. The footer contains copyright information for AcademicWorks, Inc. (2010-2016) and a link to the college's homepage.

9. Application Confirmation

- When you complete the application, you will receive confirmation via your A-B Tech student email similar to the email below:

Thank you for submitting your General Application application. You can view the details of this application by visiting the following link:

[General Application](#)

Scholarship awards will be made by May 30 and announcements will be sent via your A-B Tech email address by June 3.