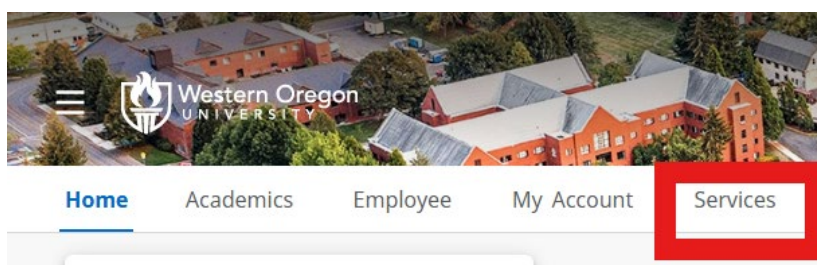


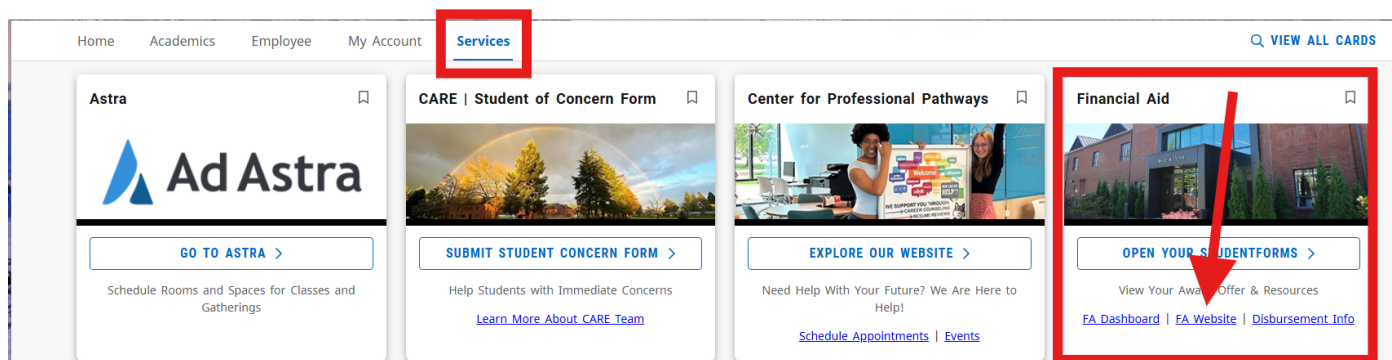
Scholarship Universe Account Setup & Access

These are the basic steps to account setup, accessing, and applying for scholarships through the Scholarship Universe system. It is important to have your ****StudentForms** set up before you can access Scholarship Universe.

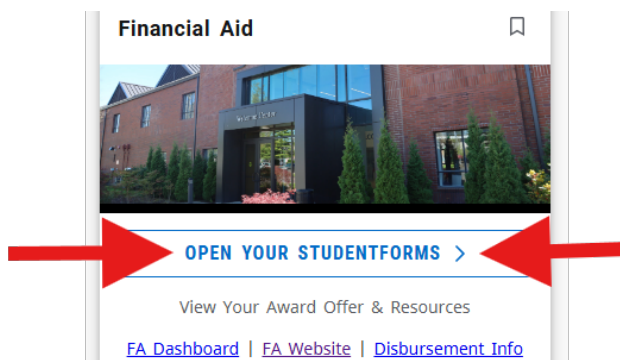
1. You must be an admitted student with a Western Oregon University (WOU) ID number (V number) to access the **Scholarship Universe** system.
2. Select the **Services** tab (upper right part of the screen).



3. Find the **Financial Aid** tile/card and click on the **FA Website link**:

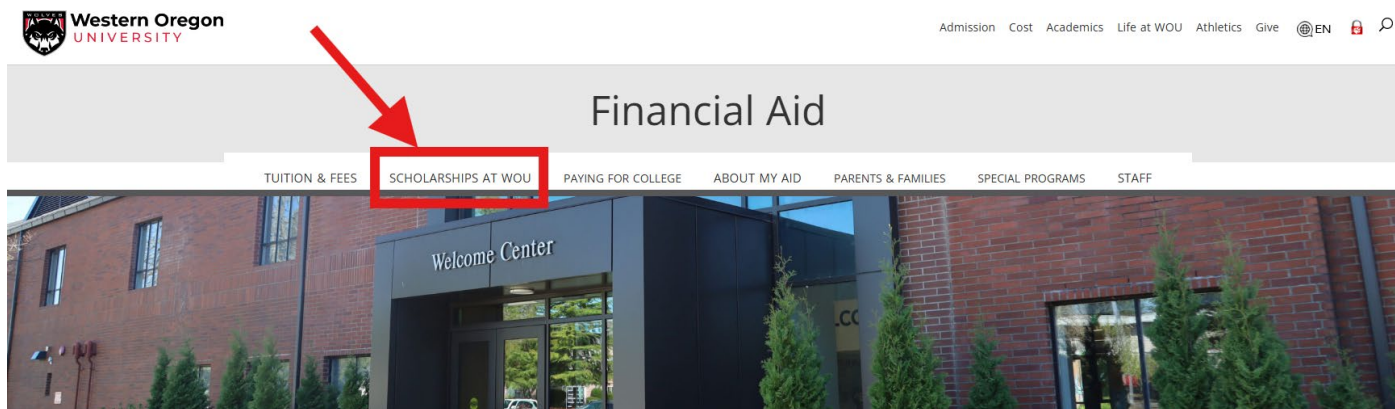


****IMPORTANT:** You must have your **Financial Aid - StudentForms** setup **before** you can move on to the Scholarship Universe system. If you aren't sure whether your **StudentForms** is setup and/or active, click on the **OPEN YOUR STUDENTFORMS** link listed on the Financial Aid Tile



Scholarship Universe Account Setup & Access

4. Click on the SCHOLARSHIPS AT WOU tab and scroll down to the APPLY FOR WOU SCHOLARSHIPS section.



APPLY FOR WOU SCHOLARSHIPS

Western Oregon University has partnered with ScholarshipUniverse to help students find an apply for two types of scholarships:

WOU Scholarships – offered by the university

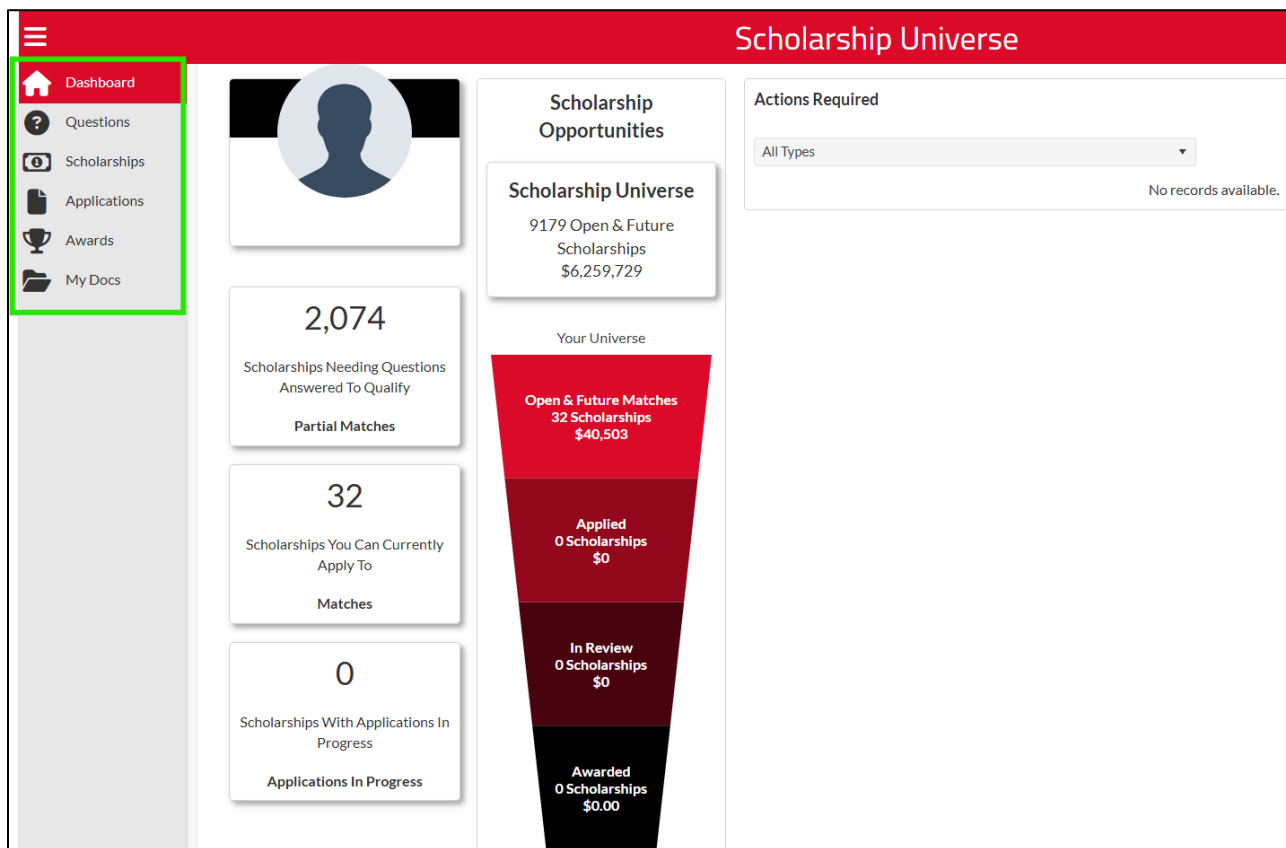
External Scholarships – offered by non-university affiliated organizations

ScholarshipUniverse can be accessed through your WOU Student Portal (the red Scholarship Icon) and is a scholarship matching platform that will help you identify scholarship opportunities based on your academic profile and answers to the questionnaire provided. Use ScholarshipUniverse throughout the year before the start of the academic year to maximize your scholarship opportunities.

5. Navigate to [Scholarship Universe page at wou.scholarshipuniverse.com](https://wou.scholarshipuniverse.com)
 - a. Create an account for **Scholarship Universe**.
 - b. It is very IMPORTANT that your account/profile information is correct when setting up your account/profile because most information cannot be changed in the future.
 - c. Your account information should match your FAFSA / ORSAA information (i.e. legal name, birth date, WOU email address, etc.)
 - d. Some default scholarships may appear, but it is strongly recommended that you complete the **Questions section** to get matched up with more scholarship applications.
 - e. The more questions you answer, the better the opportunities to get matched with scholarships.

Scholarship Universe Account Setup & Access

6. Once you are logged into **Scholarship Universe**, you will land on the *Dashboard*



7. Click **Scholarships** and you will have access to multiple tabs:

- Matches - List of scholarships of which you have met all of the matching requirements.
- Pinned - List of scholarships that you have pinned to your account using the button on each individual scholarship listed.
- Partial Matches - List of scholarships that you have met at least one requirement, but not all of the matching requirements.
- Application Submitted - List of scholarship applications for which you have already submitted (applied) for.
- Awarded - List of scholarships for which you have been awarded.
- Non-Matches - List of scholarships that you have been eliminated from due to not meeting the matching requirements.
- Not Interested - List of scholarships that you have marked as not interested in applying by using the "not interested" button.
- Report Scholarship - Allows you to select whether the scholarship is mismatched with scholarship requirements or a bad scholarship.

NOTE: Internal (WOU) scholarships are identified with a "building" icon. External scholarships are identified with a "globe" icon.

Scholarship Universe Account Setup & Access

8. To apply for a scholarship, select the ***Apply*** button to open the application.
9. Once you begin the application process, the ***Apply*** button will change to ***Continue application*** if you exit the application.
10. Verify and review eligibility for the scholarship.
11. If you need to edit any of the information, you may select the ***Edit*** button.
12. Once you have verified that all of your information is correct and you agree to provide any other information and/or documentation required, check the ***I Verify*** box and click ***Continue***.
 - You must complete all required sections of the application before you are able to successfully submit the application.
13. Click the ***Submit*** button to submit your application for that scholarship.
 - If you must leave the application before submitting it, you can return to the application later from the ***Applications*** screen or from the ***Scholarships*** screen.

If you have any questions or need further information the Financial Aid Office is located in the WOU Welcome Center and our office is open Monday-Thursday: 8am-5pm and Friday: 10am-5pm. Our office answers phone calls Monday-Friday: 10am-5pm. Walk-in appointments are available Monday: 9am-Noon and 1pm-4pm, Thursday: 2pm-4pm.

Feel free to contact the Financial Aid Office by phone at: 503.838.8475 or by email: finaid@wou.edu.