

SCC Scholarship Program Office

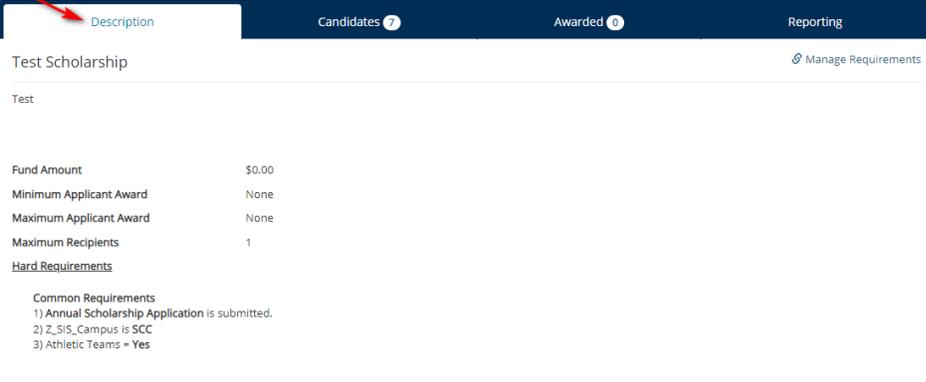
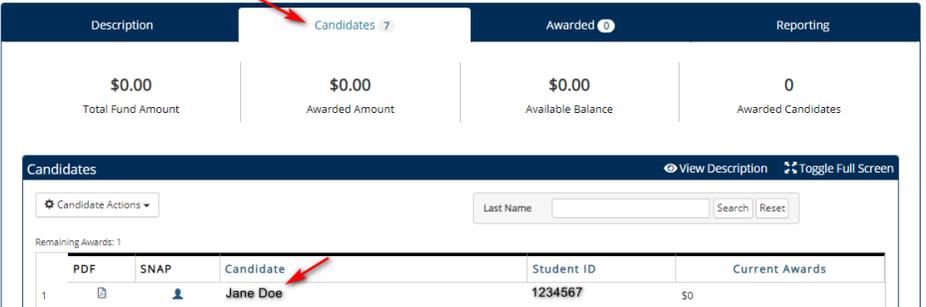
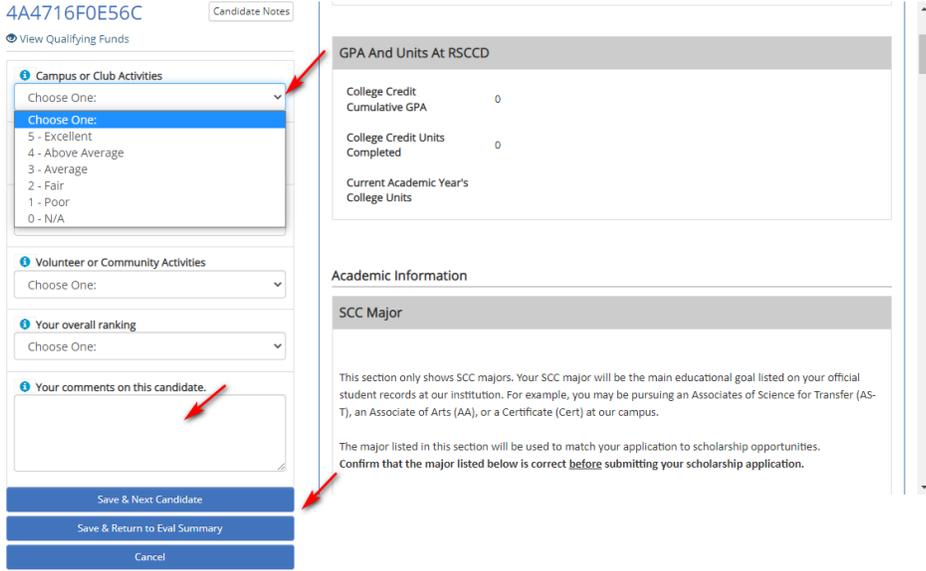
(714) 628-4702 | scholarship@sccollege.edu | www.sccollege.edu/scholarship

Online Scholarship Reviewer Guide

The SCC Annual Scholarship reviews are submitted all online. It is required that all reviewers use the online ranking system to score each applicant by the deadline. You may use the notes section to indicate preferred finalists. There are several scholarship applications opened throughout the academic year and each review period will have its own deadline. You can see the review deadline on the reviewer portal for each committee you serve on.

Follow the steps below to complete your reviews.

<p>Step 1.</p> <p>Access the Reviewer Portal at: https://sccollege.scholarships.ngwebsolutions.com/CMXAdmin/CmxContent.aspx?cpId=1392</p> <p>You will receive an email invitation to begin the review process. You can click the link in the email or copy and paste the link directly in your web browser. It's best to use Firefox or Chrome as your internet browser.</p>	<p>Dear Jane Doe,</p> <p>Thank you for participating in the scholarship selection process. Applications have now been assigned to your online portal for review. It is highly recommended that you use Firefox or Google Chrome as your browser when completing your reviews, as Internet Explorer is not compatible with the site. Please note, you will not receive another notification if additional applications are assigned to you once you begin the review process. You will be able to see all reviews assigned on your reviewer portal.</p> <p>To view the applications and access more information, copy and paste the link below into either Firefox or Google Chrome.</p> <p>https://sccollege.scholarships.ngwebsolutions.com/CMXAdmin/CmxContent.aspx?cpId=1392</p> <p>Select the "Committee Review Login" icon and use your Single Sign-On. If you are having issues with logging-in, contact the Scholarship Office.</p> <p>If you have questions or need assistance, please contact our office at (714) 628-4793.</p> <p>Thank you for your time and consideration.</p> <p>Scholarship Office 8045 E. Chapman Avenue Orange, CA 92869 (714) 628-4793 E-104</p>															
<p>Step 2.</p> <p>Sign In to Reviewer Portal</p> <p>Scroll to the bottom of the screen and select "Review Committee Login."</p> <p>The Single Sign-On screen will display. Enter your username and password.</p>	<p><i>dependence and notifications from this system, including application reminders and scholarship award offers, will be s bility to check your student email address on a regular basis.</i></p>  <p>Student Login</p> <p>Faculty/Staff <input type="button" value="Login"/></p> <p> Review Committee <input type="button" value="Login"/></p>															
<p>Step 3.</p> <p>Access the Scholarship Queue(s)</p> <p>The Committee(s) assigned to you will display under My Committees. Ensure the tab Academic Year 2022-2023 is selected. Click on the Committee Name.</p>	<p>My Committees Matching Home</p> <p>Academic Year 2022-2023 2 Academic Year 2021-2022 0</p> <table border="1"><thead><tr><th>Evaluations Open</th><th>Committee Name</th><th>Due Date</th><th>Group Review</th><th>Actions</th></tr></thead><tbody><tr><td>✓</td><td>Test Committee</td><td>3/31/2022</td><td></td><td>Actions ▾</td></tr><tr><td>✓</td><td>Test Committee 2</td><td>3/31/2022</td><td></td><td>Actions ▾</td></tr></tbody></table>	Evaluations Open	Committee Name	Due Date	Group Review	Actions	✓	Test Committee	3/31/2022		Actions ▾	✓	Test Committee 2	3/31/2022		Actions ▾
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✓	Test Committee 2	3/31/2022		Actions ▾												

<p>The Scholarship name(s) assigned for your review will display. Select the name of the Scholarship.</p>	<p>Test Committee My Committees > Committee Funds</p> 
<p>Step 4. Read the Opportunity Details</p> <p>Each scholarship is unique and has its own specific criteria. To aid in your evaluation of applicants, read over the scholarship description by selecting the "Description" tab.</p> <p>Some scholarships have criteria that cannot be filtered. For example, some scholarships require that certain courses are completed. This will be noted in the description as well.</p>	<p>Test Scholarship My Committees > Committee Funds > Description</p> 
<p>Step 5. Getting started</p> <p>Review applications by selecting the "Candidates" tab. A list will display with all the candidate's names. Click on a candidate's name to begin reviewing the application.</p> <p>You can always save your review and return to complete it at a later time.</p>	<p>Test Scholarship My Committees > Committee Funds > Candidates</p> 
<p>Step 6. Reviewing an application</p> <p>The rubric for review will appear as a set of questions to aid in your evaluation. You will select the score from the drop-down menu per category based on the information provided by the application. Please also include your comments for each candidate. Select "Save & Next Candidate" or "Save & Return to Eval Summary."</p>	<p>Read Candidate My Committees > Committee Evaluations > Read Candidate</p> <p>4A4716F0E56C</p> 

If you have any questions or need assistance, please contact our office at (714) 628-4702.