

How to Nominate a Student

1. Click the Plan button on the left-hand side
 - a. Select scholarships.
 - b. Click the pencil on the right-hand side of the scholarship you want to edit, which must be in the awards or review tab.
 - c. Go to the awards tab in the scholarship
 - d. Select the **Nominate** button if a student is not included in the candidate pool.
 - e. You must put in four 0's before the student's CMU ID, example "0000123456".

Result: The **Nominate** page displays.

2. Select **Scholarships** to nominate the student.
3. Click **Update Student** to add the student to the award view.
4. Then type in how much the student is awarded for each semester by clicking the number under the award amount.

Selecting cancel disregards the changes.

5. If a matching student is not found, you can enter student information.
 - a. Enter the student's **First Name**.
 - b. Enter the student's **Last Name**.
 - c. Enter the student's **Email**.
 - d. Select scholarships to nominate the student.
 - e. Click **Add Student**, to add the student to the award view.