ACADEMIC WORKS TRAINING GUIDE
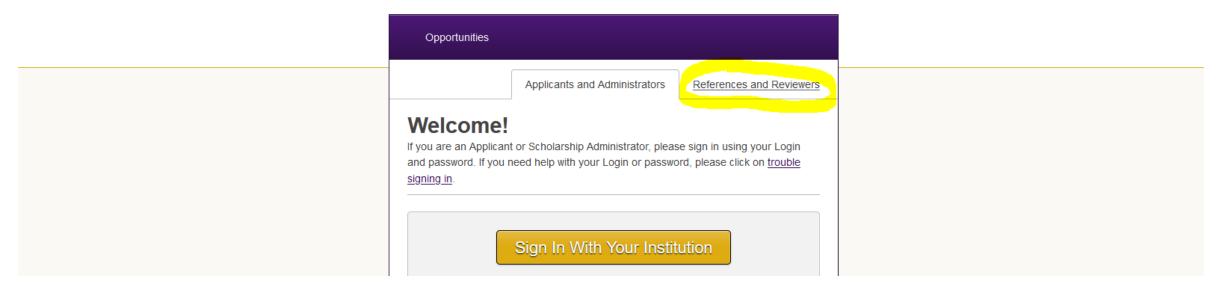
UNIVERSITY OF NORTH ALABAMA

ACADEMIC WORKS GUIDELINES

- The review periods for Academic Works are only open during certain time periods.

- Please do not access the system during down periods.

- If you have not been given review instructions from the Office of Student Financial Aid, please do not sign-in into the system until contacting our office.

- Review period timelines can be accessed through the Office of Student Financial Aid or Scholarship Manager, Hanna Littrell.

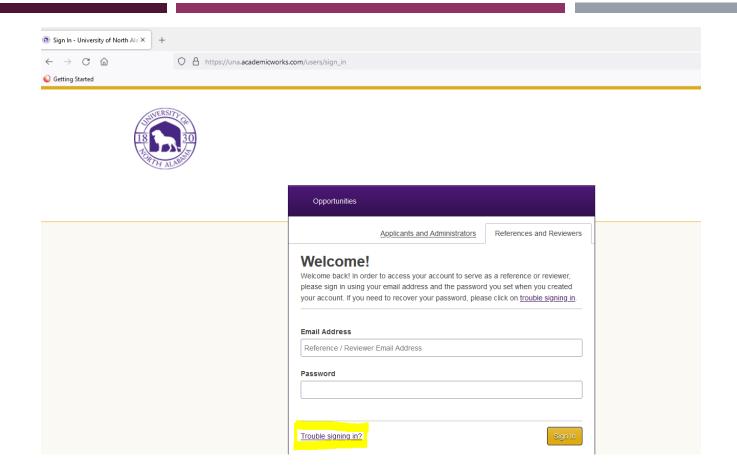- If you need assistance, please contact sfins@una.edu.

LINK TO SIGN IN

https://una.academicworks.com/users/sign_in

Once you arrive at the link, please click on the **References and Reviewers** tab.

- Then, click the **Trouble Signing In?** link.

- Please use this process to set your new password.

- **IF you remember your password from last year, please skip the trouble signing in step.** Please know that the reviewer password is separate from your current UNA Portal password. So, the password would still be the same as whatever password you entered last year.

- Once you are signed in, you should see a review page like above that lists the respective opportunities you are reviewing.

- By clicking "Assigned Reviews," you will see the applications for each student that qualifies for the respective scholarship.

- Once scholarship selections are made, please send your recipient information to Hanna Littrell, Scholarship Manager via e-mail (hlittrell1@una.edu).

- Selections can be entered into an Excel spreadsheet or a Scholarship Request Form (SRF).

HELPFUL TIPS FOR REVIEWING SCHOLARSHIP CANDIDATES

- If two or more scholarships have the same criteria, you should only go through the reviews for one of the scholarships in the system and pick your recipients for each scholarship from this group. This process eliminates reviewing the same candidates multiple times for the same criteria.

- **All scholarship recipients are required to have an endowed scholarship application on file to be awarded.**

- A recipient is not required to "match" to a scholarship to be awarded a specific scholarship. If you feel that the student meets the criteria and has an endowed application on file, this student may be awarded. This is where the overall spreadsheets can prove to be helpful.

- Please let me know if I can add additional filters to make reviewing a specific group easier for you.

QUESTIONS OR TROUBLE ACCESSING THE SYSTEM?

- Please contact Hanna Littrell, Scholarship Manager, at hlittrell1@una.edu or 256-765-4249.

- All pertinent scholarship information will come for Hanna or the Office of Student Financial Aid e-mail address (sfins@una.edu).