

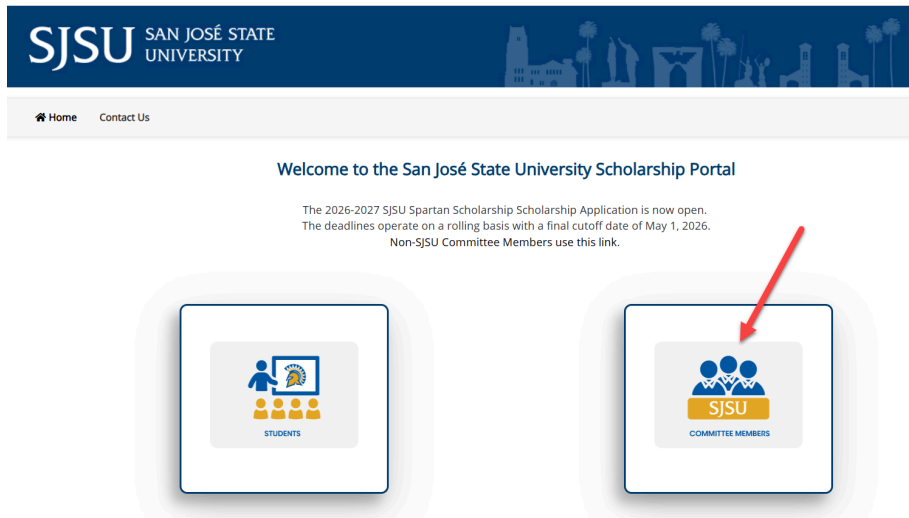
# SJSU Scholarship Guide

## For committee members:

Website to login: <https://sjsu.scholarships.ngwebsolutions.com>

If you are logging in for the first time, please contact the scholarship team at [scholarships@sjsu.edu](mailto:scholarships@sjsu.edu) so that you can be invited to the scholarship portal and create an account. Please confirm the committee you are assigned to.

Once you are logged in, Click on “Committee Members”



Members will see this screen based on Academic Year and their assigned committee group(s). If you do not see your assigned committee, please contact the scholarship team at [scholarships@sjsu.edu](mailto:scholarships@sjsu.edu).

## My Committees

Academic Year 2026-2027 <span>2</span>	
Type to filter	
Evaluations Open	Committee
✓	CHHS_Occupational Therapy Scholarships
✓	CHHS_Occupational Therapy_Kraft

Select a committee group to open the committee evaluations page. Members will need to click on the “Start Candidate Evaluation” button.

## CHHS\_Occupational Therapy Scholarships

[My Committees](#) / Committee Evaluations

### Review Process

Each candidate must be reviewed by **5** evaluating committee member(s) and each evali

#### Details

This committee uses *Anonymous Review*

Total candidates: **16**

You have approximately **16** candidates to review

You have reviewed **0** candidates

[Start Candidate Evaluation](#)



Members will then be taken to the “Read Candidate” page. The rubric and scoring fields are to the left and the applications responses are to the right. Comments can be added to the Optional Comments field for future reference or to communicate to the committee chair. Comments will NOT be shared with the student or fellow reviewers; they are intended to be used by the committee chair for award decisions.

### Read Candidate

[My Committees](#) > [Committee Evaluations](#) > [Read Candidate](#)

E3D15339CFD3

[Candidate Notes](#)

[View Eligible Scholarships](#)

#### CHHS\_OT - Campus Involvement/Service/Leadership

Choose One:

#### CHHS\_OT - Essay Responses

Choose One:

#### Optional Comments

[Save & Next Candidate](#)

[Save & Return to Eval Summary](#)

[Cancel](#)

### Applicant Information

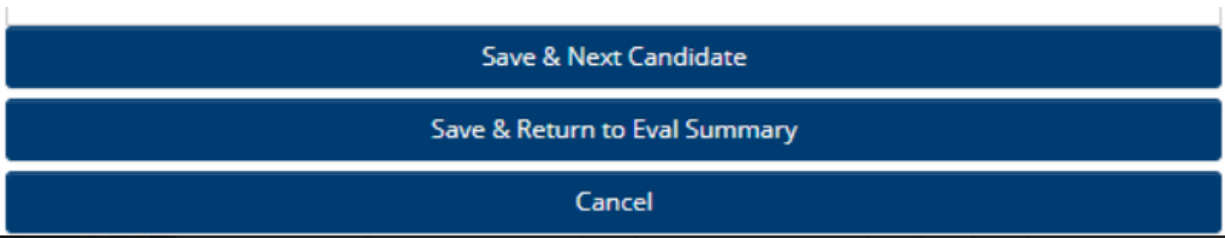
#### CHHS

##### General Questions

List the Departmental activities you participated in. Please only list those that are specific to your major department of study at SJSU. (Off campus activities already captured in the General / question you previously provided. If you are new to SJSU, please leave question blank.

Please choose one of the following: research, field work experience, work abroad—and explain how this would support your academic and professional goals within the College.

After a member scores the candidate they will have an option to save and go to the next candidate, save and return to the Evaluation Page\*, or cancel.



\* By clicking save and return to the Evaluation Page, members will be able to see the list of candidates that have already been scored. Members have the option to review and update their scores if necessary by clicking on the candidate's unique applicant number.

My Evaluations (7)			
Candidates	Rankings	Comments	Points
8EB0A279326C	✓	✓	63
9464F1B5F8B9	✓	✓	73
9BA56F070915	✓	✓	70
D9E3F99E5A7B	✓	✓	73

**Awarding process for Chairperson:** Chairpersons will need to be given administrative access to award candidates. To update or confirm your access, please contact the scholarship team at [scholarships@sjsu.edu](mailto:scholarships@sjsu.edu).

After logging in, click on the "Action" menu button. Chairpersons will see options to run matching, to view the evaluation page, and award candidates. Click on "Award Candidates"

#### My Committees

Evaluations Open	Committee	Start Date	Due Date	Group Review	Actions
	Business	4/4/2026	5/13/2026		Actions
	Business_1chor				
✓	Round 1: Initial Round	4/4/2026	5/13/2026		
	Business_World Changer				

From this page you can see the Scholarship Award fund names, the number of matched candidates, and other information.

## SJSU Scholarship Review Committee

[My Committees](#) / [Committee Funds](#)

Funds			
Awarding Open	Fund	Candidates	Last Matched
✓	<a href="#">SJSU General Scholarships</a>	4970	5/28/2026
✓	<a href="#">Koret Foundation Scholarship - EOP</a>	267	5/28/2026

Click on a Scholarship Fund name to access detailed information on the award and matched candidates.

There are four tabs available from the Scholarship Awards.

- The Description tab has award details, Hard Requirements, and Soft Requirements.
- The Candidates tab is where you can evaluate and rank candidates and provide comments.
- The Awarded tab will list the candidates who were awarded scholarship funds and how much.
- The Reporting tab allows you to customize reports to see only specific candidate information prior to exporting the data file.

To view candidates, click on “Candidates”.

### SJSU General Scholarships

[My Committees](#) / [Committee Funds](#) / [Review Candidates](#)

Description	Candidates	Awarded	Reporting
SJSU General Scholarships	4970	0	<a href="#">Requirem</a>
Fund Amount	\$999,999.00		
Minimum Applicant Award	None		
Maximum Applicant Award	None		
Maximum Recipients	99999		

On this page you will see the list of candidates and their scores. The last column will display the weighted points. Clicking on this twice will sort the scores from highest to lowest.

Search

Placeholder Awards	Soft Match	1) Essay Response: S...	2) Essay Response: P...	3) Extracurricular A...	4) Initiative & Self...	5) Creativity	Comments - Optional	Weighted Points
	CHAIRPERSON	CHAIRPERSON	CHAIRPERSON	CHAIRPERSON	CHAIRPERSON	CHAIRPERSON	CHAIRPERSON	
0	100%	no data	no data	no data	no data	no data	no data	0

To award students, click on the check box and then click on “Award Selected Candidate” button.

Candidates View Description Toggle Full Screen

Candidate Actions **Award Selected Candidates** Search

Remaining Awards: 99999

	Award	PDF	SNAP	Candidate	Current Awards	Placeholder Awards	Soft Match	1) Essay Response: S...	2) Essay Response: P...	3) Extracurricular
		PDF	SNAP					CHAIRPERSON	CHAIRPERSON	CHAIRPERSON
1	<input checked="" type="checkbox"/>	PDF	SNAP	[REDACTED] (20B3C127E342)	\$0	\$0.00	100%	no data	no data	no data
2	<input type="checkbox"/>	PDF	SNAP	[REDACTED] (FAC27482EFFC)	\$0	\$0.00	50%	no data	no data	no data

On this page, the award amounts can be entered for each semester. Click on save when finished.

Candidates (1)

Type to filter

Candidate	Fall	Spring	Notes
[REDACTED]	\$ 1000	\$ 1000	☰

Awards will be posted in the student accounts in PeopleSoft.

**Who to contact for questions and assistance:**

[scholarships@sjsu.edu](mailto:scholarships@sjsu.edu)