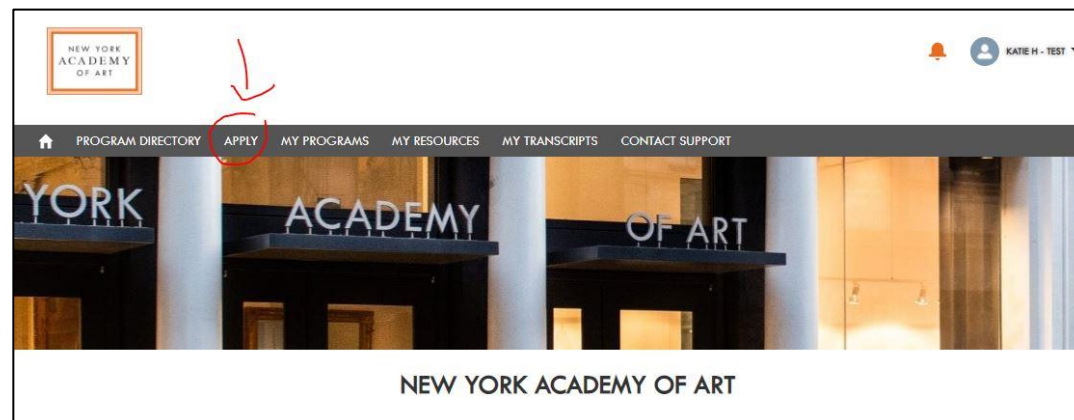




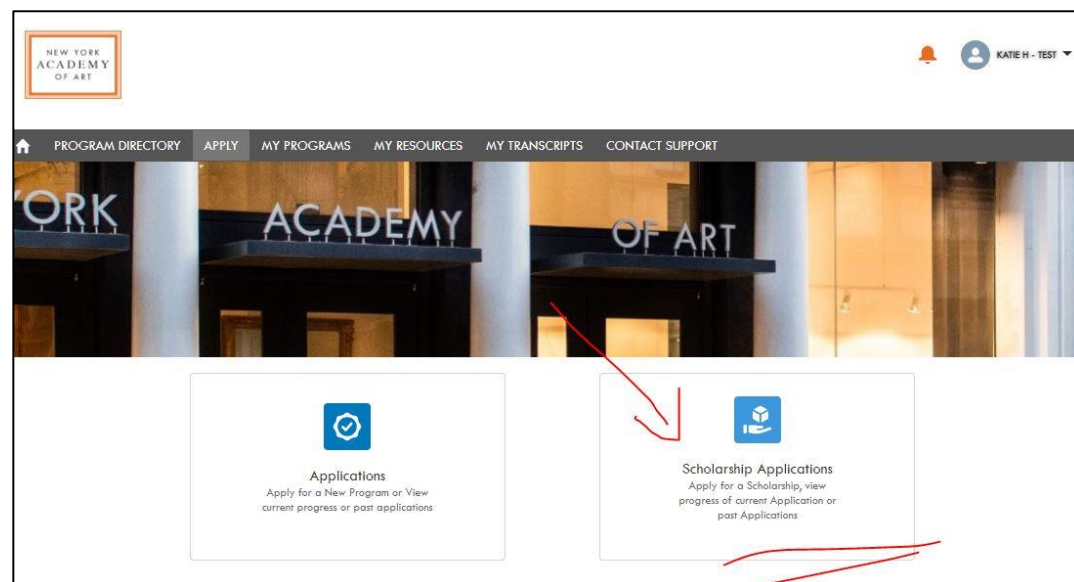
Scholarship Application Instructions

Sign into the Academy Portal and
navigate to the “Apply” tab

nyaa.force.com/portal/s/login



Click the “Scholarship Applications” tile



Click the “New” tab, then the Scholarship dropdown menu

Select the award you would like to apply for

Please check the eligibility requirements carefully before submitting your application

nyaa.edu/scholarships

The screenshot shows the NYAA (New York Academy of Art) website. The user is logged in as KATIE H - TEST. The navigation bar includes links for PROGRAM DIRECTORY, APPLY, MY PROGRAMS, MY RESOURCES, MY TRANSCRIPTS, and CONTACT SUPPORT. The main header features the NYAA logo and a large image of the academy building. Below the header, there are two tabs: COMPLETED APPLICATIONS and NEW. The NEW tab is selected, and a red circle highlights it. Below the tabs, a message reads: "Please do not use your browser Back Button to return to or edit a previous page when you are editing your application form". The main content area is titled "Scholarship Application" and greets the user with "Hi Katie,". It then says: "Greetings. To begin a new application, please select the scholarship that you will be applying for." Below this, there is a dropdown menu labeled "*Scholarship". The dropdown menu is open, showing a list of scholarship options: Academics Service Scholar Award 2021, Academics Service Scholar Award 2021, Academy Service Scholar Award 2021, Exhibition Service Scholar Award 2021, Federal Work Study Application 2021, LCU Student Housing Assistance Grant for Women 2021, Parsons Scholar Award 2021, Post-Graduate Fellowship Application 2021, SURP Faculty Application 2021, and SURP Teaching Assistant Volunteer Application 2021. A red circle highlights the dropdown arrow on the right side of the menu.

Click “Next”

This screenshot shows the same NYAA Scholarship Application page as the previous one, but with the dropdown menu closed. The list of scholarship options is now visible within the dropdown menu. A red circle highlights the "Next" button at the bottom right of the page, which is used to proceed to the next step in the application process.

Complete the required fields

Depending on the award, some fields may auto-populate with information from your account

Click “Next” to proceed, click “Back” to return to the preceding page

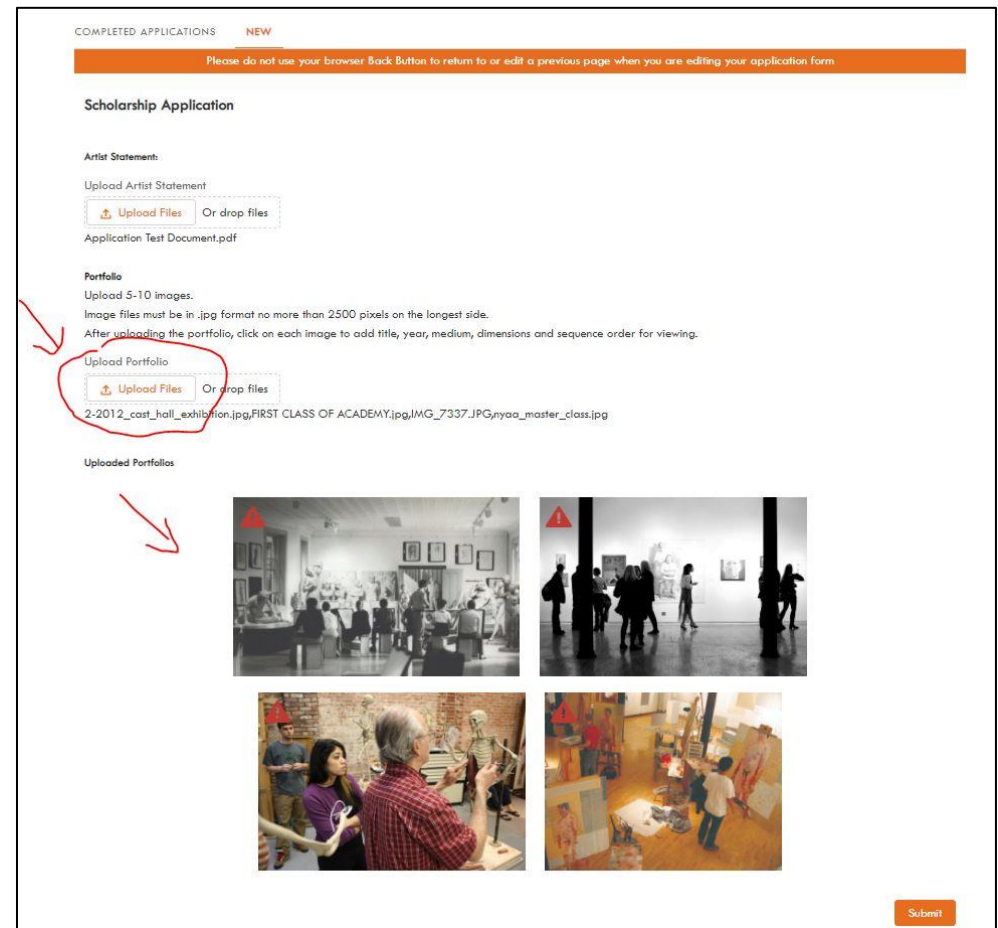
The screenshot shows the 'Scholarship Application' page for the New York Academy of Art. The page includes a navigation bar with links like 'PROGRAM DIRECTORY', 'APPLY', 'MY PROGRAMS', 'MY RESOURCES', 'MY TRANSCRIPTS', and 'CONTACT SUPPORT'. A warning banner states: 'Please do not use your browser Back Button to return to or edit a previous page when you are editing your application form'. The application details for the 'Academics Service Scholar Award' are provided. There are three text input fields for describing contributions, assisting the office, and past experience. A red arrow points to the 'Back' button at the bottom left, and another red arrow points to the 'Next' button at the bottom right, which is circled in red.

Click “Upload File” to select documents or click and drag from your desktop to the button to upload files

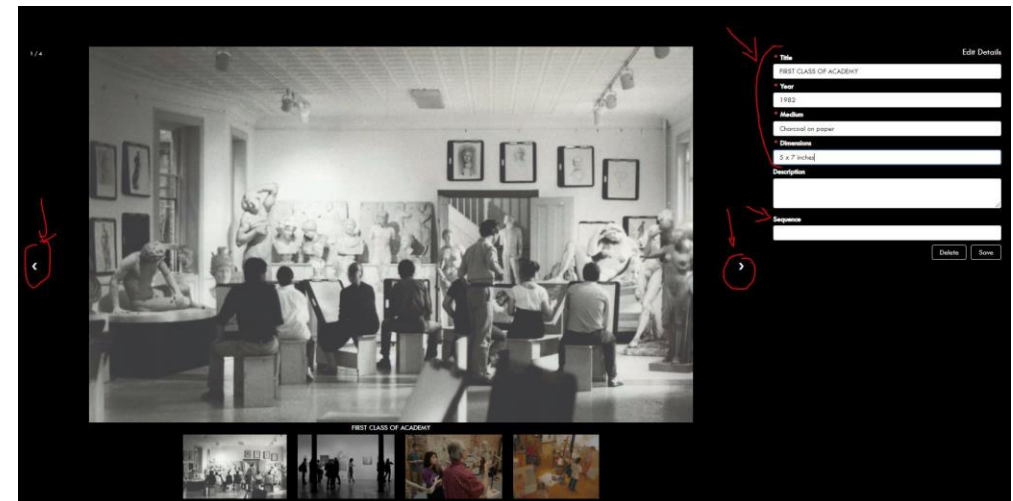
Once files have loaded, click “Done”

This screenshot shows the same 'Scholarship Application' page, but with the 'Upload Files' modal open. The modal displays a file named 'Application Test Document.pdf' (34 KB) with a progress bar and a green checkmark. The 'Done' button in the modal is circled in red. In the background, the 'Upload Files' button in the application form is also circled in red. A red arrow points from the 'Done' button in the modal to the 'Submit' button in the background form.

Click on any of the image thumbnails to enter detail information about the artwork



Remember to click “Save”



Name of the file(s) will appear below the upload button

Click “Submit”

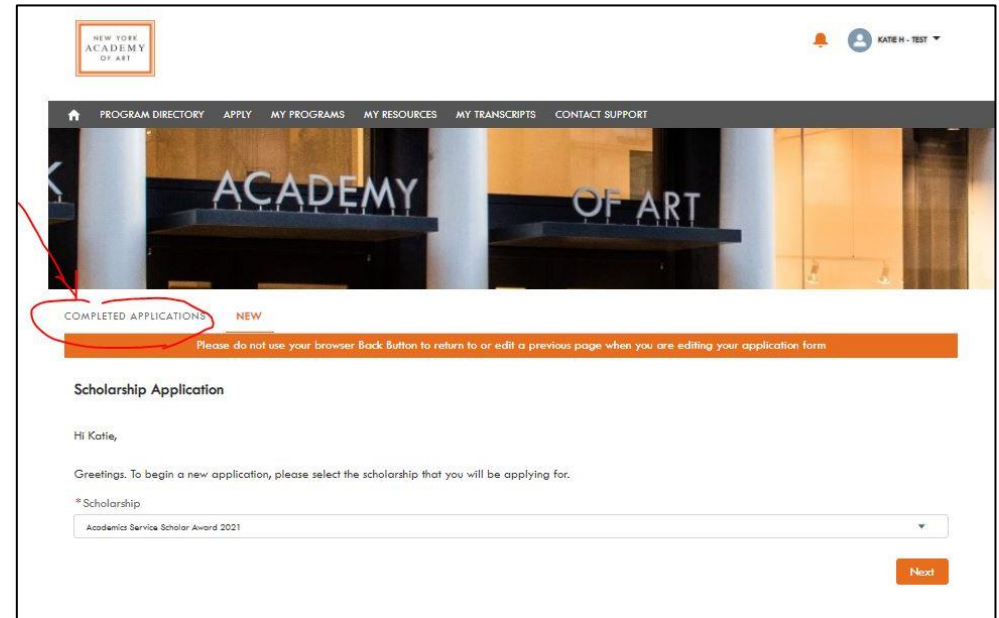
The screenshot shows the New York Academy of Art website interface. At the top, there is a navigation bar with links: PROGRAM DIRECTORY, APPLY, MY PROGRAMS, MY RESOURCES, MY TRANSCRIPTS, and CONTACT SUPPORT. Below the navigation bar is a large banner image with the text "ACADEMY OF ART". Under the banner, there are tabs for "COMPLETED APPLICATIONS" and "NEW". A warning message states: "Please do not use your browser Back Button to return to or edit a previous page when you are editing your application form". The main section is titled "Scholarship Application". Under this title, there is a section for "Professional Work Resume" with an "Upload Files" button and a link to "Or drop files". Below this, the filename "Application Test Document.pdf" is displayed. A red arrow points to the "Upload Files" button. At the bottom right, there is a red oval around the "Submit" button, with a red arrow pointing to it.

Once on the submission confirmation page, click “Finish”

The screenshot shows the New York Academy of Art website interface, similar to the previous one. The navigation bar and banner are the same. The "COMPLETED APPLICATIONS" tab is selected. A warning message states: "Please do not use your browser Back Button to return to or edit a previous page when you are editing your application form". The main section is titled "Scholarship Application". Below this title, there is a message: "Your scholarship application has been submitted." A red arrow points to the "Scholarship Application" title. At the bottom right, there is a red oval around the "Finish" button, with a red arrow pointing to it.

You will be directed back to the list

Once you have completed all your applications, click the “Completed Applications” tab



NEW YORK ACADEMY OF ART

PROGRAM DIRECTORY APPLY MY PROGRAMS MY RESOURCES MY TRANSCRIPTS CONTACT SUPPORT

ACADEMY OF ART

COMPLETED APPLICATIONS NEW

Please do not use your browser Back Button to return to or edit a previous page when you are editing your application form

Scholarship Application

Hi Katie,

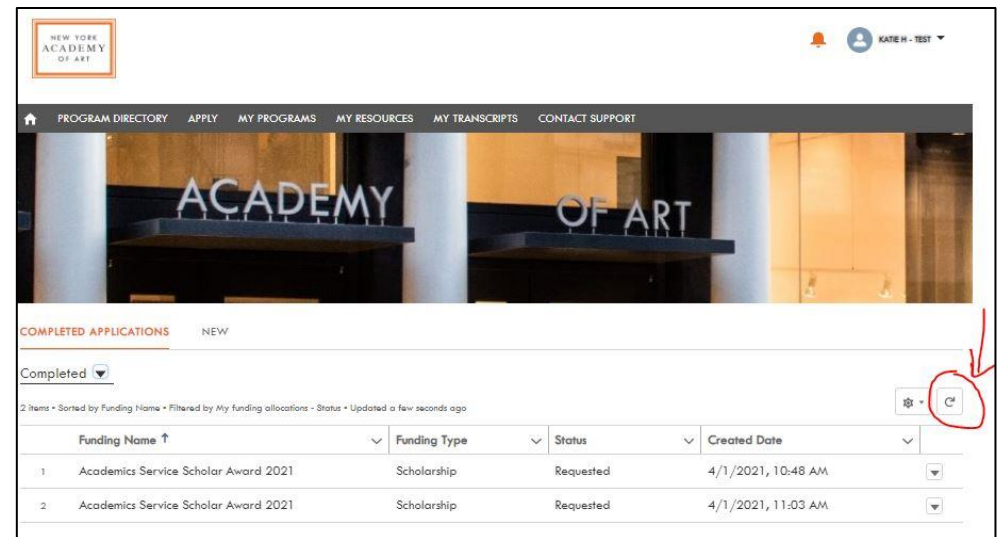
Greetings. To begin a new application, please select the scholarship that you will be applying for.

* Scholarship

Academics Service Scholar Award 2021

Next

Click the refresh arrow to see the list of applications you have submitted



NEW YORK ACADEMY OF ART

PROGRAM DIRECTORY APPLY MY PROGRAMS MY RESOURCES MY TRANSCRIPTS CONTACT SUPPORT

ACADEMY OF ART

COMPLETED APPLICATIONS NEW

Completed

2 Items • Sorted by Funding Name • Filtered by My funding allocations • Status • Updated a few seconds ago

	Funding Name ↑	Funding Type	Status	Created Date	
1	Academics Service Scholar Award 2021	Scholarship	Requested	4/1/2021, 10:48 AM	
2	Academics Service Scholar Award 2021	Scholarship	Requested	4/1/2021, 11:03 AM	