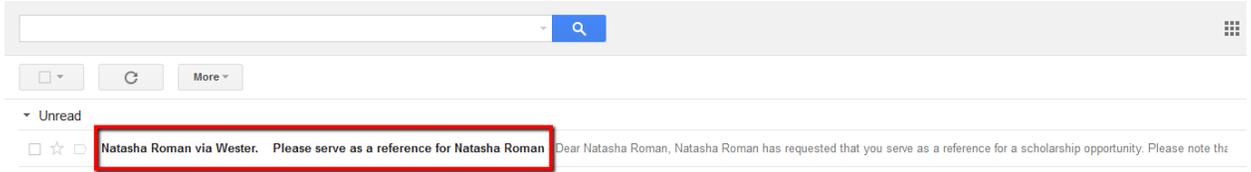
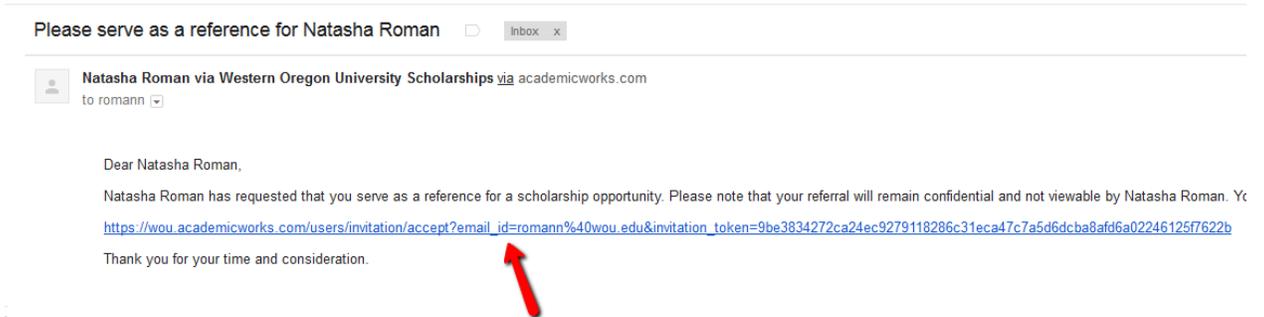


How to nominate a student for the ASPIRE scholarship:

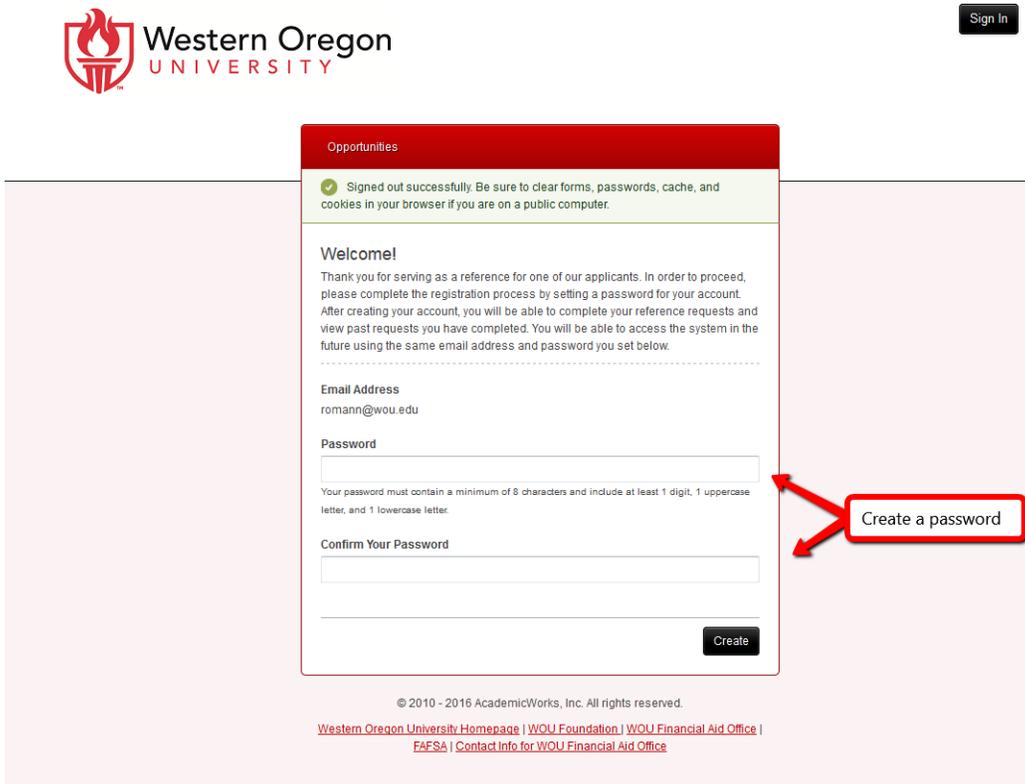
1. You will receive an e-mail from the WOU scholarship database once the student has added your information to their ASPIRE scholarship application and submitted their application



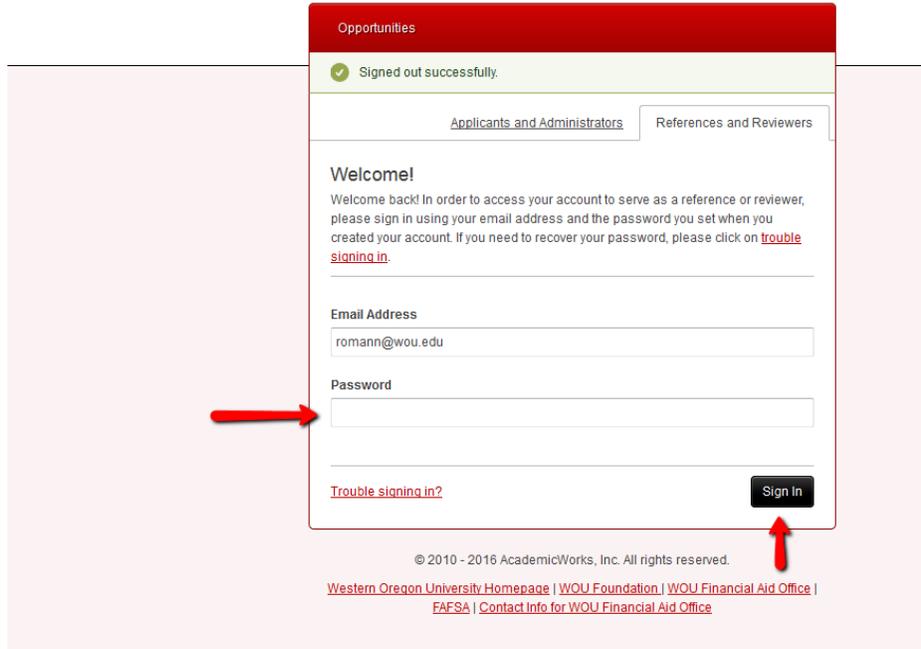
2. Open the e-mail and click on the link provided



3. If this is the **first time** you have logged into the Reference Portal, you will be asked to create a password to access the Reference Portal
****Keep track of your password. You will need it to log into the Reference Portal when you complete other nominations****

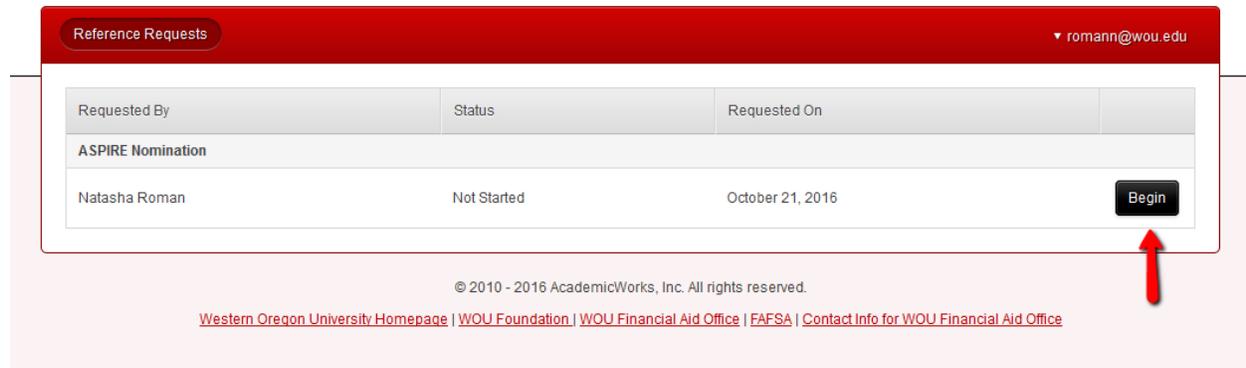


If you have logged into the Reference Portal before, your e-mail address will be prepopulated and all you will need to do is enter your password and click “Sign in”



The screenshot shows the "Opportunities" section of the Reference Portal. At the top, a green message box says "Signed out successfully." Below this are two tabs: "Applicants and Administrators" (selected) and "References and Reviewers". A "Welcome!" message follows, with instructions to sign in using an email address and password. The "Email Address" field is prepopulated with "romann@wou.edu". The "Password" field is empty, with a red arrow pointing to it. A "Sign In" button is located at the bottom right of the form, also with a red arrow pointing to it. A "Trouble signing in?" link is positioned to the left of the button. At the bottom of the page, there is a copyright notice and several links: "Western Oregon University Homepage", "WOU Foundation", "WOU Financial Aid Office", and "FAFSA | Contact Info for WOU Financial Aid Office".

4. Click on the “Begin” button



The screenshot shows the "Reference Requests" section of the Reference Portal. The user's email address, "romann@wou.edu", is displayed in the top right corner. Below this is a table with the following data:

Requested By	Status	Requested On	
ASPIRE Nomination			
Natasha Roman	Not Started	October 21, 2016	Begin

A red arrow points to the "Begin" button in the table. At the bottom of the page, there is a copyright notice and several links: "Western Oregon University Homepage", "WOU Foundation", "WOU Financial Aid Office", and "FAFSA | Contact Info for WOU Financial Aid Office".

- Click “Yes” or “No” to the question “Would you like to nominate this student” and then click Submit

A screenshot of a web form titled "Reference Requests" for user "romann@wou.edu". The form is for a student named "Natasha Roman". It contains a section "Describe This Applicant" with a question: "★ Would you like to nominate this student for the ASPIRE scholarship". Below the question are two radio buttons: "Yes" and "No". The "Yes" radio button is selected. At the bottom right of the form are "Save" and "Submit" buttons. A red arrow points to the "Submit" button. The footer contains copyright information and links to university resources.

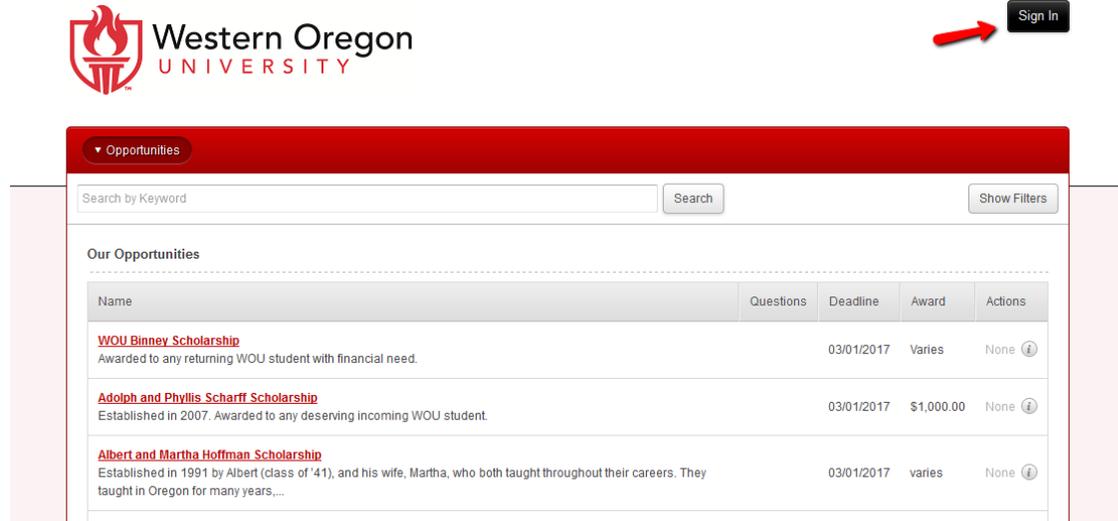
If you do not want give your nomination for the student immediately you can save your Reference Request and come back later.

To save your Reference Request click the “Save” button

A screenshot of the same web form as above, but with the "No" radio button selected under the question "★ Would you like to nominate this student for the ASPIRE scholarship". A red arrow points to the "Save" button at the bottom right of the form. The footer contains copyright information and links to university resources.

To complete a saved Reference Request:

1. Log in to the Reviewer Portal on wou.academicworks.com



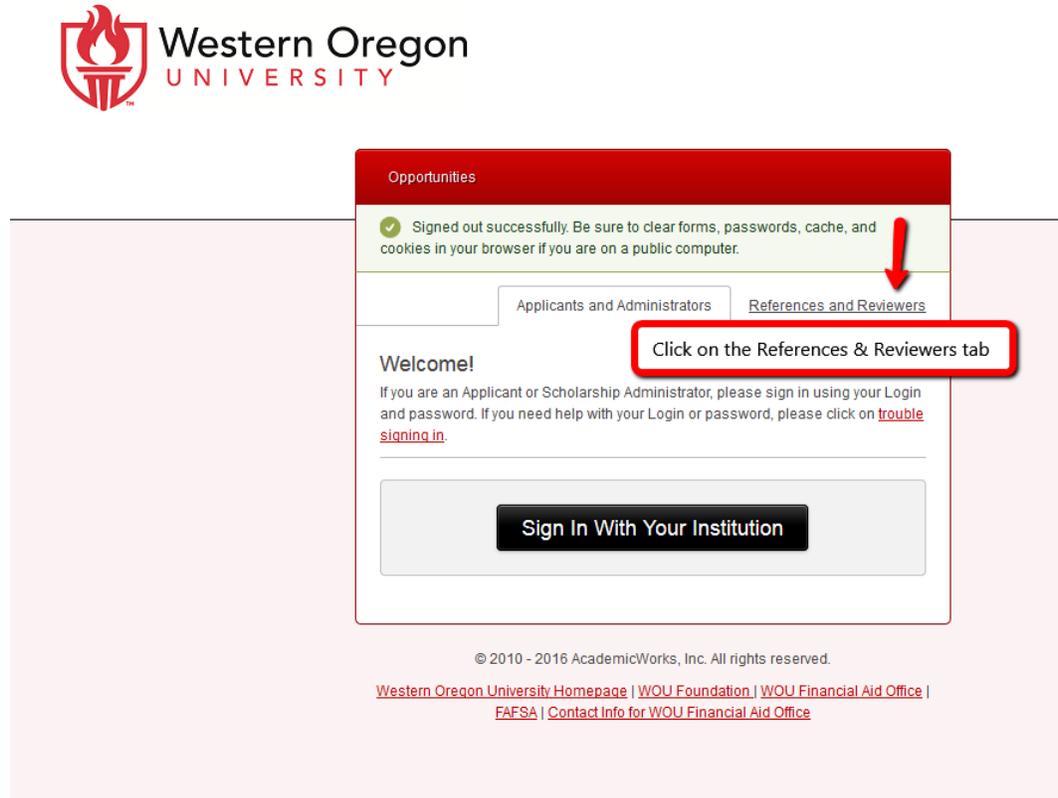
Western Oregon UNIVERSITY

Opportunities

Search by Keyword Search Show Filters

Our Opportunities

Name	Questions	Deadline	Award	Actions
WOU Binney Scholarship Awarded to any returning WOU student with financial need.		03/01/2017	Varies	None ⓘ
Adolph and Phyllis Scharff Scholarship Established in 2007. Awarded to any deserving incoming WOU student.		03/01/2017	\$1,000.00	None ⓘ
Albert and Martha Hoffman Scholarship Established in 1991 by Albert (class of '41), and his wife, Martha, who both taught throughout their careers. They taught in Oregon for many years...		03/01/2017	varies	None ⓘ



Western Oregon UNIVERSITY

Opportunities

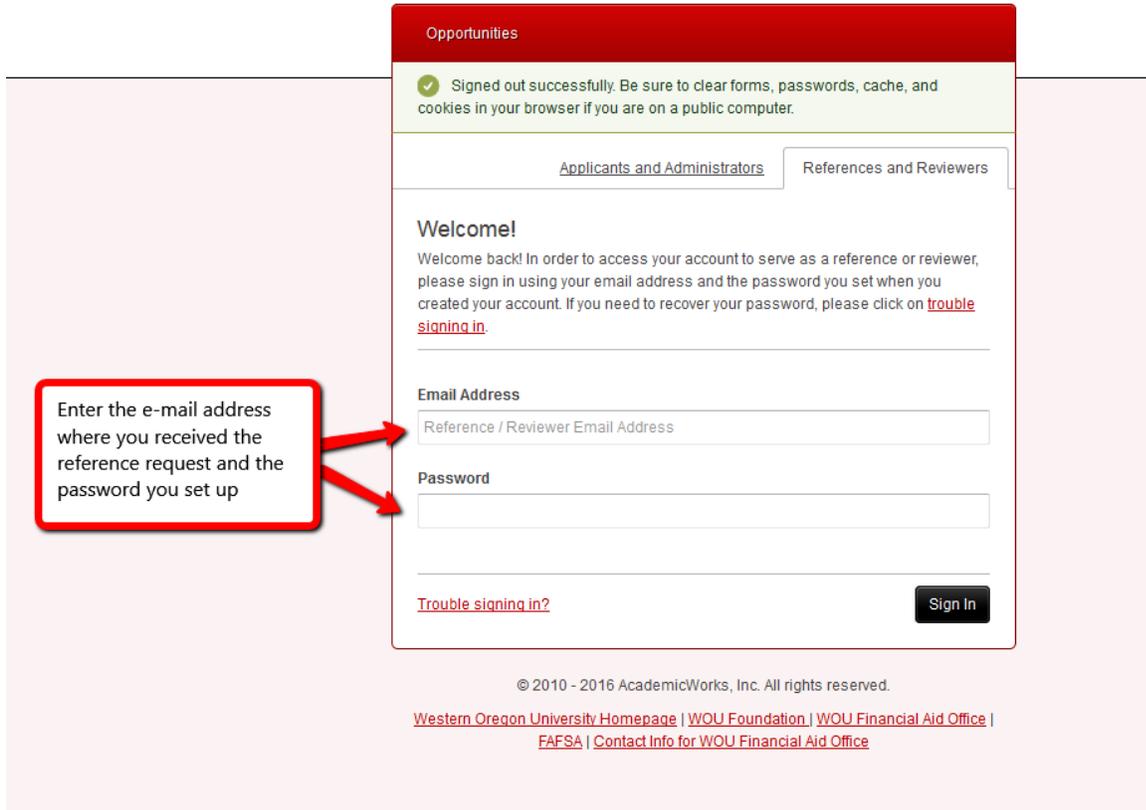
✔ Signed out successfully. Be sure to clear forms, passwords, cache, and cookies in your browser if you are on a public computer.

Applicants and Administrators **References and Reviewers**

Welcome!
If you are an Applicant or Scholarship Administrator, please sign in using your Login and password. If you need help with your Login or password, please click on [trouble signing in](#).

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Opportunities

✔ Signed out successfully. Be sure to clear forms, passwords, cache, and cookies in your browser if you are on a public computer.

[Applicants and Administrators](#) | [References and Reviewers](#)

Welcome!
Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using your email address and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#).

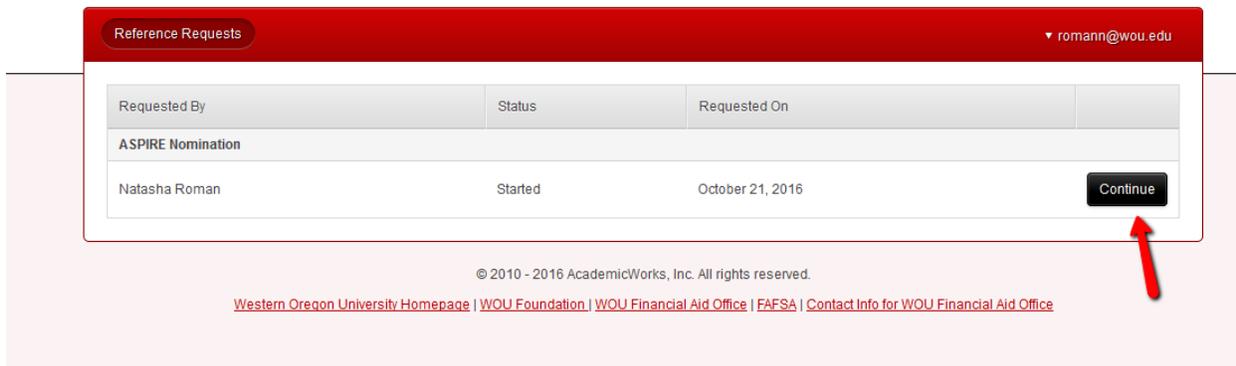
Email Address
Reference / Reviewer Email Address

Password

[Trouble signing in?](#)

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2. Click "Continue" next to the Reference Request you wish to complete



Reference Requests ▼ romann@wou.edu

Requested By	Status	Requested On	
ASPIRE Nomination			
Natasha Roman	Started	October 21, 2016	<input type="button" value="Continue"/>

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3. Once you have completed your reference, click "Submit"



Reference Requests ▼ romann@wou.edu

Natasha Roman

Please complete this reference if you would like to nominate this student for the ASPIRE scholarship at Western Oregon University. Remember each ASPIRE program can only nominate **two** students.

Describe This Applicant

★ Would you like to nominate this student for the ASPIRE scholarship

Yes

No



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