

## Scholarship Application Documentation Process

This years scholarship application will be open March 1-April 15.

### To ensure a smooth application process, please follow the steps outlined below:

If you are currently a Centralia College Student please skip to Step 1.

Remember, scholarships are not awarded on a first-come, first-served basis.

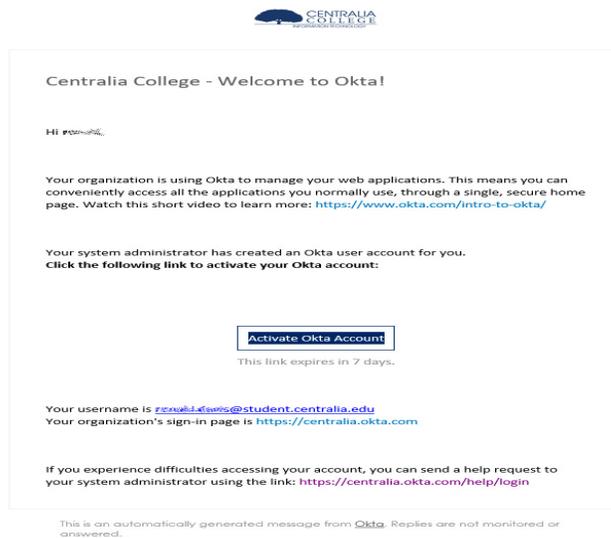
- To qualify for scholarships, you must first complete the admission process. Submit an admission form online now ([here](#) or [SBCTC - OAA - Register](#))
- Once your admission form is processed, you will receive a Centralia College Portal Activation email from OKTA. It may take up to 72 hours (about 3 days) to receive the OKTA activation email.

Please keep an eye on your inbox for this important communication.

### OKTA Account Activation:

- Once you receive the email from Centralia College, you will be asked to sign into OKTA, our secure authentication system. It may take up to 72 hours (about 3 days) to receive the OKTA activation email. Please be patient.
- If you do not receive the OKTA activation link within 72 hours (about 3 days) and it is not in your junk/spam folder, contact the IT HelpDesk at [helpdesk@centralia.edu](mailto:helpdesk@centralia.edu).

This is what the OKTA email will look like:



### Troubleshooting:

If you have successfully activated your OKTA account and can log into your student email ending with "@student.centralia.edu," but encounter difficulties accessing the scholarship application, please reach out to the Foundation Office at 360-623-8942 for further assistance

## Scholarship Application:

- After activating your OKTA account, you can proceed to complete the scholarship application

1 Navigate to <https://centralia.academicworks.com/applications>



My Applications   ▾ Opportunities

### Our Opportunities

Welcome to the Centralia College Foundation Scholarship Homepage  
The scholarship application will be open March 1 – April 15. The new, simplified application should take around 20-30 minutes to complete. Late applications will not be accepted.

To apply, log in to the scholarship portal using the login button on the upper right of the page  
Do not use Internet Explorer as your browser. Internet Explorer does not work properly with the scholarship application system.

For assistance with your student email address or password, please visit the [Centralia College IT-Web Services webpage](#) or contact the Centralia College IT Helpdesk at (360) 822-8910 or [helpdesk@centralia.edu](mailto:helpdesk@centralia.edu).

**THE SCHOLARSHIP APPLICATION**

- There is a single application for all the scholarships listed below!
- Running Start students are not eligible.
- There is only one application for all of our scholarships.
- Please be sure to fill out **both sections of the scholarship application**. Yes, there are TWO sections to complete! You will not be considered for any scholarship if you do not submit both the general application and either the 2 Year (Associates) or Bachelors of Applied Science application.
- Essays should be 4-6 sentences. Incomplete or poor essays may disqualify you from scholarship awarding.

For more information on scholarships see the [Foundation Scholarships Page](#).

2 Locate the sign-in button at the top of the page. It's highlighted in blue. Click on it.

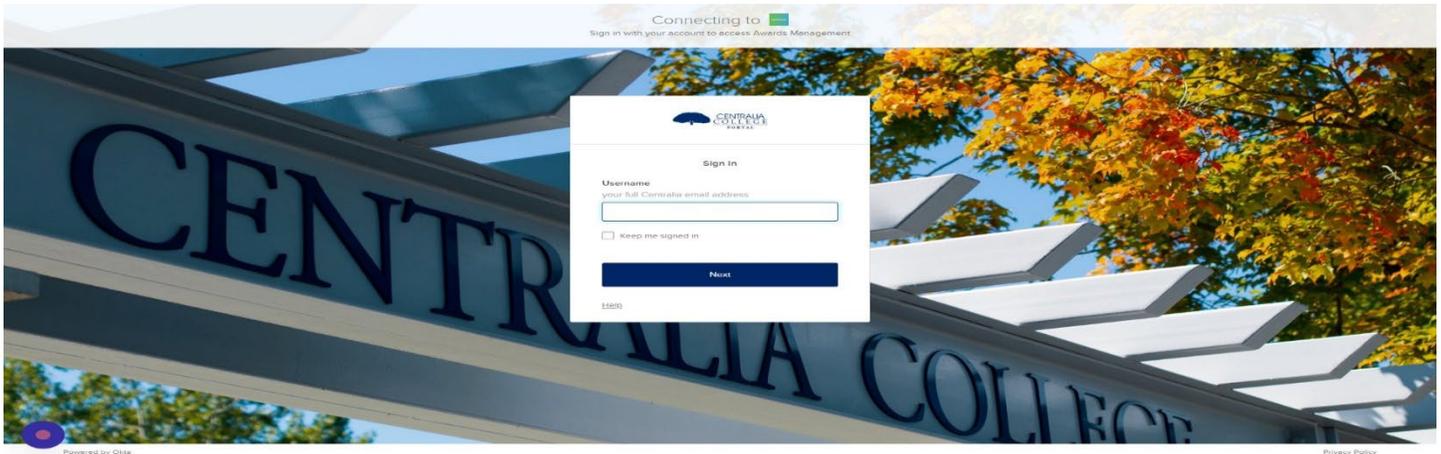
Tip! You will be redirected to the [sign-in page](#).

The screenshot shows the scholarship application homepage. At the top right, there is a blue "Sign In" button. Below the navigation bar, the page title is "Our Opportunities". The main content area contains a welcome message, instructions on how to apply, and a list of scholarships. A search bar is located below the list of scholarships.

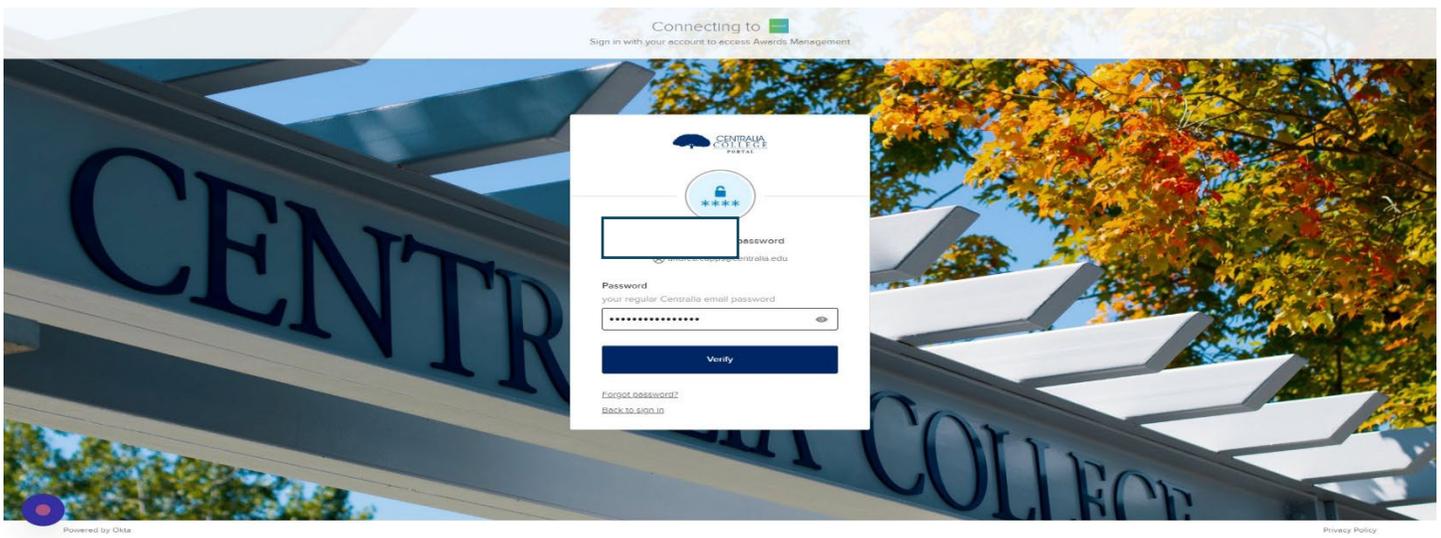
3. Once again, click on the sign-in button.

The screenshot shows the sign-in page. At the top, there is a "Sign In" button. Below it, there is a "Welcome!" message and instructions on how to log in. There are fields for "EMAIL" and "PASSWORD". Below the fields, there is a "Sign In" button. At the bottom of the page, there is a copyright notice: "© 2024 Dockbound, Inc. All rights reserved. Centralia College".

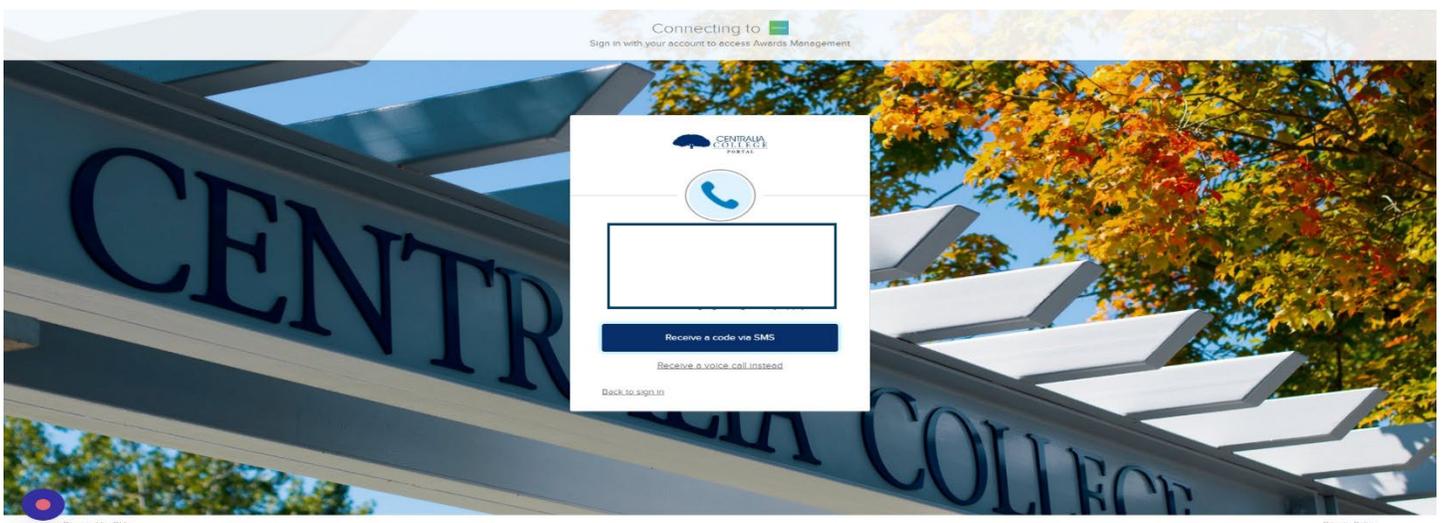
4. Click the "Username" field. Enter your student email address in the format First.lastName@student.centralia.edu, then click on the "Next" button.



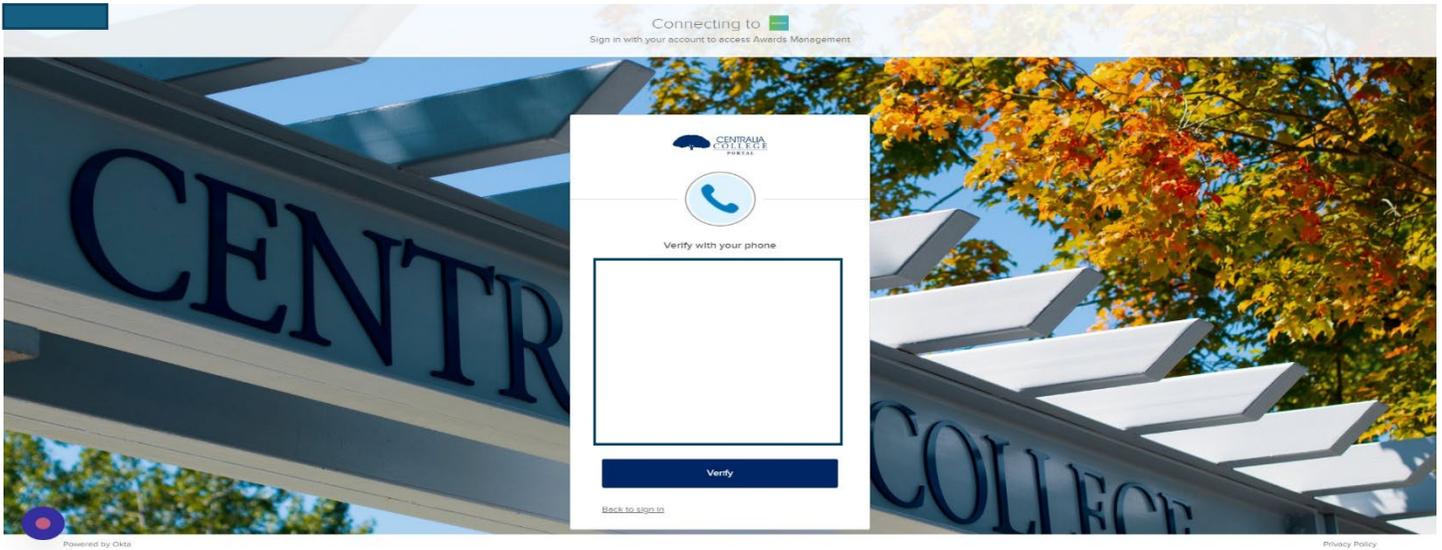
5. Click the "Password" field. Enter the password that you have previously established for your student account.



6. You will be prompted to verify your identity using your phone number. Choose either phone call or text message, depending on your preference and the information you've previously set up.

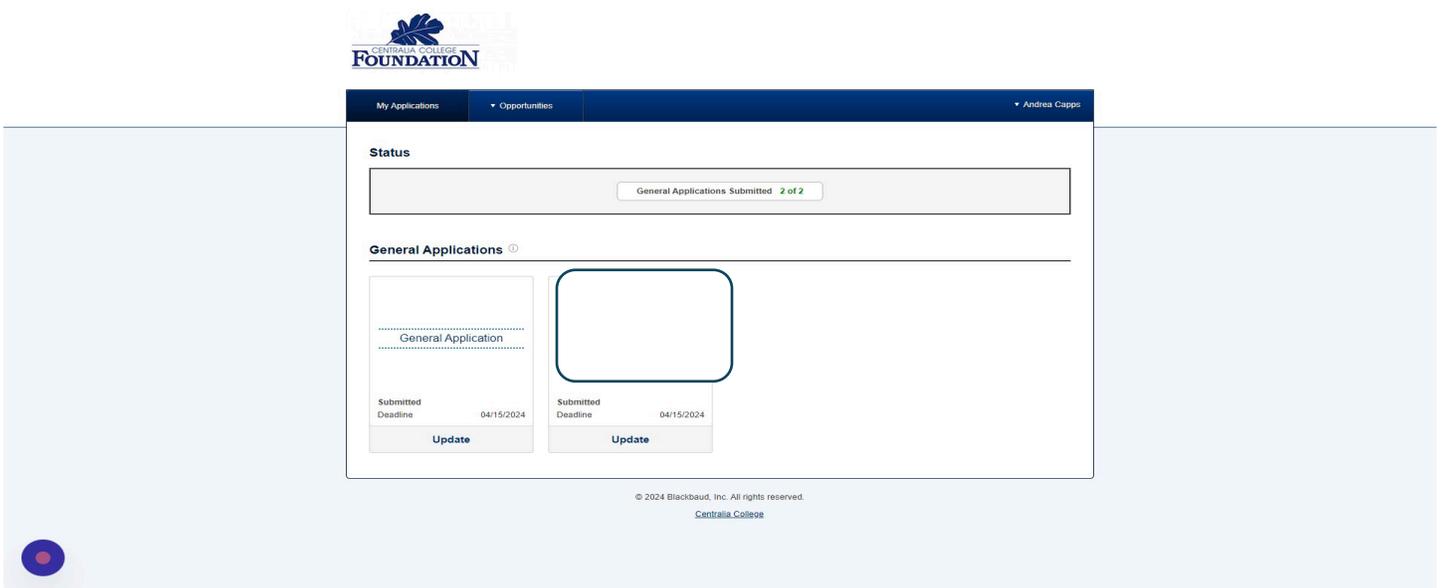


7. Enter the verification code sent to your device and click on the "Verify" button.



If everything is correct you will then be redirected back to [https://centralia.academicworks.com/applications]

8. Then Select the "General Application" to begin the scholarship application process.



9. Fill out the form to the best of your ability.

10. Click this button.

