

AcademicWorks User Guide

1. Log onto the Scholarship Portal using this link: <https://mscok.academicworks.com/>
2. Click **Sign Up**
3. Type in your **Murray Student email** (you will receive this when accepted to MSC) and create **your own password** (help text and password specifications will be listed in small type below the password box).
4. Once you have Signed Up you will receive a **confirmation link** in an email from Academicworks (account scholarships@mscok.edu). This link will be sent to your **Murray Student Email Account**.
5. Sign in to your Murray Student Email. If you have not already done this please go to the **MSC homepage**, "Email" will be in a **red bar on the upper right side of the homepage**, click email. Once on the email page click the blue button that says **Click Here to Go to Email**. Your sign in information for your email is as follows:

Example: Fred Jones; jone6789@student.mscok.edu; ID 123456789

Username: jone6789 (**First four letters of last name, last four numbers of ID**)

Password: 123456789 (**STUDENT ID NUMBER**)

6. Click the email and the confirmation link for Scholarship Portal. This should automatically take you to the General Application but you may have to Sign In. To Sign In please use your **Murray student email address** and the **password you created** when Signing Up.
7. You can complete the General Application in one sitting or **you can save and keep editing**.

Please take your time on the essay.

For questions, please email scholarships@mscok.edu or call the Financial Aid office at 580-387-7220.