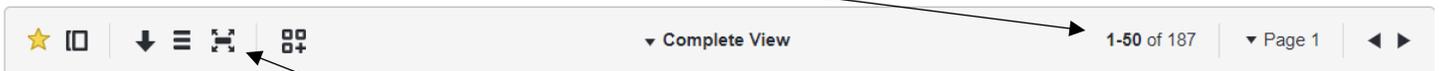


Sorting / Filtering the Applicant Pool for Auto-Match and Apply-to Opportunities

- Select Opportunity > Portfolios > Opportunities
- Locate the desired opportunity and correct Academic Year
- Click View
- Click the Applications tab
- Under Category, select Submitted – all auto-match and submitted applications are available for viewing. In the menu bar, there should be a number and total number of applicants listed (example below).



- Click on the Expand button in the Menu Bar (when needed, click again to contract).
- Using the bottom scroll bar, scroll over to see all the data fields available for sorting.
- Sort by clicking on a specific category title, i.e., to sort by Overall GPA, click once on the title to sort lowest to highest, click again to sort highest to lowest
- Sorting may only be executed by one category at a time. Information on the grid can be downloaded into an excel spreadsheet to sort by multiple categories at a time. Please see the *Generate and Download an Excel Report* instructions.

The columns may be adjusted by placing your cursor on the line separating the column titles with a click and drag.

View – click on View to view the applicant’s general application field answers as well as any apply-to answers, if applicable.

Award Instructions for Program Director Selected

Please note that Internet Explorer is not compatible with this program.

Log on with your TU credentials: https://towson.academicworks.com/users/sign_in

Select Opportunity > Portfolios > Opportunities.

If more than one opportunity (scholarship) appears, search for the opportunity by entering the Portfolio Project ID or Name in the box under the named column.

Select the opportunity by clicking View. Please ensure the correct Academic Year has been populated. This information is located under the name of the scholarship in the left corner.

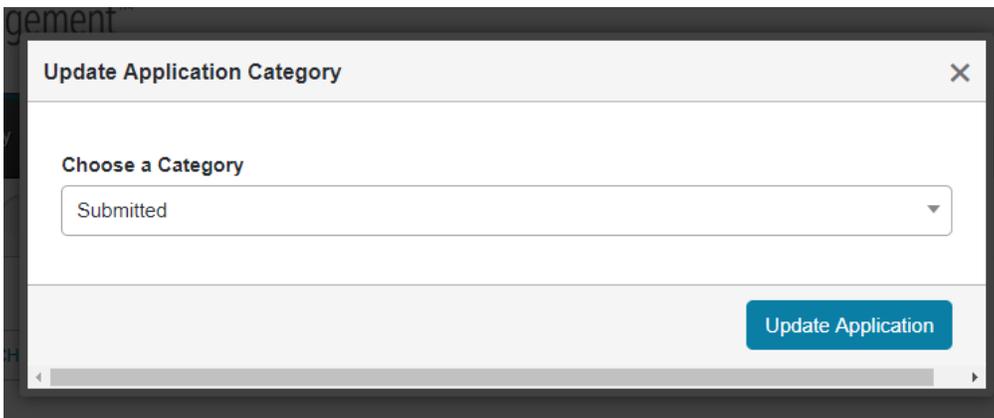
If it is the wrong academic year, hover over the Academic Year listed and select the correct year in the dropdown box.

Click on Applications tab.

Click VIEW on the selected recipient (*search for the recipient by entering their name in the box under the Name column*).

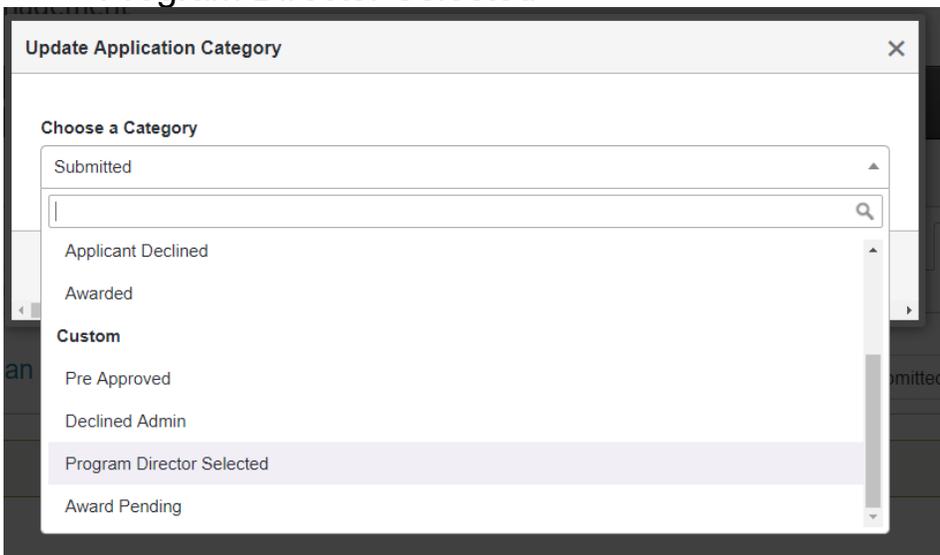
Click SUBMITTED in the upper right corner or DRAFTED for force-apply applicants.

Click on the down arrow in the Submitted or Drafted menu box.



Scroll down and under **Custom** select:

- Program Director Selected



This will take you to the next screen where the award amount and award period are entered.

Update Application Category ✕

Choose a Category

Program Director Selected ▼

Update Amount

Suggested: \$0.00

Award Period

Choose an Award Period ▼

Initial Opportunity Fund Information		Award Information	
Opportunity Amount	\$0.00	Opportunity Awards	1
Committed Amount	(\$0.00)	Committed Awards	(0)
Total Remaining Amount	\$0.00	Total Remaining Awards	1

Applicant Information

Current Encumbered Applications	0
Current Encumbered Amount	\$0.00
Current Renewal Applications	0
Current Renewal Amount	\$0.00

[Update Application](#)

Please manually type the amount. The suggested amount will not transfer. Select the intended award period. If Fall and Spring are selected, the amount entered will be divided equally between both semesters. Click the Update Application box.