Academic Works
Step-by-Step Guide

wayne.academicworks.com

Academic Works Terms
Opportunity = Scholarship
Apply-to = Scholarship which requires the applicant to provide more information
Conditional Application = Applications specified to certain Colleges/Departments
Logging In

1. Students can log in using their AccessID credentials.

2. Students select their option.

3. Students enter their AccessID and password.
When applicants log into AcademicWorks for the first time, the first thing they will encounter is the General Application.

Note: Wayne State University’s AcademicWorks system has chosen to "Create Users Upon Import", which means students may skip the General Application and will still be considered for auto-match awards.
The AcademicWorks system includes data imports, which applicants will see an "Applicant Record" item included in their application progress bar to the left side of the screen. Applicants who click on the "Applicant Record" item will be able to view selected information included in their institutional record.
A Conditional Application will appear to qualified applicants, based on their major, upon the saving or submission of the General Application. (This will also be shown as an item in the application progress bar.)
After completing the General Application (and any Conditional Applications the applicant may be presented with), applicants will be directed to the Recommended Opportunities page where the applicant will see any Apply-To opportunities for which the system determines that they may be qualified for. The applicant can then click "Apply" for any of these opportunities that they haven't yet applied for.
The Applications Page

The Applications page provides a central location where applicants can monitor the status and progress of their various applications in the system. The page is broken down into five key areas, based on the needed interaction of the applicant:

- **Needs Attention** - Applications the applicants has submitted, but something has occurred that requires new attention and action from the applicant. This may include award offers that should be accepted, post-acceptance questionnaires that must be completed, or renewal applications that need completion (if you have chosen the Renewal Management Module for your AcademicWorks system.)
The Applications Page

General Applications - This section includes the General Application, the primary application that can be completed in order to be considered for the maximum amount of opportunities.

The system will provide various reminders to the applicant regarding the necessity of completing these applications by moving any applications that require attention into the Needs Attention section.

Applicants can update their submitted applications any time until the deadline. (March 1st, 2018)
Current - These are applications from the current cycle that the applicant has submitted with no required action or needed attention at this time. This can include Submitted applications, Awarded applications, Declined applications, or applications sitting at other custom categories. This area may also include applications with Submitted or Awarded post-acceptance questionnaires and renewal applications.

Archived - These are applications from previous application cycles that are no longer active. Only past applications that received award offers or acceptances are displayed, allowing applicants access to a record of past awards (if needed in the future, such as to list on resumes or graduate school applications.)
The Opportunities Menu

The Opportunities pages allows applicants to locate recommended Apply-to opportunities, as well as browsing other opportunities within the system. Simply clicking on the Opportunities button will take applicants immediately to their Recommended Opportunities page where they can begin applying for additional Apply-to opportunities.

If applicants would like to view additional opportunities, such as those for which they may be already automatically under consideration, hovering over the Opportunities button will allow the user to select the All opportunities listing.
The Opportunities Menu

On the Recommended and All opportunities pages, applicants can click conduct a keyword search. The search page allows applicants to search through available opportunities based on the qualification criteria established for each opportunity.