Student/Applicant Login Instructions

To access the scholarship portal, visit the FS4U website at https://fsu.academicworks.com/. Student applicants are loaded into the system automatically via a data import from Student Central once the student has registered and received a unique EMPLID number.

Click “Sign In” in the upper right corner of the page.
Click “Sign In With Institution” in the center of the page.

Enter your FSUID and password and click “Sign In”. If you forgot your password or need to activate your FSUID, click “Activate/Manage FSUID” for assistance. Once logged in, students will be directed to their landing page.
General Application/Dashboard Instructions

The first time students log in, they will land on the “General Application”. The General Application should be completed by each student who wishes to be considered for a Foundation issued scholarship. It contains several additional questions that may further qualify applicants to certain scholarships and also enables students the ability to provide more information to scholarship committees regarding their involvement or participation in Clubs/Organizations, Leadership, Honors/Awards, Community Service and Employment. Questions marked with an asterisk (*) are required. Students who complete the General Application can choose “Save and Keep Editing” at the bottom right to come back at a later date to finish the application or complete it now and choose “Finish and Submit”.

![General Application Dashboard Instructions](image-url)
Once the General Application has been completed, students may be recommended to other applications required for a specific academic college or unit as well as other scholarship opportunities based on their student profile, all of which are voluntary and require supplemental questions be answered or additional information be provided to determine their eligibility. Applicants will automatically be matched to scholarship opportunities based on self-reported information provided on the applications or supplemental questions as well as imported data from their student record in Student Central.
Conditional applications work similar to the General Application in that applicants select the bullet to the left and answer the required questions. Students can also click “Apply” to review the requirements of specific opportunities to determine their eligibility and decide whether or not to apply by answering or providing the additional information.
Applicants can monitor activity regarding scholarship opportunities on their dashboard under “My Applications”. Incomplete items or actions requiring attention will be noted in red under “Status” and listed under “Needs Attention” as shown below.

Completed or submitted items will be noted in green under “Status” as shown below. Applicants can make changes or update their application throughout the year, and changes will automatically update on each scholarship application provided the scholarship opportunity has not ended.
Students can monitor scholarship opportunities that are available throughout the year on their dashboard under “Opportunities” and review the requirements to determine their eligibility.
In addition, applicants can select “Show Filters” to narrow scholarship opportunities to a specific academic college or unit, such as the College of Business.
Lastly, students will receive emails to their FSU email address, shown in the example below, or banner announcements when they log into the portal to ensure they stay informed throughout the process.

Congratulations! You have been selected to receive the following scholarship opportunity: Academicworks Scholarship Fund.

Please click on the link below to view the details of this award:

Florida State University

We are very excited to offer FS4U to our students at Florida State University!

If you have any questions concerning specific scholarship opportunities, please contact the scholarship coordinator in your academic unit or college.