# GOapply: Reviewer Portal

If you have any questions on accessing the reviewer portal, please email the Scholarship Manager at teresa@springfieldfoundation.org or call 937-324-8773.

Navigate to GoApply:
1. Use this site to access the reviewer portal: https://goapply2.akoyago.com/springfield
2. Sign in using your email associated with the Scholarship Committee, and the password ScholarshipReview! To edit your password, click forgot password, and follow the instructions sent to your email.
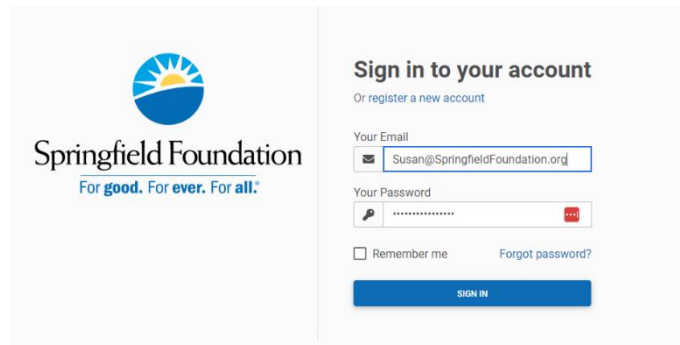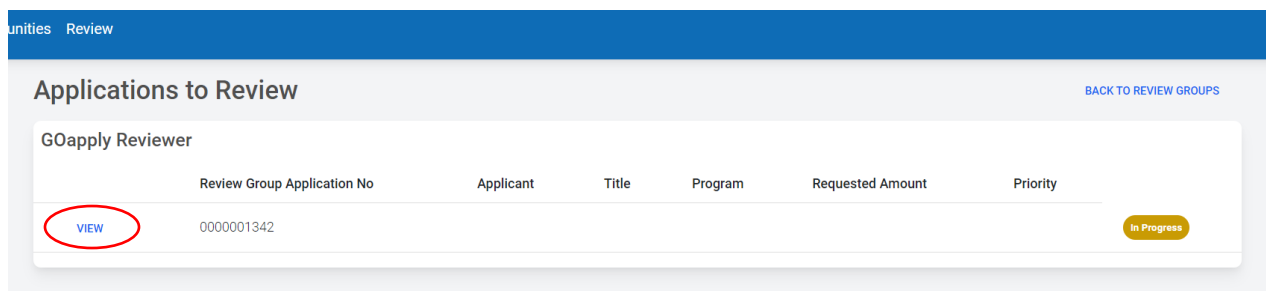

Review Groups:
1. You should see the tab Review.
2. You should see the review group listed, and the due date for that review.
3. Click View.
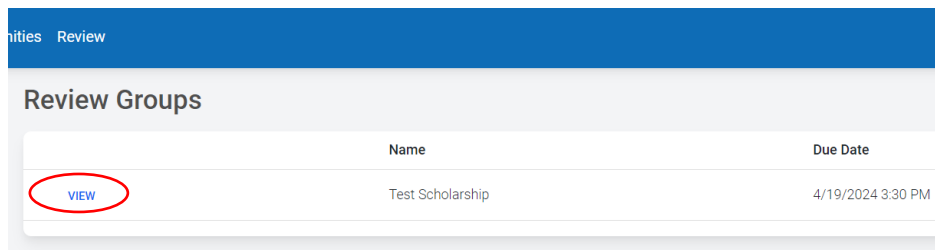
Applications
1. After clicking view, you should see a list of applications populated. It will show the review application number.
2. Click view to see an application.

The Application

1. On the left you should see the application, on the right a list of questions, and below the required attachments.
2. The PDF can be zoomed in and works best on a laptop/desktop. Do not use an iPad.

Answer Questions

1. The questions are the same for each application, please read through and answer the questions. The Short Answer questions and GPA are drop down options. Financial hardship and course rigor are radiogroup buttons.

Scholarship Review Questions

1. **Please score the short answer questions.** *
   Consider: Employment (hours worked), Activity Involvement, Varsity Sports, Superior Awards (Eagle Scout, National Honor Society, etc), Volunteer Service.

Average	◇ ▾

   Very Strong

   Strong

   Above Average

   Average

   Below Average

   Fair

   Poor

2.

   ○ 3

3. **Please score the student's GPA.** *

3.25-3.49	◇ ▾

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3. **Please score the student's GPA.** *

3.25-3.49	◇ ▾

   4.00+

   3.75-3.99

   3.50-3.74

   3.25-3.49

   3.00-3.24

   2.75-2.99

   2.50-2.74

   Below 2.50

4.

2. **Please score Financial Hardship** *

Financial challenges such as a parent out of work, excessive medical costs for family member, other siblings in college.

- ( ) 0
- ( ) 1
- (●) 2
- ( ) 3

3. **Please score the student's GPA.** *

| 3.25-3.49 | ◇ ▾ |

4. **Please score Course Rigor** *

Review the attached transcript to evaluate the difficulty of coursework. Applicant took difficult, honors or higher level classes.

- ( ) 0
- ( ) 1
- ( ) 2
- ( ) 3
- ( ) 4
- ( ) 5
- (●) 6
- ( ) 7

Save Draft or Submit

1. After you submit, your application should be marked as complete.
2. Move to the next application, until completed.
3. You can go back and edit completed reviews if necessary.

SUBMIT   **SAVE DRAFT**

Back To Applications

1. Click Back to Applications, upper right, to see the additional applications that need to be reviewed.

BACK TO APPLICATIONS

Scholarship Review Questions