

## Scholarship Application Review Process in MSU Horizons Online Application System

Reviewing a Student Scholarship Application:

1. Use the following link:  
<https://murraystate-horizons.symlicity.com/manager>
2. Type in your email and password: **(1)**

Murray State University Staff Login: Email Address

(1) Password [Forgot Password](#)

Keep me logged in on this computer

[Login](#)

Go to: [Student](#)

3. Select the link from the column on the left that says "Scholarship Apps" **(1)**

The screenshot shows a navigation menu on the left with the following items: Home, Applications, Recommendations, Scholarship Apps (1), Side Trips, Calendar, Programs, Courses, Scholarships, Users, Tools, and My Account. The main content area is titled 'Home' and contains a section for 'ACTION ITEMS' with the following list:

- Pending Applications: 29
- Pending Scholarship Applications: 1
- Pending Side Trip Requests: 0
- Pending Course Requests: 94
- Upcoming Events: 0

4. Here, you will see a list of students who have applied for the all study abroad scholarships. We have switched to students filling out one application even if they are applying for several scholarships, so at this point, it will say that all students have applied for the same scholarship. Use the list of students' names provided to you by the study abroad office to find the applications you need to review. (1)

The screenshot shows the 'Scholarship Apps' search interface. It includes a search bar with the text '(1)' entered, and buttons for 'Apply Search', 'Clear', 'More Filters', and 'Save Default'. There is also an 'Advanced Search' link.

5. Select the Magnifying glass tool (1) next to the application you wish to review.

Actions	Student	Scholarship	Program Info	Status	Submitted
	<u>Susie Smith</u>	*Study Abroad Scholarships	<u>KIIS Spain II Summer</u> Segovia, Spain	Pre: Incomplete Post: Not Started Recommendations: 0/0	-

6. Click through the links in the left hand column (1) to review the student information that is provided here. You can also view the transcript or any other attached documents under the "Additional Documents" (2) tab on the right.

<input type="radio"/> REVIEW & SAVE (1)		Application Details (2)
<input type="radio"/> STUDENT	<b>Student</b> Student Information*	<b>Student:</b> <input type="text"/>
<input checked="" type="checkbox"/> SCHOLARSHIP SELECTION	Participant Type	<b>Scholarship:</b> *Study Abroad Scholarships
<input checked="" type="checkbox"/> PERSONAL INFORMATION	MSU ID (M Number)*	<b>Last Date Accessed:</b> <input type="text"/>
<input checked="" type="checkbox"/> STUDY ABROAD PROGRAM INFORMATION	First Name*	<b>Application Status:</b> <input type="text" value="Incomplete"/>
<input checked="" type="checkbox"/> ACTIVITIES & HONORS	Middle Name*	<b>Post-Acceptance Status:</b> <input type="text" value="Not Started"/>
<input type="radio"/> ADDITIONAL REQUIREMENTS	Last Name*	<b>Other Withdrawal Reason:</b> <input type="text" value="0"/>
<input type="radio"/> DECLARATION & SIGNATURE	Gender*	<b>Attached Document(s)</b> <input type="button" value="Save"/>
	E-mail*	<b>Attached Document(s):</b> To upload more document(s): 1. Click "Add More Document...". 2. Click "Browse..." and choose a document to upload. 3. Click "Save" after choosing a document to confirm uploading the file.
	Primary Phone*	<input type="text" value="File"/> <input type="button" value="Browse..."/>
	Cell Phone	
	Citizenship*	

7. Make note of your recommendations for scholarship recipients to discuss at your scholarship committee meeting. Please notify the Study Abroad Office of your selections.