Transferring a Scholarship Application Account to the UH System Common Scholarship Application

If you previously have applied for scholarships at one of the following institutions, you may already have an account in the scholarship system.

- Hawai‘i CC
- Honolulu CC
- Kapi‘olani CC
- Kaua‘i CC
- Leeward CC
- UH System
- Hawai‘i Community Foundation
- UH Maui College

If you believe you have an account, please follow the directions, within this guide, to create your account for the UH System Common Scholarship Application website.

1. Go to https://uhsys.scholarships.ngwebsolutions.com
2. Under Returning Users, click Log in here.
3. Enter the user name and password you established the first time you logged into a scholarship application for the institution(s) noted on the prior page.

4. If you receive the following message, then you have an existing account that you need to setup for the UH System Common Scholarship Application website:

5. Click **Create New Account** to start the account migration process.

6. You will need to complete the following form.
   - When completing this form, you must enter the same data that you entered when originally creating your account for one of the other institutions.
7. Once your data has been entered, click **Submit**.
8. If you successfully entered the information, you will receive the following message:

![Create Account](image)

Your account has been activated for this institution. PLEASE NOTE: for security purposes, your password is the same as the password you used for your account at Maui Community College. You will need to use that password to access your account. If you do not remember your password, please use the forgot password link on the next page.

9. If you do not recall the information you entered or if you receive an error message, click **Contact Us** on the left side of the screen.
10. Click the **UH System Common Scholarship Application Login Assistance (trouble logging in, account migration, etc.)** link to submit a request for login assistance. A representative will review your account and provide login assistance to you within 24-48 hours.