

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 Maui College
- UH System
- Hawai'i Community Foundation

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**.

University of Hawaii System Common Scholarship Website

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| | | |
|---------------|-----------------|-------------|
| Hawai'i CC | Kaua'i CC | Windward CC |
| Honolulu CC | Leeward CC | UH System |
| Kapi'olani CC | UH Maui College | |

Welcome to the University of Hawaii System Common Scholarship Application website. The scholarship application for 2013-2014 will be available on January 1, 2013. Please check back on that date to apply.


First Time Users: To apply online for scholarships, please select the appropriate link below:
You will be asked to create an account in order to access the scholarship application. Please note that your password must be eight characters long and contain characters from each of three groups:

- Lower case letters (i.e. a,b,c)
- Upper case letters (i.e. A,B,C)
- Numbers (i.e. 1,2,3)
- Alphanumeric characters or symbols (i.e. @, \$, &)

A sample password is Welcome1

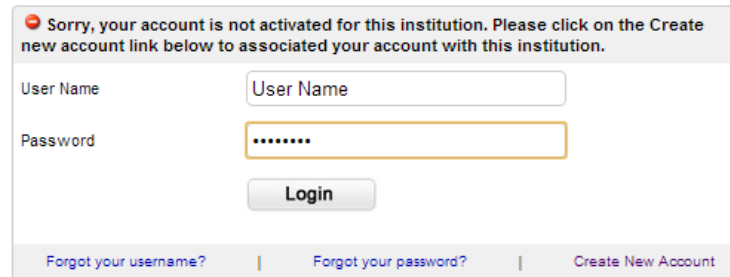
[Create an account](#)

Returning Users: You will be asked for your e-mail address and the password you entered when you first created your account.

 [Log in here](#)

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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:



Sorry, your account is not activated for this institution. Please click on the Create new account link below to associated your account with this institution.

User Name

Password

[Forgot your username?](#) | [Forgot your password?](#) | [Create New Account](#)

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.

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Create Account

Please complete all of the information below. Thank you.

Username:

Password:

Confirm Password:
[Password Requirements](#)

First Name:

Last Name:

Email Address:

Confirm Email Address:

Secret Question:

Secret Question Answer:

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- Once your data has been entered, click **Submit**.
- If you successfully entered the information, you will receive the following message:

Create Account
Account Creation Complete

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.

[Continue](#)

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- 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.
- 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.

Your session will expire in: 44:51
[System Profile](#) [Help Manual](#)

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◦ [Committee Home](#)
◦ [Applicant Home](#)
◦ [Contact Us](#)

Contact Us

Please choose the reason you are contacting us from the list below. Thank you.

- UH System Common Scholarship Application Questions (scholarship application process, scholarship criteria, deadlines, etc.)
- UH System Common Scholarship Application Login Assistance (trouble logging in, account migration, etc.)