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

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)
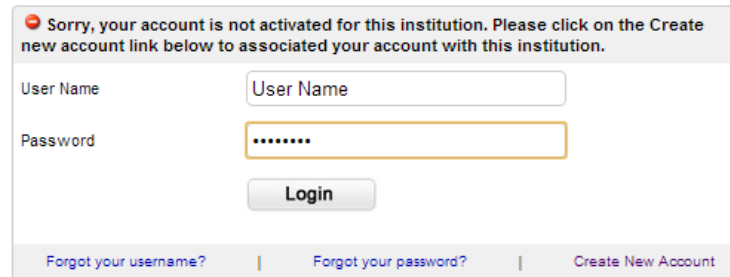- Alphanumeric characters or symbols (i.e. @, $, &)

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:

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

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.