



MINNESOTA
SCHOOL
COUNSELOR
ASSOCIATION

MSCA Scholarship Portal User Guide

1. Go to www.minnesota.schoolcounselorawards.org/scoy/
2. **Create a username and password** (or log in using existing account). To create an account, select the Login button, then select “not registered.”
3. **Select Other Awards.** MSCA Scholarship applications for high school students are labeled by division. Students should complete the application for their division. Not sure what division you belong to? Ask your school counselor or check here: www.mnschoolcounselors.org/divisions/ .
4. **View** the scholarship application requirements and eligibility criteria by selecting your division’s scholarship document.
5. **Upload** your cover page and essay as one document **under your division** on the scholarship portal no later than **September 16th, 2022.** Paper applications are not accepted.
 - * Select “Other Awards”
 - * Find your division
 - * Under “Upload Your Information” select “choose file”
 - * Select your file and Submit
6. **Please note:** Scholarships are not submitted on the MSCA website – they are submitted on the awards portal only. Please DO NOT email your scholarship. Please DO NOT use the APPLICATION button on the awards portal. Use OTHER AWARDS only. Scholarships will ONLY be accepted if they are submitted on the awards portal.

Questions? Please contact:

MSCA Awards Chair or MSCA Office