STARS
(Scholarship Tracking and Review System)
Administrative Training
UNIVERSITY OF SOUTH FLORIDA FINANCIAL AID AND SCHOLARSHIPS
(USFAS)

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Purpose

This presentation will provide guidance to the STARS administrative users on how to navigate STARS. Designated STARS users have the ability to define scholarship eligibility, assign selection criteria, and outline how the scholarships will be made available to students.
Background

A USF Scholarship Processing Improvement Committee was created to review scholarship processing. Scholarship awarding units from all campuses and colleges were invited to participate. This committee decided that students should be able to use an automated scholarship application tool to electronically apply and submit scholarship applications.

The STARS scholarship system will allow students to apply for scholarships and allows administrators to manage scholarship applications.
Topics

• Troubleshooting STARS Browser Issues
• STARS Login via USF Staff Portal
• Navigating STARS
• Editing Scholarship Information and Creating New Scholarships
• STARS Scholarship Criteria
• STARS-The Student View
• Troubleshooting STARS Questions from Students & Other Scholarship Reminders
Troubleshooting STARS Browser Issues

Internet Explorer (IE) is the recommended browser for STARS.
STARS Login

1. Go to the USF Staff Portal

2. Click on the STARS Administrative Login.

3. Log into STARS using your STARS user ID and password.
STARS Main Menu

Select “Scholarships” (either on the ribbon bar or the Scholarships icon).
Scholarship Search

**Back**- Press this button to go to the STARS Home Page.

**Search**- Search for specific scholarship(s) by entering search criteria and clicking Search.

**New**- Click new to add a new scholarship.

**Scholarship Name**- Search a scholarship name by entering the full name or the first few characters in the field.

**Scholarship Type**- Select your college or department from the drop down menu to view scholarships assigned to your department.

**Academic Years**- Narrow the search field by selecting the academic year the scholarship was active.

**Active Status**- Search for scholarships by Active, Inactive or Both.

**Display/Edit**- Click on Scholarships assigned to your college or department to display the scholarship in edit mode.
Editing the Scholarship Info Tab and Creating New Scholarships

The next section will review the scholarship information tab to provide an understanding of the information that needs to be added/updated by the designated users and how to create new scholarships within the system.
Explanation of Scholarship Details Tabs

**Scholarship Info** - Basic details of Scholarship.

**Criteria** - Details specific eligibility requirements for the scholarship. Used to match applicants with scholarships.

**Scores** - Review members are able to access and score key areas (if enabled).

**Review Members** - Manages list of committee members who review the particular scholarship.

**Letters** - Manages the mail merge from letters used for award and denial notifications.

**Qualifying Students** - Shows list of students who qualify and have applied and those who have not.
Requested Documents - Maintains a list of supporting documentation that may be associated with the scholarship. If a document is added as required, student must submit the document before they can move forward with their application. This might mean they have to upload a document for each scholarship that they apply for.

Scholarship Essay - Maintains a list of essay questions or statements that are associated with the scholarship. If an essay is added as required, student must submit the essay before they can move forward with their application. Note that a scholarship essay might be requested for numerous scholarships.
1. **Scholarship Title** - Review the Scholarship Title for accuracy. The title can accommodate 150 characters.

2. **Active (Chkbox)** - Check to make scholarship active. Uncheck if scholarship should be inactive. Student cannot apply for inactive scholarships.

3. **Scholarship Description** - Provide a description of the scholarship, use the fund purpose as a guide. Information displayed to student. The character limit is unlimited in this field.

4. **Type of Scholarship** - Choose from drop down menu. Select your college or department.

5. **Date Available and Deadline** - will affect a student’s ability to view and apply for your scholarship. Dates must correspond to USFAS scholarship application deadlines posted on the USF Staff Portal. Deadline date displayed to students.

6. **Length of Scholarship** - Choose from drop down menu.

7. **Credits Required to Maintain** - Choose from drop down menu.

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Any item with red asterisks (*) must be answered.
8. **Amount Type**- Choose from drop down menu. Select amount, varies or full tuition.

9. **Total Scholarship Funds**- Used to enter the dollar amount of funds for the scholarship. Used only when “Amount” was entered in Amount Type field.

10. **# Awarded and Amount**- Enter the # awarded, the system will calculate the award amounts. This information is displayed to student.

11. **# of Installments and Amount**- Enter the # of installments, the system will calculate amount. If you choose “Full Tuition” or “Varies” for the Amount Type, you will not be able to enter an amount in the Total Scholarship Funds field.

12. **Endowment (Chkbx)**- Indicates endowment status.

13. **Renewable (Chkbx)**- Indicates if scholarship is renewable. If checked, this scholarship may be copied forward to the next academic year (active box must be checked).
Scholarship Info Tab (cont.)

14. **Selection and Basis for Selection** - Enter the name of the committee that will select the scholarship recipient and basis for selection (e.g. Letters of Recommendation, etc.)

15. **Approved Use** - Enter types of expenses that the scholarship can be used for (e.g., Study Abroad).

16. **Disbursement** - Describes how the funds will be disbursed to the student recipient.

17. **How often Awarded** - Describes the regularity of the scholarship selection.

18. **Presented** - Describes how the student will be presented with the scholarship.

19. **Script for the Award Ceremonies** - Document the speech specific to the awarding of the scholarship.

20. **Comment** - Input additional information about the scholarship.
Creating a New Scholarship

- Scholarship Search page select the “New” icon.
- Must complete Scholarship Information page. Any item with an asterisk must be completed.
- Ensure the following is correct:
  - Academic Aid Year
  - Active box checked, if scholarship should be active.
  - Scholarship title spelled correctly
- Scholarships can be created to accommodate a scholarship with multiple applicant/student types (i.e. new, continuing, and/or graduate).
  - Original scholarship must remain and maintain the scholarship name associated with the donor/fund purpose.
  - Create a new scholarship in STARS for each type, and add student type in the name (i.e. STARS Training Scholarship – Graduate Students).
  - Update deadline date to correct date for student type.
  - Add criteria based on fund purpose and donor agreement.
Understanding and Assigning Scholarship Criteria

The next section will cover the STARS scholarship criteria tab to provide a better understanding of how to assign or remove scholarship criteria for your scholarships in STARS.
Assign Scholarship Criteria

1. **Back**- Returns the user to the Scholarship Details Search Homepage.

2. **Edit**- Allows user to edit selected criteria already assigned to scholarship.

3. **Assign Criteria**- Assign new criteria to scholarship.

4. **Remove Criteria**- Removes assigned criteria from scholarship.

**DO NOT CREATE NEW CRITERIA:** Please contact a member of the scholarship awarding team for assistance.
Assign/Add Scholarship Criteria (cont.)

1. **Enter all or some of the scholarship criteria description in the search field (e.g., High% for High School). The “%” is the wild card in STARS.**

1. **Note:** The first criteria that should be assigned to a scholarship is the college/department/or awarding unit (Ex. USFAS scholarships will have an USFAS criteria assigned.)

2. **Click the record to add it to the scholarship.**

3. **Save changes via the Scholarship Details page.**

4. **Have a University Wide Scholarship? Contact of member of the Scholarship Team for assistance.**
Review Scholarship Criteria

- Double click or click criteria that needs to be reviewed or edited, and then select “Edit”
- “Ask this question on student application” - STARS will show this criteria before the student can apply for a scholarship.
- “Make question a required...” - requires a response before student can submit application.
- Within the scholarship criteria there is a section to assign degrees, majors, counties, etc.
  - There is an implied “and” between criteria
  - There is an implied "or" between sub-criteria
- Review each section related to a criteria before assigning.

EDITING CRITERIA IS SYSTEM WIDE AND CHANGES WILL BE APPLIED TO ALL SCHOLARSHIPS THAT CRITERIA IS ASSIGNED TO! PLEASE BE CAREFUL!
Example of Criteria Set Up Incorrectly

STARS Training Scholarship Test Criteria

- Awarded by USFAS
- Tampa Campus Only
- 3.0 GPA requirement
- FAFSA
- Biology Majors only
- Must be from following counties: Hillsborough or Pasco County

Notes about scholarship criteria:

- There is an implied “AND” between entries on this page
- Student cannot be in Biology MS and Biology BS
- STARS will not recognize this and scholarship will not show for students to apply
Example of Criteria Set Up Correctly

STARS Training Scholarship

- Awarded by USFAS
- Tampa Campus Only
- 3.0 GPA requirement
- FAFSA
- Biology Majors only
- Must be from following counties: Hillsborough or Pasco County

There is an implied “AND” between entries on this page.
Creating Scholarship Essay and Requested Document Requirements in STARS
# Requested Documents vs. Scholarship Essay Requirements

<table>
<thead>
<tr>
<th>Requested Documents Tab</th>
<th>Scholarship Essay Tab</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Essays, resumes, or personal statements</td>
<td>- Option should be used for essays or personal statement</td>
</tr>
<tr>
<td>- Recommendation Letters</td>
<td>- Scholarship essays display during the individual scholarship application process</td>
</tr>
<tr>
<td>- Documents must be uploaded into STARS by student</td>
<td>- Text can be adjusted for each scholarship</td>
</tr>
<tr>
<td>- Text can be adjusted for each scholarship</td>
<td>- Option to make scholarship essay required before student can complete application</td>
</tr>
<tr>
<td>- Option to make requested document required before student can complete application</td>
<td>- During scholarship review process, the essay will display as part of the student’s submitted application</td>
</tr>
<tr>
<td>- During scholarship review process, the document will have to be reviewed within STARS</td>
<td></td>
</tr>
</tbody>
</table>
How to set up Scholarship Essays or Requested Documents in STAR

- Select the tab for the type of document needed.
- Select **New** to create a new requirement or select an existing requirement and then **Edit** to update the requirement.
- Type the requirement or updates in the text box.
- Check the **Required** if the student must submit this item before they can submit their scholarship application.
- Click **Save** when done.
How to set up Scholarship Essays or Requested Documents in STAR (cont.)

- Scholarship essays must be created under the **Scholarship Essay** or the **Requested Document** tab.

- Do not set up scholarship essays under both tabs as this will cause issues for the students when submitting their applications.
Example of Incorrect Scholarship Essay Set Up

STARS-Admin View

STARS-Student View

[Images of STARS interface showing incorrect essay setup]
Information about Recommendation Letter Feature in STARS

- STARS has a standard feature that allows students to request recommendation letters STARS via a system email that will be sent to the recommender.

- The recommender can then respond to the email request and submit their recommendation letter directly to the STARS system.

- Students will be able to keep track of their recommendation letter request via STARS.

- Students will not be able to see or view the recommendation letter that is sent on their behalf.
If you have requested that your recommendation letters be submitted using the STARS recommendation letter tool, then you should upload a brief statement indicating your recommendation letters will be submitted using the STARS recommendation letter tool.

Please remember to monitor the status of your recommendation letters to ensure they are received by the scholarship deadline posted.
STARS View for USF Admitted Students
STARS Questionnaire Process

- Student's applying for scholarship through STARS start by entering in their personal information, and then completing the “Opening Questionnaire.”
- The questionnaire has a skip logic feature that changes what question a applicant sees next based on how they answer the current question.
STARS Questionnaire Process (cont.)

- Questions #1-43 are university wide scholarship with no specific college or department requirement

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please select the option that most closely describes your current student type.</td>
</tr>
<tr>
<td>New Student (will start summer/fall) - First Time in College (includes dual enrollment in HS): Go to 4</td>
</tr>
<tr>
<td>Continuing Undergraduate: Go to 6</td>
</tr>
<tr>
<td>Undergraduate Transfer: Go to 6</td>
</tr>
<tr>
<td>Graduate Student: Go to 2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Have you earned an undergraduate degree from an accredited institution?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: Go to 3 No: Go 3</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>3. Are you pursuing graduate studies in the U.S. Constitution and/or Teaching Social Studies?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: Go to 6 No: Go 6</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>4. Will you complete your Free Application for Federal Student Aid (FAFSA) by February 13th?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: Go to 5 No: Go 5</td>
</tr>
</tbody>
</table>

- Questions #44-94 are specific to enrollment and the college/department the applicant selects

<table>
<thead>
<tr>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
<td>45. Please indicate your planned enrollment status</td>
</tr>
<tr>
<td>Full Time: Go to 44 Part Time: Go to 44</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>44. Please indicate your home campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>USF Tampa: Go to 45USF Sarasota/Manatee: Go to 45USF St. Petersburg: Go to 94</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>46. Which College will you be attending?</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Arts and Sciences: Go to 82</td>
</tr>
<tr>
<td>College of Behavioral and Community Sciences: Go to 86</td>
</tr>
<tr>
<td>College of Business: Go to 88</td>
</tr>
<tr>
<td>College of Education: Go to 70</td>
</tr>
<tr>
<td>College of Engineering: Go to 47</td>
</tr>
<tr>
<td>College of Public Health: Go to 94</td>
</tr>
<tr>
<td>USF Morsani College of Medicine: Go to 94</td>
</tr>
<tr>
<td>College of Nursing: Go to 87</td>
</tr>
<tr>
<td>College of The Arts: Go to 94</td>
</tr>
<tr>
<td>College of Undergraduate Studies: Go to 94</td>
</tr>
<tr>
<td>My College is Not Listed: Go to 94</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>37. Are you in the first year of your USF Nursing program?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: Go to 88 No: Go to 98</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>38. Are you in a USF Nursing program with a concentration in Nursing Education?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: Go to 89 No: Go to 98</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>39. Are you in a USF Nursing program with a concentration in Adult Gerontology Acute Care and Adult Gerontology Primary Care?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: Go to 90 No: Go to 90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>40. Are you in a USF Nursing program with a concentration in Oncology?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: Go to 91 No: Go to 91</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>41. Are you a Registered Nurse (RN)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: Go to 92 No: Go to 92</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>42. Are you a Sigma Theta Theta member?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: Go to 93 No: Go to 93</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>43. Are you a staff member employed by the USF College of Nursing?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes: Go to 94 No: Go to 94</td>
</tr>
</tbody>
</table>

| 44. You have finished the Opening Questionnaire. Please continue in STARS until you have completed the application and reviewed your recommended scholarship(s). Done: Finish |

Done: Finish
Dear Anita Brown:

Thank you for signing up for STARS!
Below is your User Name and Password to sign in to the STARS System.

Username: anitabrown]

Click on the link below to Sign into Stars Now.
Troubleshooting STARS Questions from Students & Other Scholarship Reminders
STARS Student Review

- Select student tab
- Search by last and/or first name or university ID number (student #)
- Review to make sure academic year is correct!
- Select the student to view their account
STARS Student Review

Use the various tabs to review the student account:

- Personal Information: Contact and demographic information
- Questionnaire: Student responses to questionnaire
- Academic Information
- Test Scores
- Documents: Requested/submitted uploaded documents
- Student Essay Questions: Responses to required essay questions
STARS Scholarship Reminders:

- Check **Active** box on **Scholarship Info tab** for scholarships with funding
  - If scholarship is **Inactive** then student cannot apply for scholarship

- Update the **Date Available** and **Deadline** to correct date applicable to student type
  - Deadlines can be before, but not after USFAS deadlines

- **Requested Documents:**
  - If you request an essay it must be either as a requested document **or** scholarship essay
  - Recommendation letters can be requested through baseline STARS feature **or** you can request student upload into STARS
Hello,

I am applying for a scholarship using STARS Online, an automated scholarship management system, and I’d appreciate you providing a recommendation letter on my behalf.

Your response is extremely important to me and may help me qualify for the scholarship. Your input will help the scholarship selection committee make a decision.

To submit the letter, please use the following link and password to visit a STARS Online submission site. There you can type the letter or copy and paste from another program.

Click the link below (or copy/paste into your web browser).

Your password is

Please do not reply to this email as I will not receive it. Should you wish to contact me, my email is listed below.

Thank you very much.

Regards,

Anita Brown
anitabrown@usf.edu
Review STARS scholarship criteria for accuracy.

If criteria is incorrect, you can remove and reassign correct criteria.

Remember to review all details for selected criteria.

**DO NOT CREATE NEW CRITERIA**: Please contact a member of the Scholarship Awarding team for assistance.

**EDITING CRITERIA IS SYSTEM WIDE AND CHANGES WILL BE APPLIED TO ALL SCHOLARSHIPS THAT CRITERIA IS ASSIGNED TO! PLEASE BE CAREFUL!**

Additional questions: Contact a member of the Scholarship Awarding Team for assistance.
Scholarship Processing Deadlines

You can review the 2016-2017 Scholarship Deadlines on the USFAS Staff Portal.

### 2016-2017 Scholarship Deadlines

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Application Deadline</th>
<th>USFAS Payment Request Deadline</th>
<th>USFAS Packaging Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Freshman</td>
<td>January 29</td>
<td>February 12</td>
<td>March 1</td>
</tr>
<tr>
<td>New Transfers &amp; Graduate Students</td>
<td>March 11</td>
<td>March 25</td>
<td>April 15</td>
</tr>
<tr>
<td>Continuing Students &amp; Renewals</td>
<td>April 15</td>
<td>May 20</td>
<td>June 10</td>
</tr>
</tbody>
</table>
Questions?

Contact a Member of the USFAS Scholarship Teams

www.usf.edu/finaid