

Entering Scholarships into Family Connection (FC) Due to Spencer by April 6

HHS students will input all awards offered to students for the awards assembly. This year we are requiring students or parents to enter these into Family Connection. The directions are as follows:

Click on Family Connection on HHS's website.

Enter your pOGB user name and then your **“external”** password (this can be found on pOGB if you cannot remember your **“external”** password).

1. Once on, from the Family Connection Welcome Page, select/click **“my scholarships”** (on the left side of all applications).
2. On the “my scholarships” page, click on **“add scholarships”**.
3. On the “add scholarships” page, click on **“select”** and choose the scholarship(s) you **received**.
4. Click on the “Award Status” drop-down and select “awarded”.
5. Tab, enter the amount of the award in the \$ “Awarded” column. Enter awards you received even though you may not use them.
6. Once all scholarships you have been awarded are entered into Family Connection or the 5 scholarship areas/boxes are complete, click on **“add scholarships”** at the bottom in the box.
7. REMEMBER: to click on **“add scholarships”** on the **“add scholarships”** screen to have all scholarships show on the **“my scholarships”** page.

*****If you have more than 5 scholarships to enter, continue with:**

- a. Go back to your welcome page and select/click on **“my scholarships”**, just like you did in step 3.
- b. Repeat – click on **“add scholarships”**.
- c. This will allow you to add more than 5 awards you have earned.

NEXT and Very Important – Horizon requires PROOF of AWARDS and SCHOLARSHIPS you have been offered. There are two ways to do this:

1. **Print the list of your scholarships; a parent must sign this. It must be turned into Spencer. OR**
2. **A copy of the letter awarding your scholarship(s)/awards to you may be given to Spencer.**

To be acknowledged for all of your hard work, you must submit proof in one of the two ways above. If you do not offer proof, then your award will not be included during the Senior Awards Assembly or at the night of your graduation.

IMPORTANT NOTE – If you do not find a scholarship in the Family Connection scholarship list, bring all of your information to Mrs. Ruby in the CCC so that scholarship can be entered into FC and the list can be updated. Once the list of scholarships has been updated, you will be able to add the scholarship to “my scholarships” following the procedures above.