

Gateway Scholarship Application now Open!

The Gateway Community College Foundation has over \$100,000 in scholarships available. The online application is now open and will close on April 7, 2019.

FIRST TIME LOG-IN

- You will need to first sign up for an account and create a password by going to the following web address: https://gatewayct.academicworks.com/users/sign_up
- Put in your official **Gateway Email address: i.e., jsmit0007@mail.ct.edu** and create a password using the following complexity rules: ***your password must be 8 characters long and contain at least 1 digit, 1 uppercase letter, and 1 lowercase letter.***
- Your Gateway email will receive a confirmation email from AcademicWorks with email address "sswirsky@gwcc.commnet.edu". Click the link to confirm your account.

LOGGING IN AFTER THE FIRST TIME

- Log in after you have a password, go to the main log-in page at https://gatewayct.academicworks.com/users/sign_in and enter your Gateway Email Address as well as the password you created.

PREVIOUS SCHOLARSHIP APPLICANT

- Log in by going to the main log-in page https://gatewayct.academicworks.com/users/sign_in and enter your Gateway Email Address as well as the password you created. If you don't remember your password, click on the "**[Trouble signing in?](#)**" link, enter your Gateway email address, and select the "**[Recover Password](#)**" button. Go to your Gateway email and open the email from "sswirsky@gwcc.commnet.edu". Click the link to reset your password.

UPLOADING UNOFFICIAL TRANSCRIPT

- Log in to your my.commnet.edu account, select Banner Student & Faculty Self-Service, select Student Records, select View Unofficial Transcript, select View Unofficial Transcript, Select Transcript Level GwCC Credit, and then press SUBMIT button.
- Press CTRL-A to select everything, the press CTRL-C, open a Word Document and press CTRL-V to paste the transcript into a Word document. Save the document and then upload to your application. OR
- Click on **[CLICK HERE TO PRINT THE UNOFFICIAL TRANSCRIPT](#)** link, in the pop-up window, change the printer to Save as PDF, name the file as your name Transcript and save it to your desktop, then upload to your application.

GATEWAY EMAIL ASSISTANCE

- If you need assistance setting up your Gateway email, please read the help page at <http://gatewayct.edu/Student-Life/Email-Accounts>. Students have found that setting up Gateway email on your mobile device grants the easiest access.
- For further assistance, contact Gateway IT by going to <http://gatewayct.edu/IT-Contact>

SCHOLARSHIP ASSISTANCE

Please email sswirsky@gatewayct.edu or call 203-285-2094. Susan K. Swirsky, Scholarship Administrator