



## **CSUSB Scholarship process is going Green!**

California State University, San Bernardino (CSUSB) has implemented a paperless, on line application process for our various on-campus scholarships for the 2012-2013 academic year. This is a secure web site hosted by a third party vendor that is under contract with CSUSB. Students can only gain access to the site by logging in through the campus MyCoyote portal with their own CSUSB campus user name and password which are authenticated. **This meets FERPA requirements.**

During the application cycle, you may be contacted by a student to complete a letter of recommendation that is required for all applicants.

The 2012-2013 scholarship application will become available to students on November 14, 2011 and closes on February 3, 2012. To allow time for students who complete their on line application on the deadline date, the deadline for the letter of recommendation requirement is February 17, 2012.

### **The process consists of the following steps:**

1. Student will enter the name and email address of the person who would complete the recommendation on their on line application.
2. An email is immediately generated from the software to that person with a specific link to an on line form. (The email is sent from our vendor, Notify@ngwebsolutions, with the subject "Letter of Recommendation".)
3. To complete the recommendation, simply follow the link within the email. It is student specific.
4. The recommendation is then linked directly back to that specific student's application after being completed and saved (submitted).

We are soliciting your help for students who may have graduated or are currently attending your school to complete this requirement. Because we are using a third party, the vendor's name will appear as the sender on the email request that you will receive instead of the student's. The student will be identified in the body of the email. Your email may filter it to a spam folder or the link may be blocked when you attempt to go to the on line form. To insure a seamless process and as few obstacles for the student as possible, we are suggesting that you add the vendor's information and IP address to your allowable sites so that the student's email request is not lost or delayed. The necessary information is provided below:

**Vendor's name:** NextGen Web Solutions.

**The email sender's name:** Notify@ngwebsolutions.com

**Vendor's website:** <http://www.ngwebsolutions.com/>

**IP address:** 12.228.6.215

Thank you in advance for providing your students with the opportunity to apply for scholarships at CSUSB. If you have any questions, feel free to contact Louise C. Jones, Scholarship Coordinator at [ljones@csusb.edu](mailto:ljones@csusb.edu) or by phone at (909) 537-5220.