

K-State Scholarship Network (KSN): Step-by-Step Instructions for Continuing Students

The K-State Scholarship Network (KSN) is an online application portal that gathers information from specific questions that you will answer and from your student record in KSIS that will be used to determine if you match qualifications for specific scholarship opportunities. These opportunities are in addition to any renewable general university scholarships/awards you may have earned upon admission to the university.

As a continuing student, you need to fill out the general application, your college's specific application (if applicable) and any recommended opportunities each year to be considered for scholarships outside of the general university scholarship/award program. You need to update your application even if you have a renewable scholarship. Please make sure to update your applications with your new accomplishments and activities. You may be eligible for different scholarships as you progress through your academic career and become involved in new activities.

The KSN system does not save your answers year to year. This is intentional. We want you to update your answers as your accomplishments and life situation changes. Information gathered from KSIS is updated as appropriate and is also used to match you with scholarship opportunities.

Get help with KSN

Please read the instructions below for assistance with accessing and updating your application. These instructions are also repeated in the KSN system. If you have any question, please contact the [Office of Student Financial Assistance](#) at 785-532-6420 or email finaid@k-state.edu, referencing "KSN" in the subject line of your email.

Step 1: Access KSN. Start the sign-in process to KSN at <https://k-state.academicworks.com/>. You will see the following:

Opportunities

! You need to sign in or sign up before continuing.

Applicants and Administrators [References and Reviewers](#)

Welcome!
K-State Scholarship Network (KSN)

Students and scholarship administrators, please sign in below using your K-State eID and password.

To ensure your browser is fully supported, use the latest version of: Google Chrome, Apple Safari, Mozilla Firefox and Microsoft Edge.

If you need help signing in please contact the campus Help Desk at [785-532-7722](tel:785-532-7722) or by email at helpdesk@ksu.edu

Sign In

Make sure that you are in the "Applicants and Administrators" tab and click sign in.

Step 2: Log in with your K-State eID and password. When you click “Sign in” on the page prior, you will see the following:

K-State Home » Information Technology Services » Sign in

Information Technology Services

eIDs and passwords

eID FAQ

Password FAQ

IT Help Desk
214 Hale Library
Manhattan, KS 66506
785-532-7722
helpdesk@k-state.edu

Sign in with your K-State eID

eID

Password

Sign in [Forgot your eID password?](#)

Need a K-State eID?
Students, employees, and visitors of K-State are all eligible to register.

[Register now!](#) [Need help registering?](#)

Enter your eID and password, and click “Sign in”.

Step 3: Review the general application landing page. You will be taken to the "My Applications" page and the KSN General Application will be displayed to the right as pictured below.

My Applications ▼ Opportunities Donors anani@ksu.edu

Application Progress

● General Application ⓘ

WELCOME TO THE K-STATE SCHOLARSHIP NETWORK (KSN)
The questions that follow are related to specific scholarship opportunities. Your answers to these questions in addition to information that is imported from your K-State admissions application help determine if you match qualifications for some scholarship opportunities. These opportunities are in addition to the University's Merit Scholarship Program and are provided by donors for K-State students.
Please note that completing an application does not guarantee a scholarship award but makes you eligible to be considered for those

You need to update your general application first. You will then be directed to fill out any relevant college-specific applications or any other opportunities that may be applicable to you.

The “My Applications” tab shows you the applications that you have completed or have available to complete.

The “Opportunities” tab will show you additional possible scholarship opportunities after you have completed the general application. **Do not click on this tab until you have finished the general application!** There are instructions regarding the “Opportunities” tab later in this document.

The “Donors” tab contains information about the donors that have provided scholarship opportunities to K-State students.

You will see your email in the upper right-hand corner. The information in this tab is only for the KSN system and does not need to be used.

If you do click on any of the other tabs, you can get back to the general application by using your browser's back button.

Step 4: Review the instructions. At the top of the "My Applications" landing page, you will see instructions for you to follow. These instructions are similar to those contained in these step-by-step instructions.

Step 5: Begin the general application. The deadline for submitting applications is February 15.

You can save your application at any time by clicking "Save and Keep Editing" at the bottom of the form. Save and save often, as the system will NOT automatically save any information. Additionally, please note that after 30 minutes of inactivity, you will be logged out. Any information not yet saved will be lost if you are timed out.

Save and Keep Editing

Please be sure to complete all required fields, which are marked with an asterisk. Fill out the entire application until you reach the section header that says "INCOMING STUDENTS" in red on the general application. This merely directs future students to finish and submit their application. As a returning student, however, you have a few more questions to answer before finishing. Please answer all of the questions on the general application.

Step 6: Finish and submit your application. Once you have answered all of the questions relevant to incoming students, submit your application by clicking "Finish and Submit", which appears at the bottom of the form.

Finish and Submit

If you have not answered any of the required questions, you will be redirected to the general application. Once you have successfully submitted your application, you will receive an email to your K-State email address indicating a successful submission.

Step 7: Fill out your college-specific application. Some colleges have a separate application in addition to the general application that asks for further information. If your college has a separate application you will see the following:

The screenshot shows the KSIS application interface. At the top, there is a navigation bar with 'My Applications', 'Opportunities', 'Donors', and a user profile 'Willie Wildcat'. Below the navigation bar is a yellow warning banner: 'You won't be able to apply or be automatically matched to any opportunities until you [complete your general application](#).' The main content area is titled 'Application Progress' and shows a vertical list of steps: 'General Application' (marked with a checkmark) and 'College of Business Administration' (marked with a circle and an information icon). A 'Great News!' notification box is overlaid on the 'College of Business Administration' step, containing the following text: 'Based on your general application, additional applications have been made available. Please complete the following to apply for all possible opportunities.' Below the notification, there is a section for 'College of Business Administration' with instructions: 'Once completed, you can submit your application by clicking **Finish and Submit**. Based on the responses to these questions, you may be presented with other opportunities to apply for. If so, you will see additional applications in your KSN dashboard. This application may be updated at any time. If an application deadline is listed within a section, that is the final date your edits to that section will be considered during the selection and awarding process.' The name 'College of Business Administration' is listed at the bottom of this section.

College applications are triggered by your academic college on record in KSIS. These applications are based on information needed for scholarships offered through individual colleges and the department/programs within that college.

Step 8: Review “Other Recommended Opportunities.” After completing the general application, “Other Recommended Opportunities” may appear in the progress bar as pictured below:

The screenshot shows the application portal interface. At the top, there is a navigation bar with 'My Applications', 'Opportunities', 'Donors', and 'Willie Wildcat'. The 'Opportunities' menu is highlighted with a red box, and a callout box indicates that hovering over it will reveal a dropdown menu. The dropdown menu shows 'SCHOLARSHIP', 'Recommended', and 'All'. Below the navigation bar, the 'Application Progress' sidebar shows 'General Application' (checked), 'College of Business Administration' (checked), and 'Other Recommended Opportunities' (selected). The main content area is titled 'Recommended Opportunities' and includes a 'Show Filters' button. A note states: 'NOTE: Based on your General Application, below are scholarships for which you may possibly be eligible. Keep in mind "Recommended" does not constitute qualified. The system will identify you from your student record and match you to potential opportunities. Further review of each opportunity will be necessary to ascertain if you meet all requirements. Next to each recommended opportunity, click "Apply" to review additional criteria and questions. If you are qualified, answer the questions specific to each recommended scholarship, then click "Finish and Submit."' Below the note is a search bar labeled 'Search by Keyword'. A table lists the 'Adult Student Scholarship' with an 'Apply' button in the 'Actions' column. A red box highlights the 'Apply' button, and a callout box says 'Click Apply to begin this application'.

If there are scholarships displayed here, these are additional opportunities that need more information from you in order for you to receive consideration. Select each scholarship to read the description of the scholarship. To be eligible for these scholarships, you must click “Apply” under “Actions” and complete the additional questions.

Please note that "Recommended Opportunities" does not mean you are only being considered for the scholarships displayed. These are specific scholarship opportunities that require information in addition to the information that you have provided in the general application.

If you happen to click on “All” you will see all opportunities that require additional information, but many of these opportunities are not applicable to you. Only the opportunities listed under the recommended tab are filtered especially for you.

Step 9: Make updates as necessary. You may go back and update your application at any time, even after you have clicked “Finish and Submit”. When you return to KSN, you will land on the “My Applications” page as shown below.

My Applications Opportunities Donors Willie Wildcat

Status

Recommended Opportunities Submitted 0 of 6

General Applications Submitted 2 of 2

General Applications

Submitted	Submitted
General Application	College of Business Administration
Update	Update

These two applications have been submitted.

To update your general application, click “Update” on the general application box. Once you have made changes to your application, click “Update Your Application,” which appears at the bottom of the form.

Update Your Application

If you have recommended opportunities that you wish to apply to, click the “Recommended Opportunities Submitted” box. This will take you to the Recommended Opportunities page referenced in Step 8.

Please make sure that you submit any updates by **February 15**. Changes to both the general application and the recommend opportunities that are submitted after **February 15** will not be considered.

Step 10: Check your applicant record. You can view the information that KSN is retrieving from KSIS by clicking on the “Applicant Record” button at the bottom left of the form.

 Applicant Record

The information on this page is populated from your official student record that comes from your application for admission. You may not edit or change this information in KSN. If the data displayed is incorrect, please contact the Office of Student Financial Assistance at 785-532-6420 or finaid@k-state.edu

Note: Fields with the label “Current” represent information for currently enrolled students only and fields with the label “Future” represent information for incoming freshmen and transfer students only.