

Scholarship Manager

Committee Members Guide

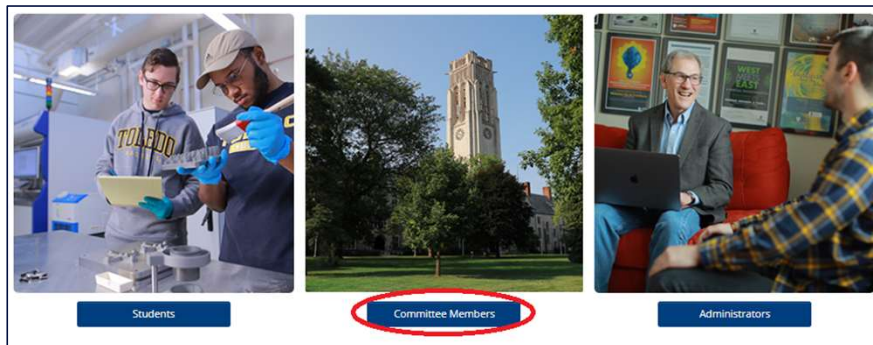


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Log In

- To Log In, use the following link.
 - https://utoledo.scholarships.ngwebsolutions.com/CMXAdmin/Cmx_Content.aspx?cpld=1586
 - Select Committees
 - From the Committee Member Landing Page, select "UT Committee Member Login"



Committee Member Landing

Welcome to your Committee Member Landing Page

Awarding

- Please ensure you are in the correct academic year for awarding
- **NOTE: Summer 2026 is awarded in the 26-27 academic year**
- If you have awards that are reserved for the Spring semester each year, please let the scholarship office know via email at UTScholarships@utoledo.edu

Applications

- Please submit any changes to your scholarship applications each year by **September 1** (for applications that open in October)

Committees

- Any changes to your committee members can be sent to our scholarship office email

[Committee Member Guide](#)

UT Committee Members

[UT Committee Member Login](#)

Non-UT Committee Members

[Non-UT Committee Member Login](#)

- Your UTAD credentials are required to log into the system
- If you are having issues or have not been set-up for access to Scholarship Manager, please contact the Scholarship Office at UTScholarships@utoledo.edu

Committee Member Page

- This page will display any committees that you are assigned to as a member.
 - Tabs will display any Active Academic years
 - Dates displayed show the active period to award scholarships for a committee
 - Group Review icon will be present if your committee is using an Evaluation Process (Rubric)
 - Chairpersons – will have access to the 'Actions' menu
 - Run Matching – takes the user to the 'Committee Matching' page.
 - Evaluation Progress – used if your committee is using a Group Review
 - Award Candidates – select to see the list of the committee's scholarships with access to the candidate list for each

My Committees

Academic Year 2026-2027 2

Academic Year 2025-2026 2

Type to filter

Evaluations Open	Committee	Start Date	Due Date	Group Review	Actions
✓	Natural Sciences and Math. App. Committee	10/1/2024	6/30/2026		
✓	OSFA Review Committee	10/1/2024	6/30/2026		Actions ▾ Run Matching Evaluation Progress Award Candidates

Run Matching

- Matching is a process to connect applicants to the requirements of the scholarships in your committee(s).
- Matching is done from both Banner data and data supplied by the student on a completed application.
- Chairpersons can run this process



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Committee Matching

- Select 'Perform Committee Matching' to apply to all scholarships in your committee.
- Process will be applied to each scholarship in the list

Committee Matching

This page allows you to run matching for all scholarships and modify your auto Matching options.

Send Email

Perform Committee Matching

Matching Scholarships (4)

Type to filter

Committee Name	Scholarship Name	Candidates	Time mm:ss
✓ Natural Sciences and Math. App. Committee	Elmer R. and Gertrude M. Brigham Scholarship - NSM	196	00:01
✓ Natural Sciences and Math. App. Committee	France Stone Foundation Natural Sciences and Mathematics Scholarship	103	00:02
✓ Natural Sciences and Math. App. Committee	Joseph A. and Mary A. Capobianco Memorial Fund	81	00:02
⚙ Natural Sciences and Math. App. Committee	Toledo Zoo Scholarship for the Natural Sciences	⚙ matching...	



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Committee Review

- Standard Review – each member of the committee can view all candidates for a scholarship.
- Group Review – reviewers can apply evaluations and rank candidates per the committee's agreed parameters.
 - Contact Jerry if you would like to get more information on Group Review.
- Only Chairpersons can award candidates.



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Committee Review (Standard)

- Click on your committee to show a list of scholarships
 - You will see a summary of the number of candidates (after matching is run)
 - If there are renewal to review, this will be displayed
 - Also displayed will be funds awarded and funds available
- Click on the scholarship you would like to review

OSFA Review Committee								
My Committees / Committee Funds								
Funds								
Awarding Open	Fund	Candidates	Last Matched	Pending Renewals	Awarded	Awarded \$	Available \$	Modify Awards
✓	Academy of Medicine of Toledo & Lucas County Alliance Scholarship	325	10/3/2025	N/A	1	\$900.00	\$0.00	Modify
✓	Alpha Sigma Phi Beta Rho Chapter Scholarship	6	10/13/2025	0	1	\$1,500.00	\$0.00	Modify
✓	Alumni Association Graduate Scholarship	61	10/3/2025	N/A	1	\$1,800.00	\$0.00	Modify
✓	Alvo J. Bertolucci Scholarship Endowment	10	10/3/2025	N/A	1	\$500.00	\$0.00	Modify
✓	Andrew J. and Mary Frances Fenady Scholarship	6	10/3/2025	N/A	2	\$4,200.00	\$0.00	Modify
✓	Art Tatum Scholarship	0	10/3/2025	N/A	0	\$0.00	\$0.00	N/A
✓	Arthur J. and Helen M. Hatch Scholarship	1625	10/3/2025	N/A	18	\$14,600.00	\$1,000.00	Modify

Number of Candidates

(Candidates that meet requirements)

Last Matched

(Date of last matching having been run)

Pending Renewals

(If any renewals are available to review)

Awarded

(Number of candidates awarded)

Awarded \$

(Amount awarded)

Available \$

(Amount Available to award)

Modify Awards

(Option to quickly modify existing awards)



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Committee Review – Description

- The Description tab will display any pertinent items for the review committee to consider from the fund agreement.
- The matching process will apply these requirements; and the candidate list will be filtered accordingly.

Alpha Sigma Phi Beta Rho Chapter Scholarship

[My Committees](#) / [Committee Funds](#) / [Review Candidates](#)

Description	Candidates	Renewables	Awarded	Reporting
Alpha Sigma Phi Beta Rho Chapter Scholarship Scholarship awarded to sophomore, junior, or senior level students at the University of Toledo, an active member of Alpha Sigma Phi Beta Rho Chapter. Eligibility: • Open to sophomore, junior, or senior level Undergraduate students • Recipients must have a minimum 2.5 GPA • Recipients must complete the Office of Financial Aid General Scholarship Application Not renewable Additional Requirements • Recipients must be active members of Alpha Sigma Phi Beta Rho Chapter Requirement Information	6	0	1	



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Committee Review – Candidates

- The Candidates tab will display all students who meet the requirements established for the scholarship.
- Data displayed can be customized by each committee and can be exported to excel to see all data points needed to review more easily. Banner and application data is available in the view.

Description

Candidates 1413

Renewables 0

Awarded 24

Reporting

\$64,400.00

Total Fund Amount

\$48,900.00

Awarded Amount

\$0.00

Encumbered

\$15,500.00

Available Balance

24

Awarded Candidates

Candidates

View Description

Toggle Full Screen

Candidate Actions

Search

Last Name

Search Terms

Search

Reset

Remaining Awards: 975

SNAP	Candidate	Matching Details	Student ID	Current Awards	Soft Match	Banner_Class Level	Banner_College	Banner_Current Age	Banner_Financial Need	Banner_GR UT GPA	Banner_Major	Banner_Student Level	Banner_UG UT GPA
1	M [REDACTED]	View	RG [REDACTED]	\$0	33%	SO	University College	19	Medium	no data	Exploratory Studies (EXST)	UG	3.141
2	N [REDACTED]	View	RG [REDACTED]	\$400.00	0%	SR	College of Engineering	25	Medium	no data	Computer Science and Engrng (CSE)	UG	2.317
3	N [REDACTED]	View	RG [REDACTED]	\$1,925.00	33%	JR	J Herb Coll Arts, Soc Sci & Ed	20	Medium	no data	Adolescent and Young Adult Ed (ADOL)	UG	3.654



Committee Review – Candidates

Description

Candidates 1413

Renewables 0

Awarded 24

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24

Awarded Candidates

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Remaining Awards: 975

	SNAP	Candidate	Matching Details	Student ID	Current Awards	Soft Match	Banner_Class Level	Banner_College	Banner_Current Age	Banner_Financial Need	Banner_GR UT GPA	Banner_Major	Banner_Student Level	Banner_UG UT GPA
1		M	View	RO	\$0	33%	SO	University College	19	Medium	no data	Exploratory Studies (EXST)	UG	3.141
2		N	View	RO	\$400.00	0%	SR	College of Engineering	25	Medium	no data	Computer Science and Engrng (CSE)	UG	2.317
3		N	View	RO	\$1,925.00	33%	JR	J Herb Coll Arts, Soc Sci & Ed	20	Medium	no data	Adolescent and Young Adult Ed (ADOL)	UG	3.654

- **Search** (if you are looking for a specific candidate, you can search by first name, last name, or Student ID)
- **View Description** (will display the description of the scholarship in a new window)
- **Toggle Full Screen** (will change your display to maximize the data on your screen)
- **Column Headers** (can be used to sort the candidate list by the data in that column)
- **Soft Match** (when there are soft requirements that typically used for donor preferences)
 - Sort on this column to see candidates that should be considered based on donor preferences



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Candidate Actions

(Where you can find the option to Export Data to excel)

Current Awards

(Displays other donor scholarships awarded to the student)

Matching Details – click ‘View’

- Hard Requirements – shows why the student is eligible for this scholarship
- Soft Requirements – if applicable, will display the optional eligibility or preferences that the donor is looking for

Award Candidates (Chairpersons)

- Candidates can be awarded for any active semester for the academic year.
- If the scholarship is renewable, the number of years for the award can be selected.
- Awards can be modified or cancelled if needed



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Awarding Candidates (from Matching)

- Use the check boxes in the 'Award' column to select a recipient(s)
- Click on the 'Award Candidates' button to advance to the next page

Description

Candidates 63

Renewables 0

Awarded 6

Reporting

\$4,800.00

Total Fund Amount

\$4,600.00

Awarded Amount

\$0.00

Encumbered

\$200.00

Available Balance

6

Awarded Candidates

✓ Matching last completed on 10/3/2025 9:36:27 AM

Run Matching for Scholarship

Candidates

View Description

Toggle Full Screen

Candidate Actions

Award Selected Candidates

Search

Last Name

Search Terms

Search

Reset

Remaining Awards: 993

	Award	PDF	SNAP	Candidate	Matching Details	Student ID	Current Awards	Banner_Class Level	Banner_College	Banner_Current Age	Banner_Financial Need	Banner_GR UT GPA	Banner_Major	Banner_Student Level	Banner_UG UT GPA
1	☒			M [REDACTED]	View	R [REDACTED]	\$0	SO	University College	19	Medium	no data	Exploratory Studies (EXST)	UG	3.141
2	☐			D [REDACTED]	View	R [REDACTED]	\$10,500.00	FR	J Herb Coll Arts, Soc Sci & Ed	18	High	no data	History (HIST)	UG	4
3	☐			E [REDACTED]	View	R [REDACTED]	\$3,000.00	FR	Coll Business and Innovation	18	Medium	no data	Pre-Business (PREB)	UG	3.777
4	☒			D [REDACTED]	View	R [REDACTED]	\$500.00	SO	Coll of Health and Human Svcs	17	Medium	no data	Pre-Nursing (PREN)	UG	3.879

Note: valid candidates that have completed the scholarship application should be selected before any additional candidates can be imported for additional consideration.

Awarding Candidates (from Matching)

- The Summer term listed is for the current academic year
 - These are displayed alphabetically and may cause some confusion
 - Awarding for the next calendar Summer term should be performed in the following academic year

Candidates (2)

Type to filter

Candidate	Fall	Spring	Summer	Renewal Details	Notes
M [REDACTED]	\$ 100	\$ [REDACTED]	\$ [REDACTED]	One time only.	
D [REDACTED]	\$ 100	\$ [REDACTED]	\$ [REDACTED]	One time only.	

Note: Add a note here.

Cancel Save

Award by Semester

You can use the arrows to award multiple students the same award (if applicable)

Renewal Details

If a scholarship is renewable, you will have the option to select the number of additional terms for the award in the drop-down menu. This would be applied to the future academic years.

Notes

You can add a note by clicking on the button on the right side of the screen if needed for audit/tracking purposes.

Save

Selecting save will apply the awards – an API process will transfer the awards into Banner and the student's account.

Awarding Candidates (Renewables)

- The Renewables tab will be displayed if any candidates should be considered.
 - For scholarships without renewables, this tab will not be shown
 - You can review your candidates and either confirm the award or cancel the award
 - Funds are held/reserved until a decision is made. Any canceled awards would revert to the available fund balance.

The screenshot displays the 'Awarding Candidates (Renewables)' interface. The top navigation bar includes tabs for 'Description', 'Candidates' (2), 'Renewables' (2), 'Awarded' (0), and 'Reporting'. Below the navigation bar, summary statistics are shown: Encumbered Amount: \$1,000.00; Renewable Candidates: 2; Confirmed Renewals: 0; Canceled Renewals: 0. A search bar is set to 'Show All'. Action buttons include 'Select All', 'Confirm Selected', and 'Cancel Selected'. A table lists candidates with columns for selection, student ID, SNAP status, and renewal amounts for Fall and Spring semesters. The first candidate is highlighted with a red circle around the 'Eligible - No' status and a blue circle around the 'Details' button. The 'Actions' dropdown is circled in green, showing 'Confirm Award' and 'Cancel Award' options. An 'Eligibility Details' modal is open, showing 'Renewal Requirements' with a 'common requirement' that is 'Fail' because the student's GPA (2.855) is less than the required 3.00.

Eligibility for Renewal

The page will show if a student is eligible to receive the renewal award based on the scholarship's requirements.

Details

Click on this button to view why a student may not be eligible.

Actions

Confirm or cancel the renewable award for the candidate.

NOTE: a student may no longer be eligible based on a recent graduation – if you have any questions, please contact the scholarship office who will be able to confirm any details for a student.

Awarding Candidates (Modify or Cancel)

- There may be a need to Modify or Cancel an award for a student
 - If a student is not attending, the award can be cancelled
 - If a student is attending a co-op/internship or otherwise not attending one of the awarded semesters, the award can be modified to either remove an award for a semester or combine the award into a single semester.

The screenshot shows the 'Awarding Candidates' interface. At the top, there are tabs for 'Description', 'Candidates' (325), 'Awarded' (1), and 'Reporting'. Below these, there are summary statistics: Available Balance (\$0.00), Awarded Amount (\$900.00), Awarded Candidates (1), and Canceled Awards (0). A 'Close Awarding' button and a 'Send Award Emails' button are visible. A search bar with 'Show All' is present. Below the search bar, there are buttons for 'Select All', 'Modify Selected', and 'Cancel Selected'. A dropdown menu is set to 'Qualifies'. The main table shows one candidate with the following details:

Actions	Candidate	Awarded: 3/12/2025	Award Status
☐ Select	A [REDACTED] (Student ID: R [REDACTED])	Fall \$450.00 Spring \$450.00	Thank You Letter Pending

Below the table, there are buttons for 'Qualifies' (Yes), 'Matching Details', and 'Actions'. The 'Actions' dropdown menu is open, showing options: 'Review Candidate', 'Applicant Snapshot', 'Modify Award', and 'Cancel Award'. The 'Modify Award' and 'Cancel Award' options are circled in red.

Use the Notes to document reasons for the award being modified.

The screenshot shows the 'Awarding Candidates' interface. At the top, there are tabs for 'Description', 'Candidates' (325), 'Awarded' (1), and 'Reporting'. Below these, there are summary statistics: Available Balance (\$0.00), Awarded Amount (\$900.00), Awarded Candidates (1), and Canceled Awards (0). A 'Close Awarding' button and a 'Send Award Emails' button are visible. A search bar with 'Show All' is present. Below the search bar, there are buttons for 'Select All', 'Modify Selected', and 'Cancel Selected'. A dropdown menu is set to 'Qualifies'. The main table shows one candidate with the following details:

Candidate	Fall	Spring	Summer	Notes
E [REDACTED]	\$ [REDACTED]	\$ 500.00	\$ [REDACTED]	[REDACTED]

Below the table, there is a 'Note' field. The 'Notes' column header is circled in red.

Awarding Candidates (Cancelled Awards)

- For Cancelled Awards, the 'Cancel Reason' is encouraged to be utilized. Common reasons may include:
 - Student not attending
 - Student changed major and no longer is eligible
 - Student graduated
- From the 'Awarded' tab, you will always be able to review cancelled awards.

Candidates (1)

Type to filter

Candidate	Award Date	Award Total
	10/6/2025	\$500.00

Cancel Reason - Not required
No reason provided

Description	Candidates	897	Awarded	103	Reporting
\$18,851.65 Available Balance	\$50,289.05 Awarded Amount	103 Awarded Candidates	27 Canceled Awards	Close Awarding Send Award Emails	

Questions?

- If you have any questions or need any assistance, please feel free to contact the Scholarship Office at UTScholarships@utoledo.edu
- Access to Committees are managed by your college.