

HOW TO SUBMIT ANNUAL REPORTS

BEFORE YOU BEGIN: You will have no more than **six hours** to complete and submit your Scholarship Report once you begin your reporting session. You must complete the report in one session.

1. On your first visit to this reporting site you must insert contact information for you and your school. On future visits, please verify and update (if necessary) contact information. Click **“Continue.”**
2. **To submit a Report**, click “Fill out the report” under either Scholarship or Statistical Report. When filling out reports, do not use commas, decimals, apostrophes, or dollar signs. Round your entry to the nearest whole number.
3. Select from the pull-down menu the **academic program** for which you will be reporting. Then select the **academic year** for which you are reporting, enter the **number of scholarship recipients**, enter the **grant awarded to your institution** and note any **balance** you carry forward from previous years’ grants. Click **“Continue.”**

Academic program: Select the academic program, e.g., Nursing, for this report. Note that each academic program requires a separate Scholarship Report.

Number of Scholarship Recipients For This Report: Count twice to make sure you enter the correct number of scholarship recipients in this field. An incorrect number in this field will generate a Scholarship Report with too many or too few student entries and cause an error to occur when you submit the report.

Grant Awarded to Your Institution: Enter grant amount awarded to your institution for the **last completed academic year**. For example, if submitting the report in August 2009, your report will cover the 2008-09 academic year.

Balance Carried Over From the Last Report: Enter the balance only if you had a balance from the last year for which you reported.

4. Enter the student information requested on the Scholarship Report form.
5. If you enter invalid information, red indicator text will show above the field in which the invalid information appears. Correct the error(s). After you have corrected all errors, click **“Submit”** at the bottom of the page. If additional errors occur, the reporting tool will allow you to make corrections before submitting.

Once submitted, no corrections may be made without reentering the entire report. Only click the Submit button once.

6. You may review your submitted report(s) by selecting a report in the Scholarship Report or Statistical Report pull-down menu and clicking "**View Report.**"

If you encounter problems with the reporting tool, or if you have questions, please contact Joan Newman at (404)522-6755 or via email at newman@woodruff.org.

TROUBLESHOOTING:

- You must enter all data during one session. You cannot save data to complete a report later. Make sure you have ample time before beginning the report.
- If a window appears noting that your session has expired or timed out, this does NOT mean you have lost your data. Simply login again as instructed.
- Do NOT strike the *Enter* key while inputting data into the report as this may cause you to lose your data.