Creating a Scholarship Account & Applying for LFCC Scholarships

If you have any trouble, please contact Kaitlyn Lambert at 540-351-1519 or klambert@lfcc.edu

1. Go to: https://lfcc.academicworks.com/
2. Click Sign Up
3. Type in LFCC email address (username@email.vccs.edu) and create password
4. Click Sign Up. Invitation Email is automatically sent to student’s email.

5. Go to: https://lf.my.vccs.edu
6. Type in Username & Password. Click Log In
7. Click Gmail
   Welcome Student!

   My Tools
   - VCCS SIS: Student Information System
   - VCCS HR: Human Resource System
   - Gmail (StuName2014@email.vccs.edu)
   - Library Services
   - Virginia Education Wizard
   - SAILS
   - VCCS Quinn: QUINN Decision Support System

   View My Information
   Change My Password

Please LOG OUT when you are finished!

8. Click link
   From: <financial@lfcc.edu>
   Date: Wed, Feb 19, 2014 at 10:07 AM
   Subject: LFCC Foundation Scholarships- Confirm Your Account
   To: StuName2014@email.vccs.edu

Hi, StuName2014@email.vccs.edu

Before you can start searching for financial aid opportunities with us, please confirm your account by visiting the following link:

http://lfcc.academicworks.com/users/confirmation?confirmation_token=AeXg083dhH1lXhpBffg&email_id=pebre7784%40email.vccs.edu

If you believe this confirmation message was sent to you in error, please ignore this email. Your account will not be created until you access the previous link and create a password.

Thanks!
Financial Aid Office
Loudoun Community College
173 Skamani Lane
Middleburg, VA 22645
540-868-7130 (phone – Middletown)
540-351-5519 (phone – Fredericksburg)
financial@lfcc.edu (e-mail)

9. Fill out Application
   - 2nd Tab - Applicant Record - Shows information from LFCC Application like:
     o Name
     o ID#
     o LFCC Email
     o Phone Number
     o Etc.
   - Note - If student does not have credits completed at LFCC, they must put in an Official Transcript Request. Directions for Guidance Counselors was sent separately.
You have unanswered required questions on your General Application. In order to be considered you must complete all the required questions below.

**General Application**

You can save your application at any time by clicking Save and Keep Editing at the bottom of the form. Once completed, you can submit your application by clicking Finish and Continue.

Note: Required fields are marked with an asterisk.

- Which of the following types of student most closely matches you?
- What is your intended enrollment at Lord Fairfax CC for the coming semester?
- What is your intended degree or certificate program?

Current-year high school graduates may request an official high school transcript. Add a new Reference (Reference will be notified via email)

- Marital Status
- Number of Dependents

Please enter a whole number—no decimals or other symbols.

- Are you a first-generation college student?
- Do you intend to participate in athletic or team sports at Lord Fairfax CC?
- Are you active in the fine and/or performing arts?
- Do you plan to work while attending Lord Fairfax CC?

If so, how many hours?

Please enter a whole number—no decimals or other symbols.

Save and Keep Editing or Finish and Continue

11. **If** Recommended Opportunities are listed, it means you have met the basic criteria for the scholarship, but there is an additional step like questions or an essay that need to be completed to be considered.

Students will be notified via their LFCC Student Email Accounts (@email.vccs.edu) around May 1st.