



To access the Sidney A. Ribeau President's Leadership Academy scholarship application:

1. Log into your MyBGSU Portal and Click on the *Scholarship Opportunities* icon:

A screenshot of the MyBGSU portal. The top navigation bar includes links for Welcome, Students, Faculty, Employees, Help Desk, AlertBG, Quick Links, and Sign Out. On the left, a sidebar lists Academics, Bookstore, Career Center, Financials, Housing & Residence Life, Learning Commons, Libraries, New Students, and Student Life. Under Financial, there is a link for 1098t Tax Forms with a lock icon. The main content area is titled 'TOOLS' and contains icons for View Bill & Make Payment, BG1CARD Services, Bursar Website, Financial Aid Website, and Scholarship Opportunities. The 'Scholarship Opportunities' icon is circled in blue.

2. Click on the *Opportunities* tab:

A screenshot of the MyBGSU Opportunities tab. The tab is highlighted with a blue circle. The page shows application progress for a general application, which is now closed. It includes fields for First Name, Last Name, Preferred Phone Number, and Employment Information. The Employment Information section asks if the user is employed and how many hours they work per week. Buttons at the bottom include 'Save and Keep Editing' and 'Finish and Submit'.



3. Search for the *President's Leadership Academy*:

A screenshot of a web application interface for searching scholarships. The top navigation bar has two tabs: "My Applications" and "Opportunities". The "Opportunities" tab is selected, indicated by an orange underline and a small orange circle with the number "1" in the top right corner. On the right side of the top bar, there is a dropdown menu with the name "Andrea Hauser". Below the navigation, a message in a yellow box states: "You won't be able to apply or be automatically matched to any opportunities until you [complete your general application](#)". Underneath this message, the heading "All Opportunities" is displayed. A note in orange text below it says: "The scholarship application for the 2017-18 year is now closed. Please check back early in the Fall to apply for the 2018-19 year. You can always search for scholarships by reviewing the "Opportunities" list here." At the bottom of the search area, there is a search bar containing the text "President's Leadership Academy". A blue circle has been drawn around this search bar to highlight it.