

# Application Management System – User Guide (Students)

A guide for students using the Arkwright Application Management System (AMS) to apply for an Arkwright Engineering Scholarship

## INTRODUCTION

We are excited to announce the launch of a new Application Management System (AMS) that we hope will make it easier and for you to submit students to the Arkwright Engineering Scholarship programme.

The AMS has been designed to meet the needs and expectations of all our users, and to provide them with a seamless and satisfying experience. The system allows you to create, view, and manage your student applications in a user-friendly interface.

The system is an entirely web based application; as such, you can access the system from anywhere and on any device.

You can add new applicants, view your students' applications, track their status, and monitor progress as needed.

This user guide is designed to walk you through the nomination process on the new system and show you how to use it effectively.

We will explain how to create an account, how to log in, how to navigate the system, how to create and view applications, how to submit and track applications, how to revise and resubmit applications, and how to manage your profile and settings.

Whether you are familiar with the old portal or a new user, we are sure you will find this guide helpful and informative.

Let's get started!

**Please Note:**

You will not be able to apply to the Scholarship programme until your teacher has nominated you on our portal and you have received the email shown in step 1.

## STEP 1

When you have been nominated by your teacher, you will receive a notification email so that you can register for the site.

Click "Join now" at the foot of the email and complete the registration process,



**ARKWRIGHT**  
ENGINEERING SCHOLARSHIPS  
part of The Smallpeice Trust

Dear

Your teacher has nominated you to apply for an Arkwright Engineering Scholarship to be awarded in 2024. If you wish to take up this nomination, you need to login to the portal to complete your application form. Start by clicking "Join now" below.

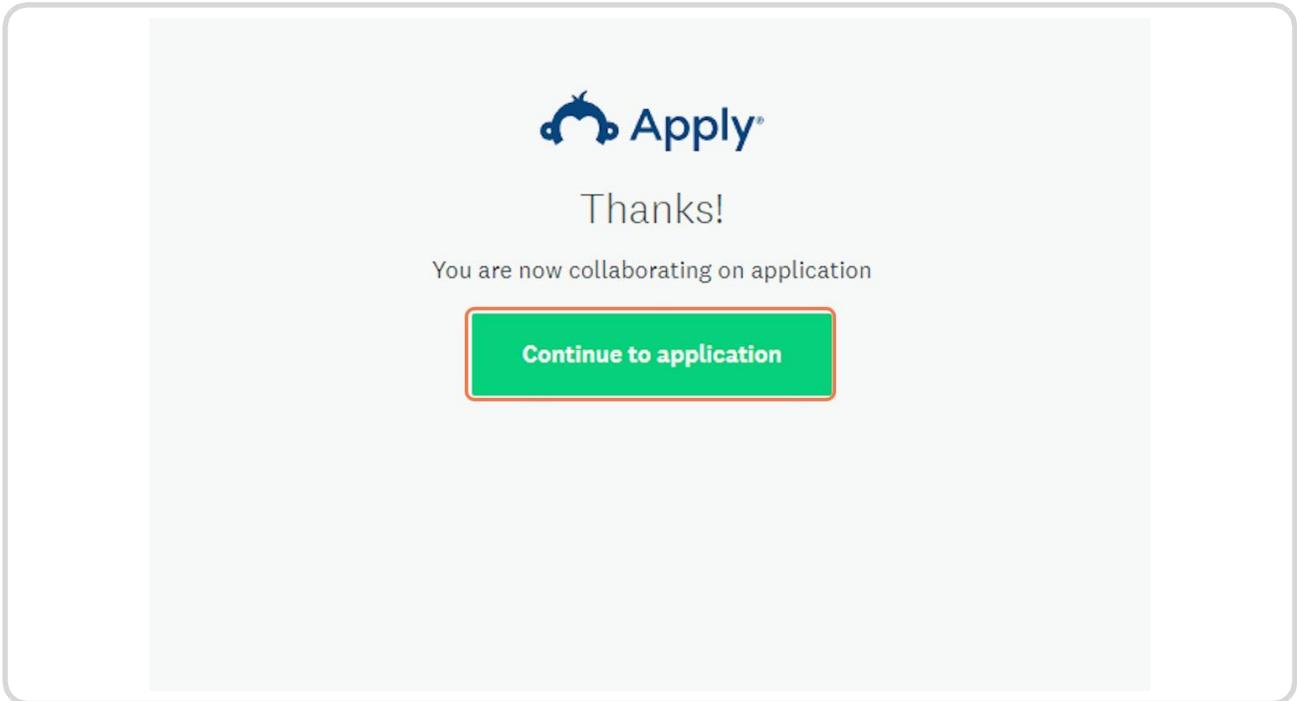
We have launched a new portal for 2024 applications; you can find supporting documentation here if you need it. If you are unable to complete you application and require further support, please contact [simon.wilson@smallpeicetrust.org.uk](mailto:simon.wilson@smallpeicetrust.org.uk)

To help you with your application you can access:

- [What makes a good application](#)
- [Project ideas](#)
- A sample of the [application form](#)

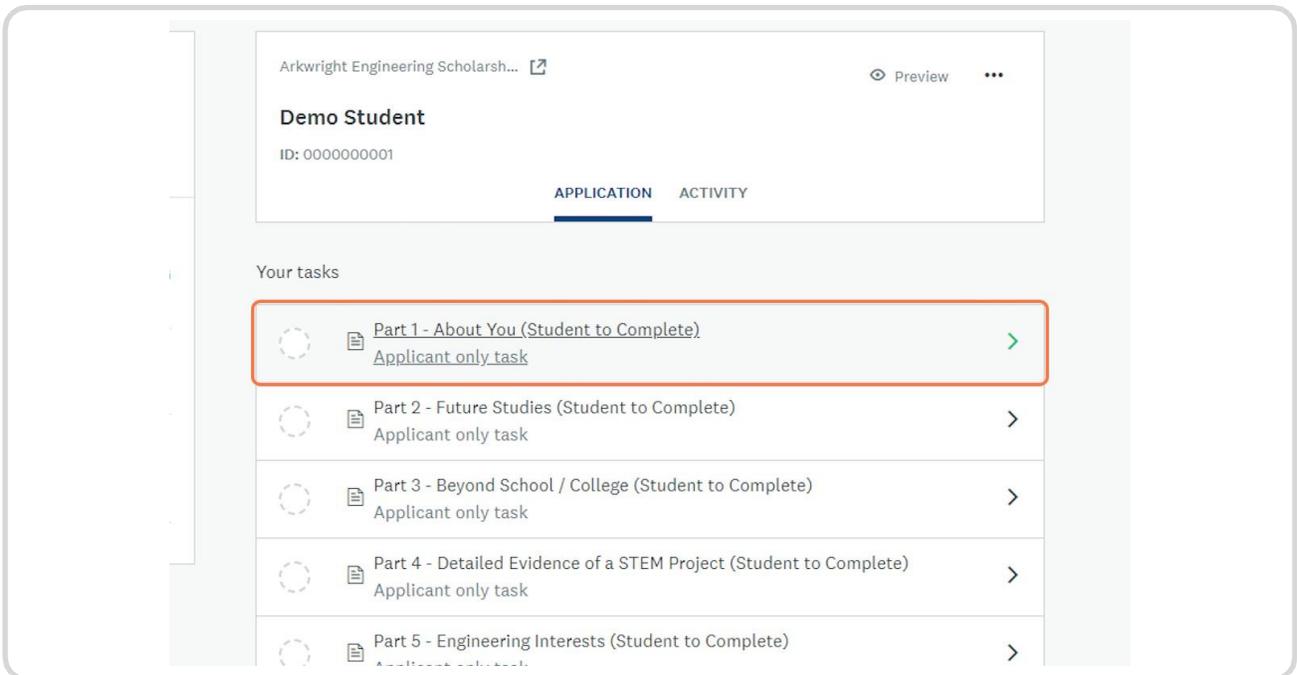
## STEP 2

On the next screen, click on “Continue to Application”



## STEP 3

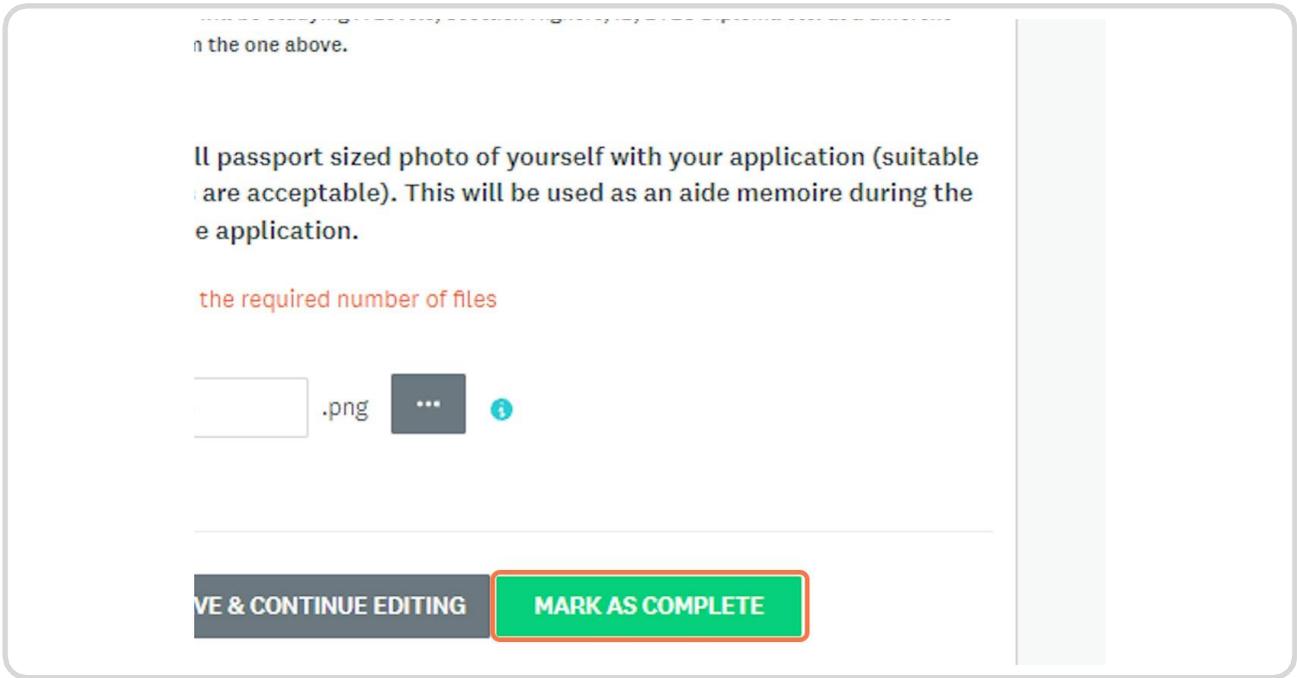
On the left-hand menu, click on “Part 1 - About You (Student to Complete)” and complete all sections on the next page



**STEP 4**

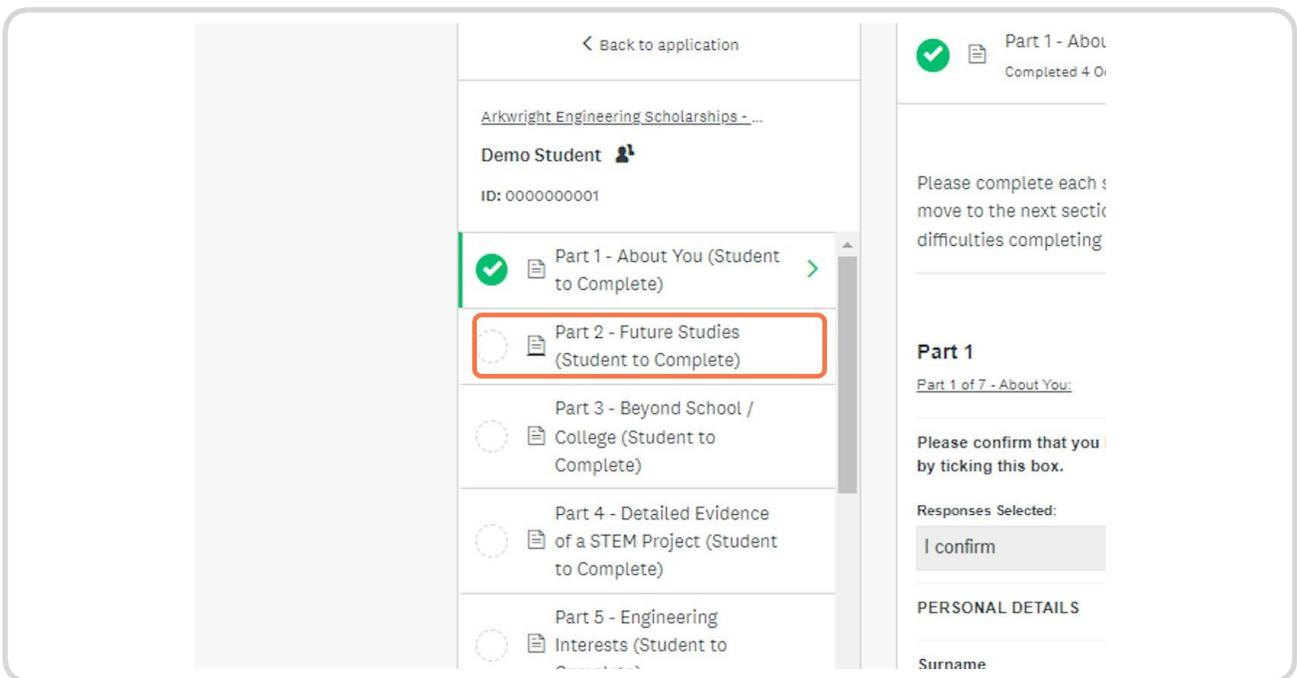
You can at any point click “Save & Continue” at the bottom of the page to return to later, but for the sake of this example we will complete all sections.

Once finished click on “Mark as Complete”



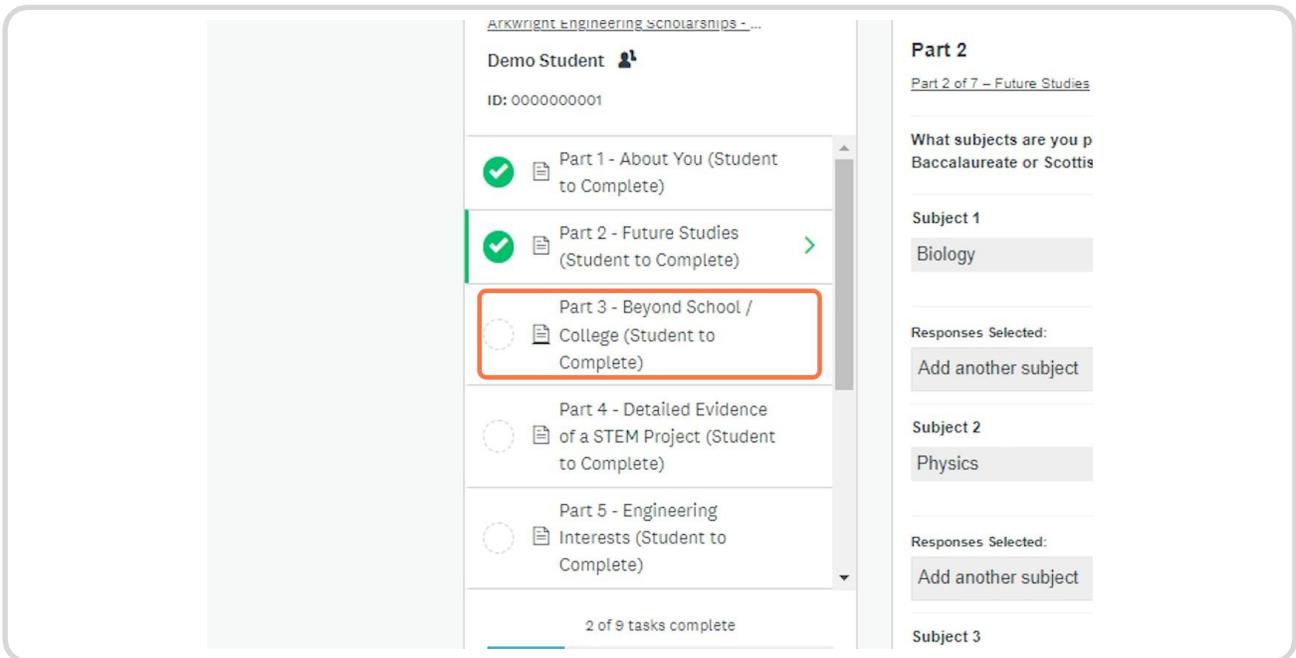
**STEP 5**

Click on “Part 2 - Future Studies (Student to Complete)” and again complete the sections on the next page, and then on “Mark as Complete”



## STEP 6

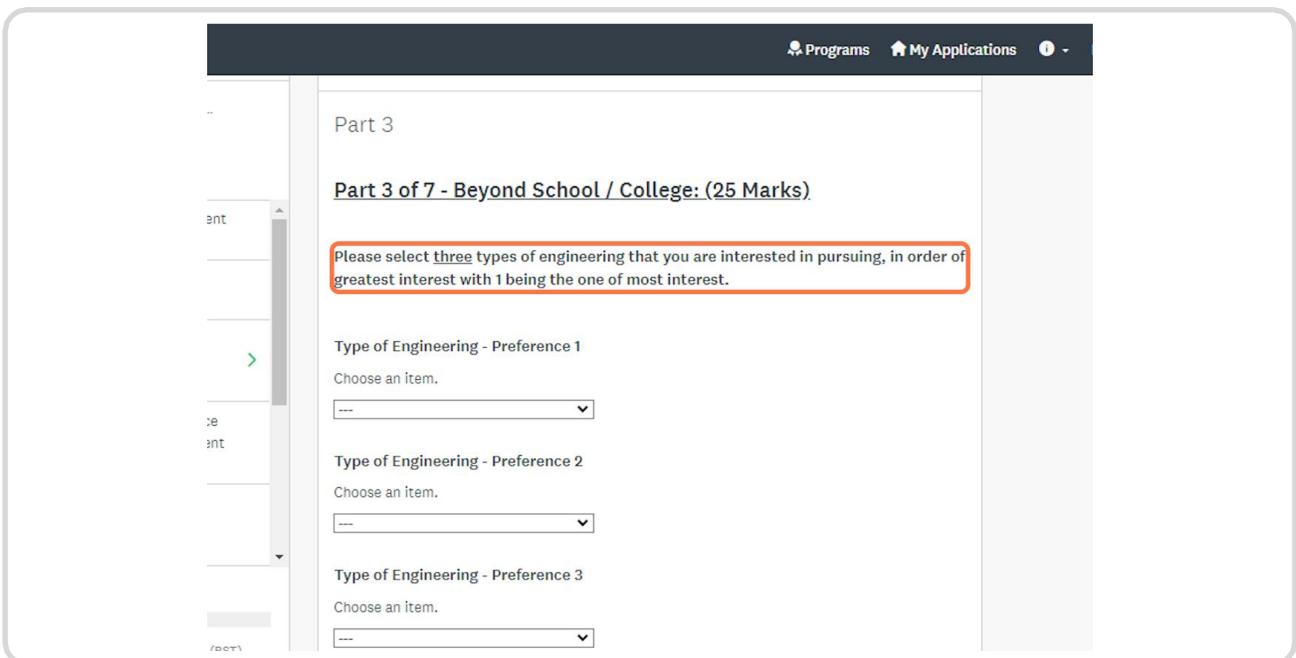
Click on "Part 3 - Beyond School / College (Student to Complete)" and complete the next page. Then "Mark as Complete"



The screenshot shows a student dashboard for "Arkwright Engineering Scholarships". The student is identified as "Demo Student" with ID "000000001". A progress list on the left shows five parts: Part 1 (Completed), Part 2 (Completed), Part 3 (Selected), Part 4 (Not Started), and Part 5 (Not Started). The "2 of 9 tasks complete" indicator is at the bottom. On the right, "Part 2" is active, showing "Part 2 of 7 - Future Studies". It asks "What subjects are you p Baccalaureate or Scottis". Under "Subject 1", "Biology" is selected. Under "Subject 2", "Physics" is selected. There are "Add another subject" buttons for both. "Subject 3" is currently empty.

## STEP 7

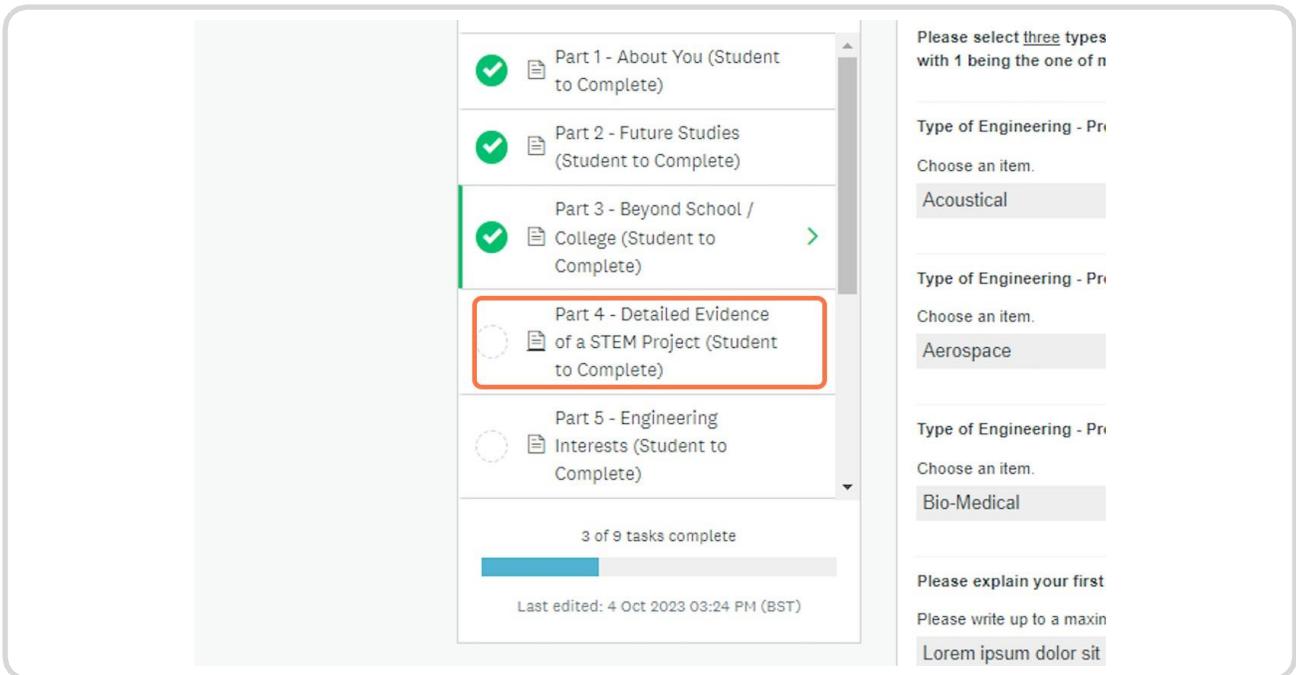
Within section three, please pay special attention to the text highlighted below



The screenshot shows the "Part 3" question page. The title is "Part 3 of 7 - Beyond School / College: (25 Marks)". A red box highlights the instruction: "Please select three types of engineering that you are interested in pursuing, in order of greatest interest with 1 being the one of most interest." Below this are three dropdown menus labeled "Type of Engineering - Preference 1", "Type of Engineering - Preference 2", and "Type of Engineering - Preference 3", each with the prompt "Choose an item." and a dropdown arrow.

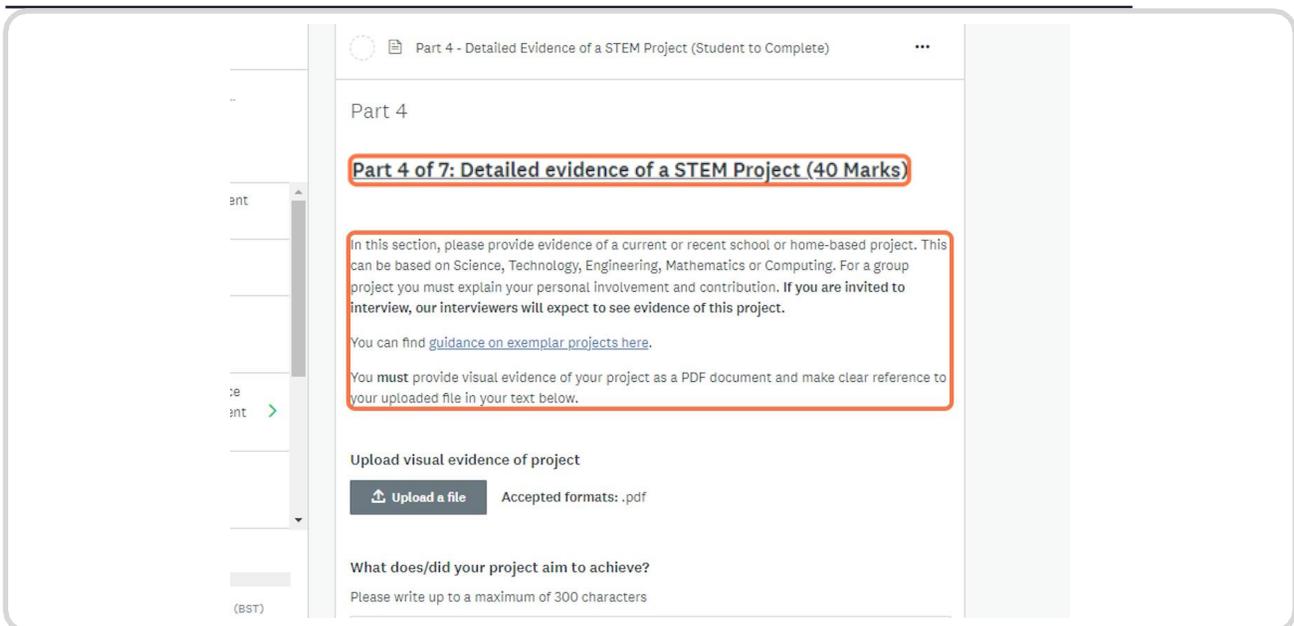
## STEP 8

Click on “Part 4 - Detailed Evidence of a STEM Project (Student to Complete)”, complete the sections and then click on “Mark as Complete” at the foot of the page



You will note that every section carries the maximum number of marks awarded in the header.

We have also highlighted some important text in the image below, please ensure you read this guidance. You are also strongly encouraged to review the [exemplar projects link](#) in this section before deciding on a project to use in your application.



## STEP 9

Select your supporting documentation for your project by using the upload document menu. Please note that you are restricted to using pdf for this section.

The screenshot shows a web application interface for 'The Smallpeice Trust'. The user is logged in as 'Demo Student' with ID '0000000001'. The navigation menu on the left shows five parts: Part 1 (About You), Part 2 (Future Studies), Part 3 (Beyond School / College), Part 4 (Detailed Evidence of a STEM Project), and Part 5 (Engineering Interests). Part 4 is currently selected and highlighted in green. The main content area displays 'Part 4 of 7: Detailed evidence of a STEM Project (40 Marks)'. It includes instructions to provide evidence of a current or recent school or home-based project, with a link to 'guidance on exemplar projects here'. Below the instructions, there is a section for 'Upload visual evidence of project' with a file upload button labeled '1. Test Document .pdf'. At the bottom, there is a text input field for 'What does/did your project aim to achieve?' with a character limit of 300. A footer note states: 'Please describe and explain your project making clear and direct reference to your supporting documentation.'

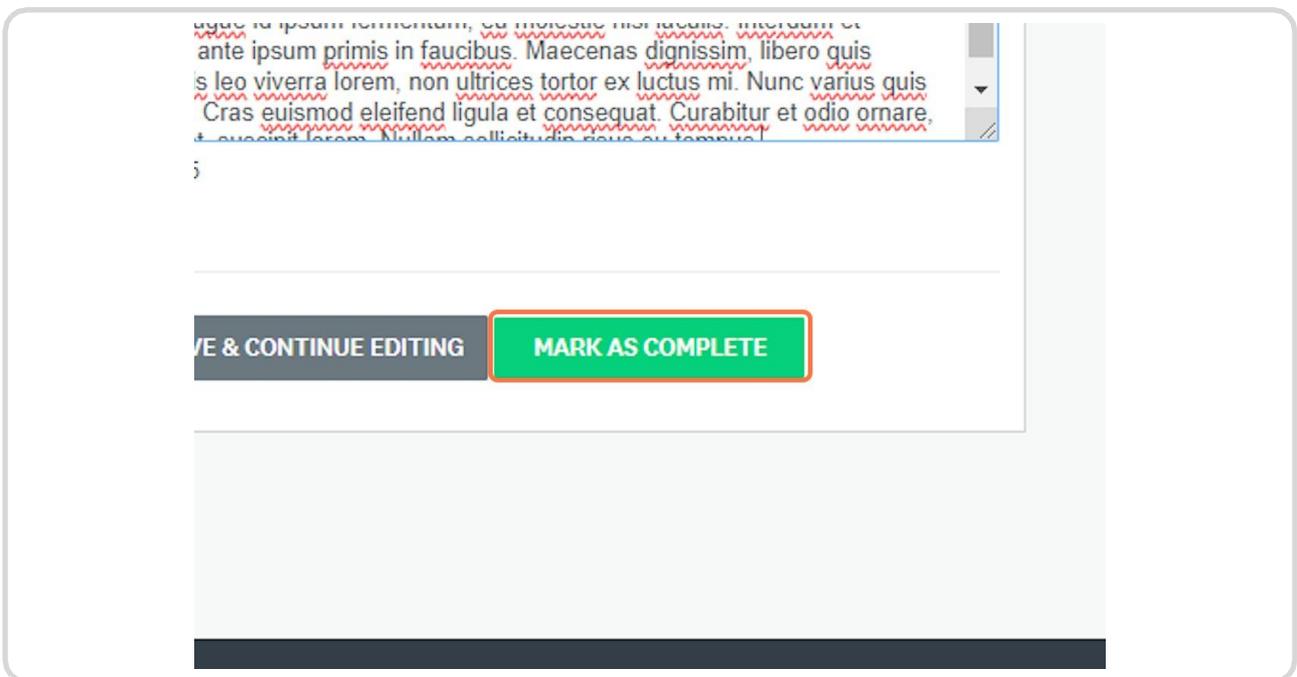
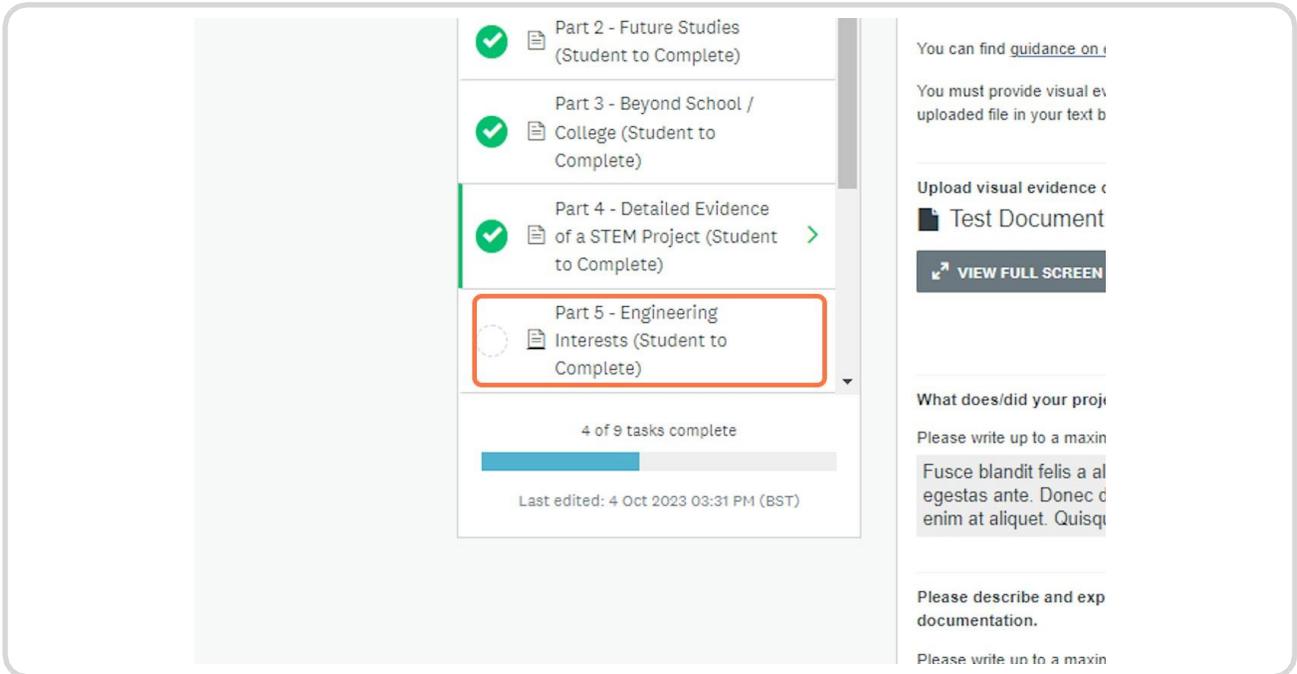
## STEP 10

Once finished, click on "Mark as Complete"

This screenshot shows the bottom portion of the application form. It features a text area containing placeholder text: 'igna iaculis. aliquet pharetra. Donec mattis non leo a porttitor. Maecenas molestie dui erat, bibendum ac ligula a, consequat porta risus. Nunc fringilla t|'. Below the text area is a large green button labeled 'MARK AS COMPLETE' and a smaller grey button labeled 'SAVE & CONTINUE EDITING'. At the very bottom, a dark grey footer contains the text 'Copyright © Momentive | Privacy | Terms'.

STEP 11

Click on "Part 5 - Engineering Interests (Student to Complete)" on the left hand menu, complete, and click "Mark as Complete"



STEP 12

Complete the next three student sections and then "Mark as Complete"

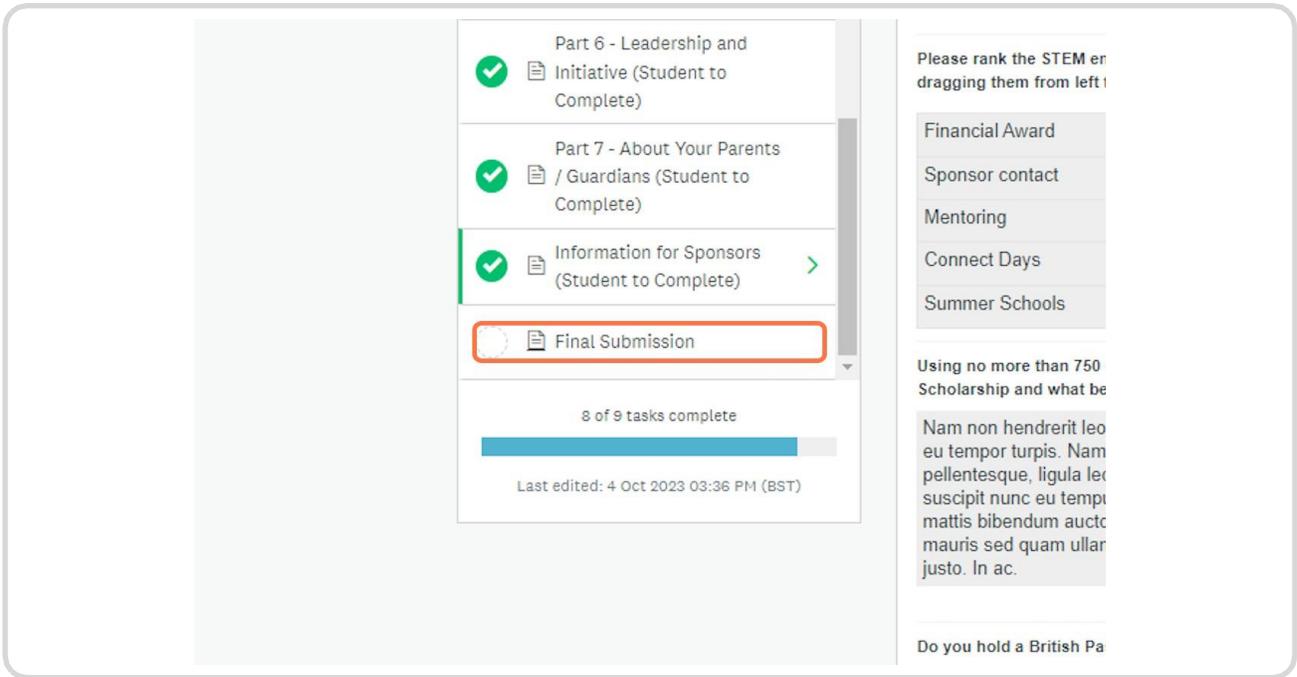
This screenshot shows the application progress for a student. The header includes the title "Arkwright Engineering Scholarships - ..." and the student's name "Demo Student" with an ID of "0000000001". A list of tasks is shown on the left, with "Part 5 - Engineering Interests (Student to Complete)" marked as complete with a green checkmark. "Part 6 - Leadership and Initiative (Student to Complete)" is highlighted with a red box, indicating it is the next step. Other tasks include "Part 7 - About Your Parents / Guardians (Student to Complete)", "Information for Sponsors (Student to Complete)", and "Final Submission (cannot be modified)". On the right, the content for Part 5 is visible, including the instruction "Please provide details of in which demonstrate your school." and a text area with placeholder text.

This screenshot shows the application progress updated. The student ID "0000000001" is visible. The task list now shows "Part 5 - Engineering Interests (Student to Complete)" and "Part 6 - Leadership and Initiative (Student to Complete)" both marked as complete with green checkmarks. "Part 7 - About Your Parents / Guardians (Student to Complete)" is highlighted with a red box. A progress bar at the bottom indicates "6 of 9 tasks complete" and shows a blue bar representing the progress. The last edited time is "4 Oct 2023 03:32 PM (BST)". On the right, the content for Part 6 is visible, including the instruction "Please provide example: scouts, Duke of Edinburgh" and a text area with placeholder text.

This screenshot shows the application progress further updated. The task list now shows "Part 5 - Engineering Interests (Student to Complete)", "Part 6 - Leadership and Initiative (Student to Complete)", and "Part 7 - About Your Parents / Guardians (Student to Complete)" all marked as complete with green checkmarks. "Information for Sponsors (Student to Complete)" is highlighted with a red box. The progress bar at the bottom indicates "7 of 9 tasks complete" and shows a blue bar representing the progress. The last edited time is "4 Oct 2023 03:34 PM (BST)". On the right, the content for Part 7 is visible, including the instruction "Name/Relationship" and a form with fields for "Title", "First Name", "Surname", and "This person's relationship". Below this is a question "Do you live at the same address?" with a "Yes" button. Further down, there is a "Parent/Guardian Contact" section with fields for "Day", "Evening", and "Email". At the bottom, there is a note: "If you are shortlisted, you will be contacted with further information."

**STEP 13**

**Click on "Final Submission" on the left hand menu**



Please note the instruction on the final submission page and only submit if you are happy with your application. The application will then be sent to your teacher for their final endorsement.

When you are happy with your application, click on "Mark as Complete"

