# 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!

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### 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.

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

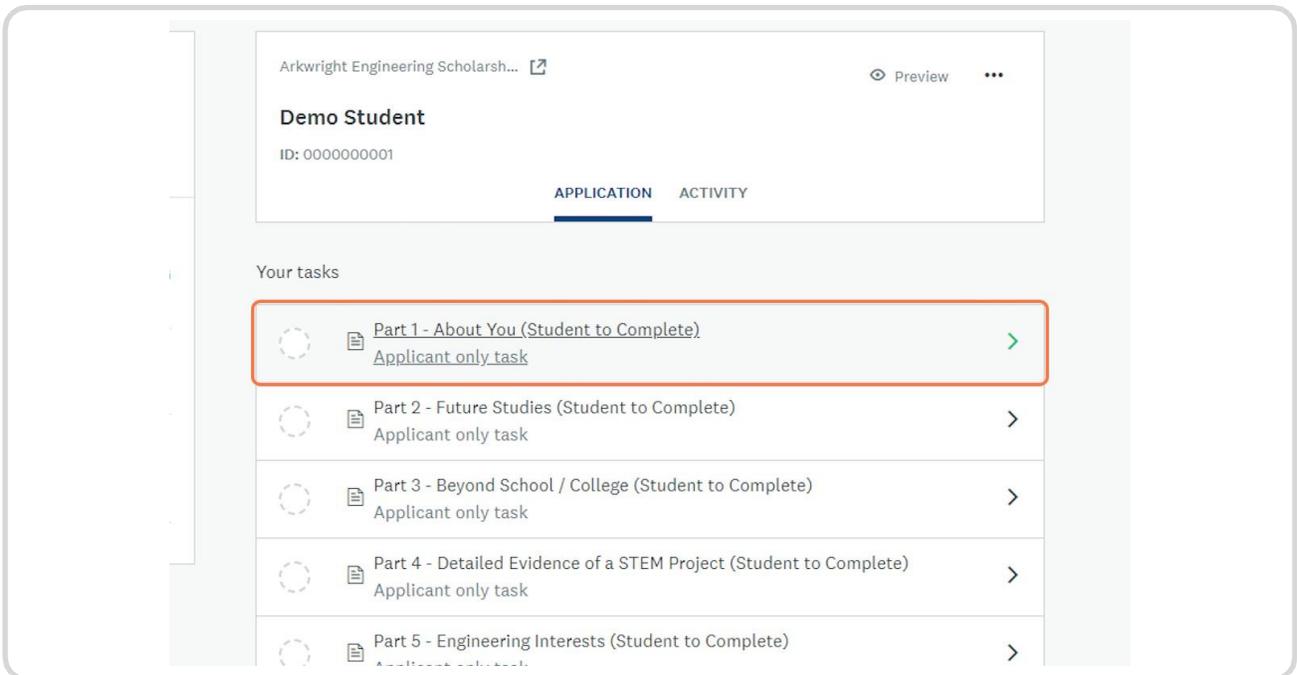Click "Join now" at the foot of the email and complete the registration process,
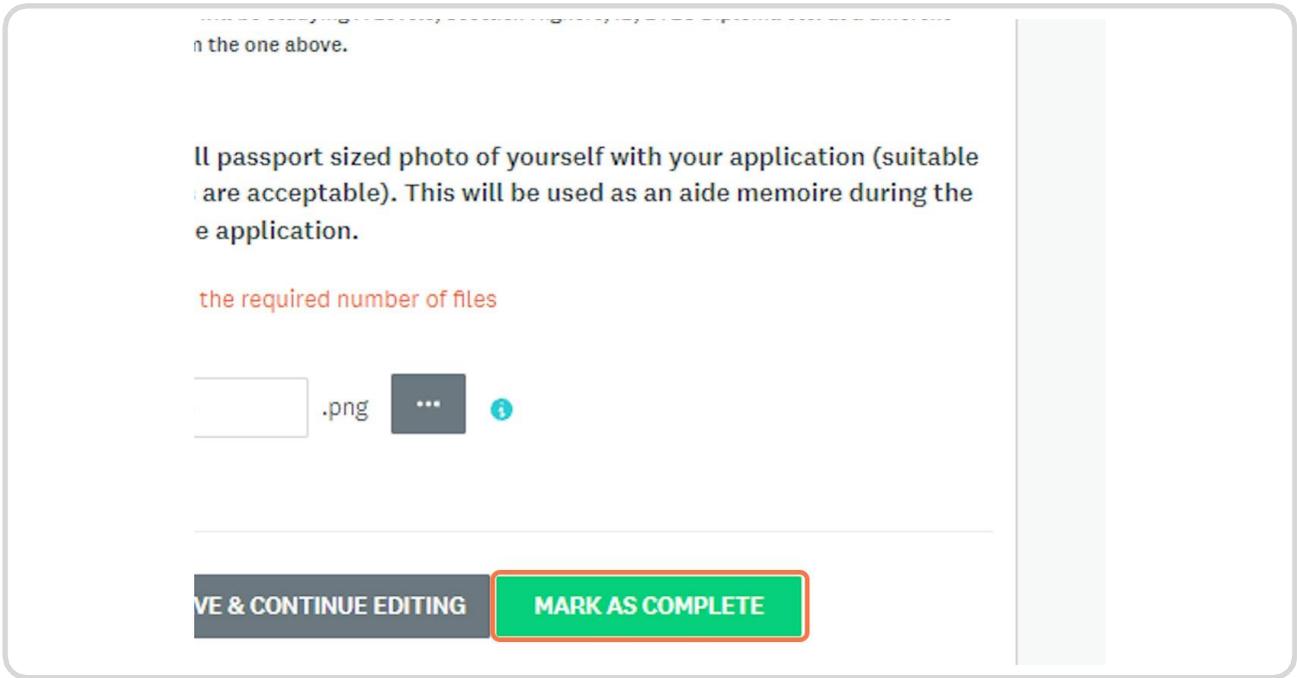
On the next screen, click on "Continue to Application"
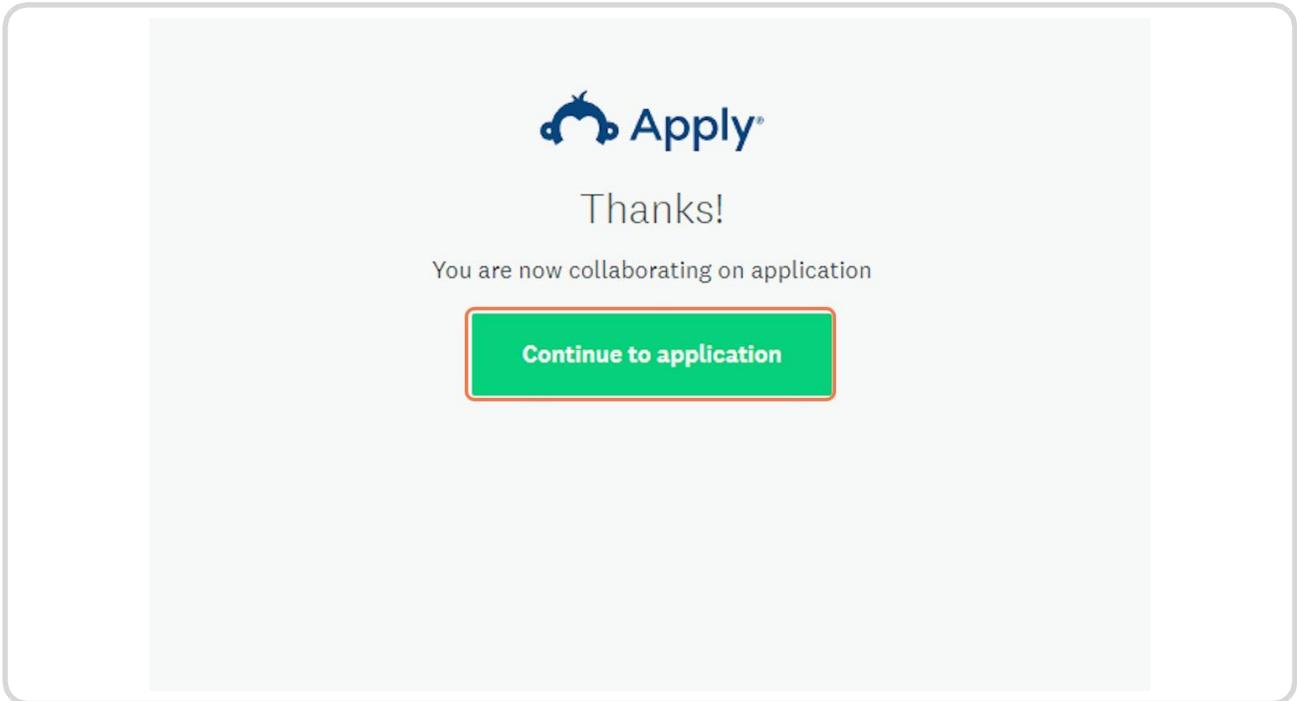
On the left-hand menu, click on "Part 1 - About You (Student to Complete)" and complete all sections on the next page

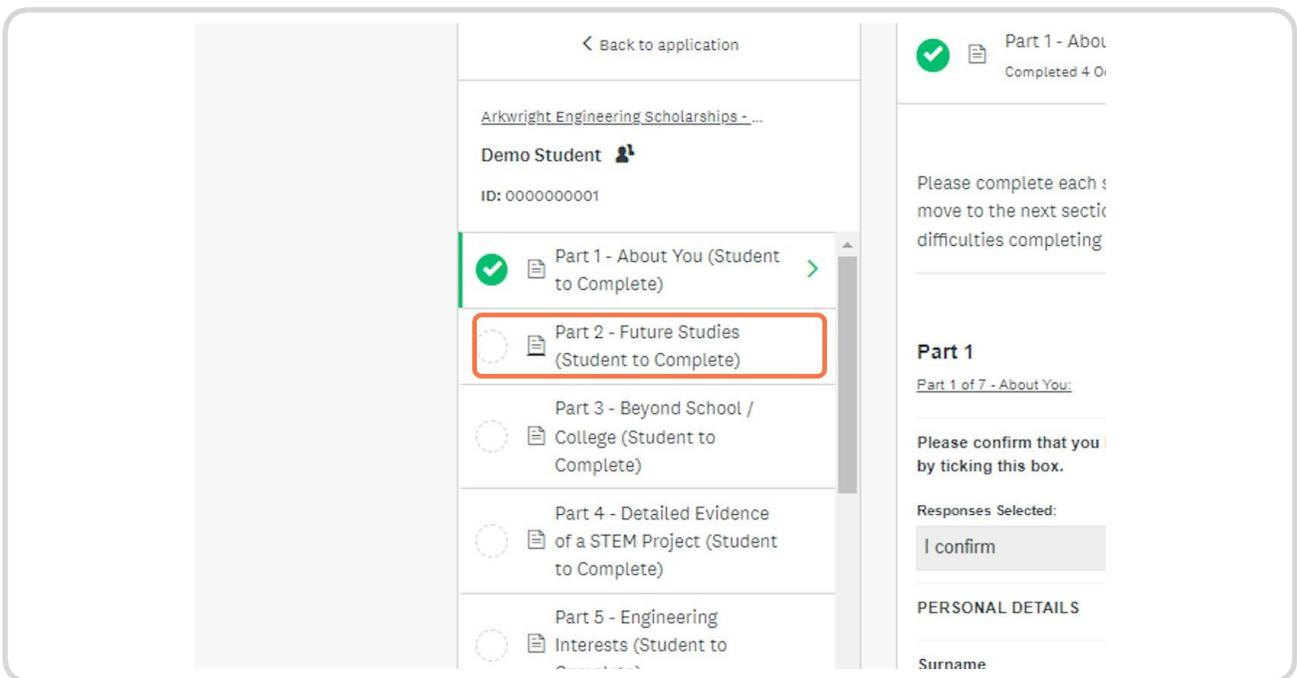You can at any point click "Save & Continue" at the bottom of the page to return to later, but for the sake of this example we will complete all sections.

Once finished click on "Mark as Complete"

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"
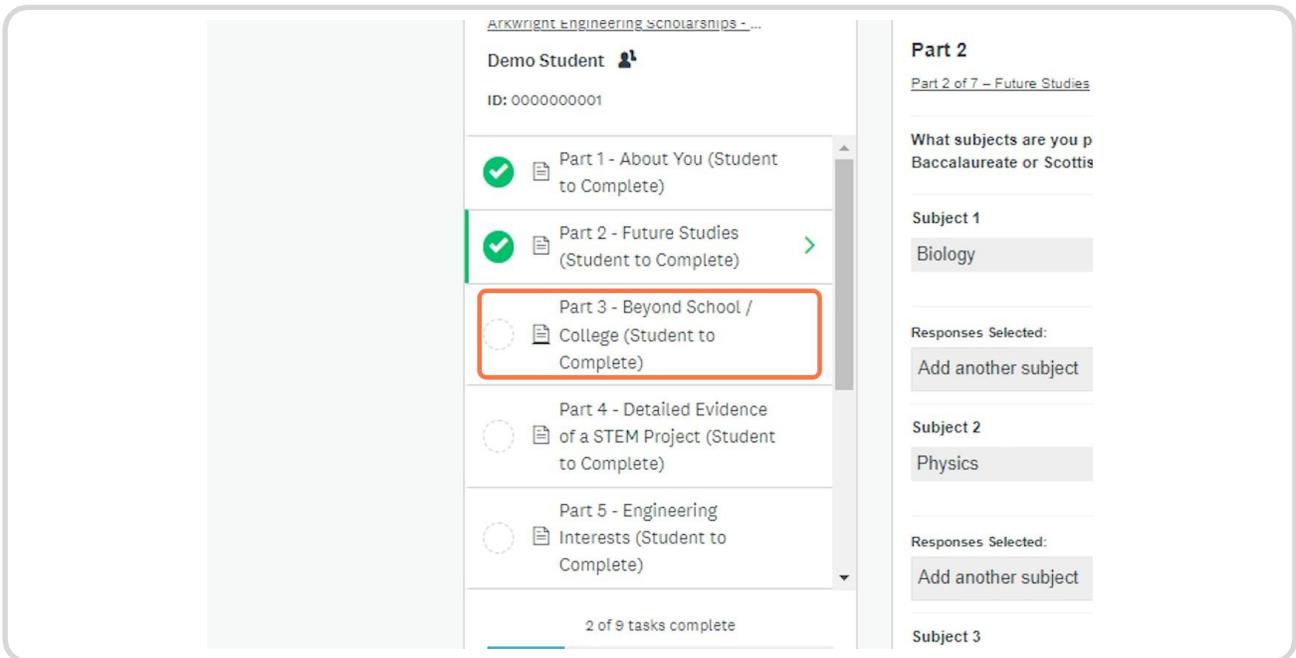


**STEP 7**

Within section three, please pay special attention to the text highlighted below
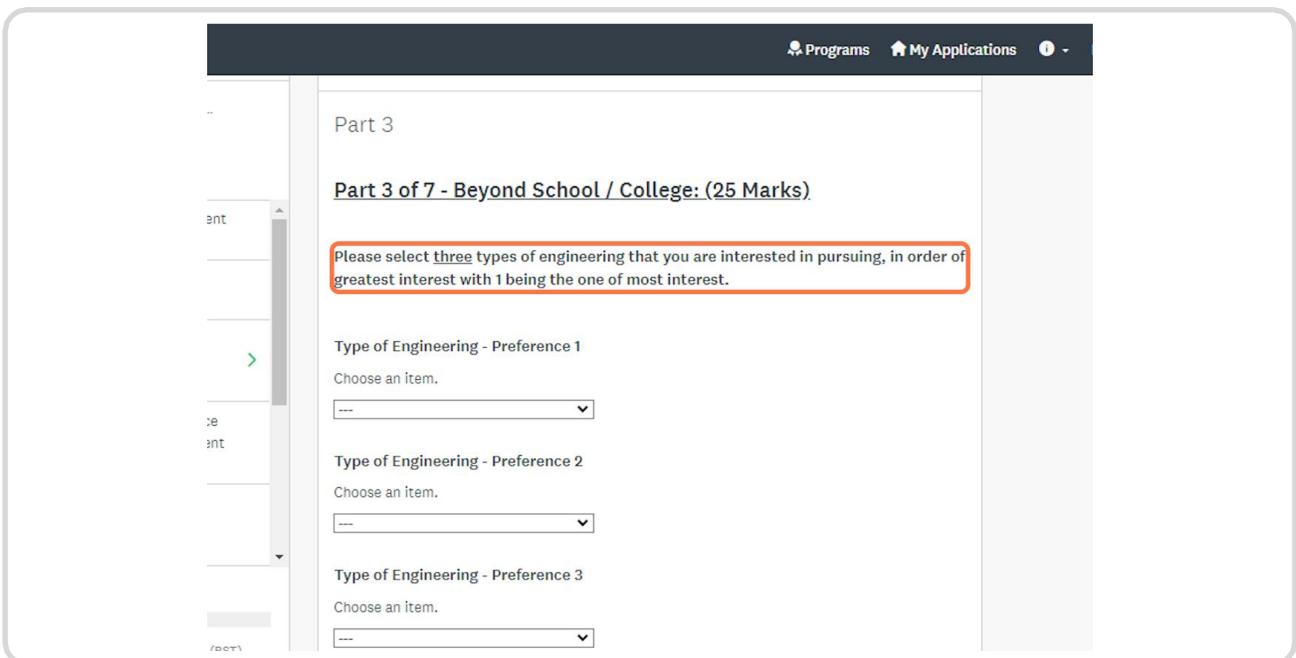
Click on "Part 4 - Detailed Evidence of a STEM Project (Student to Complete)", complete the sections and then click on "Mark as Complete" at the foot of the page
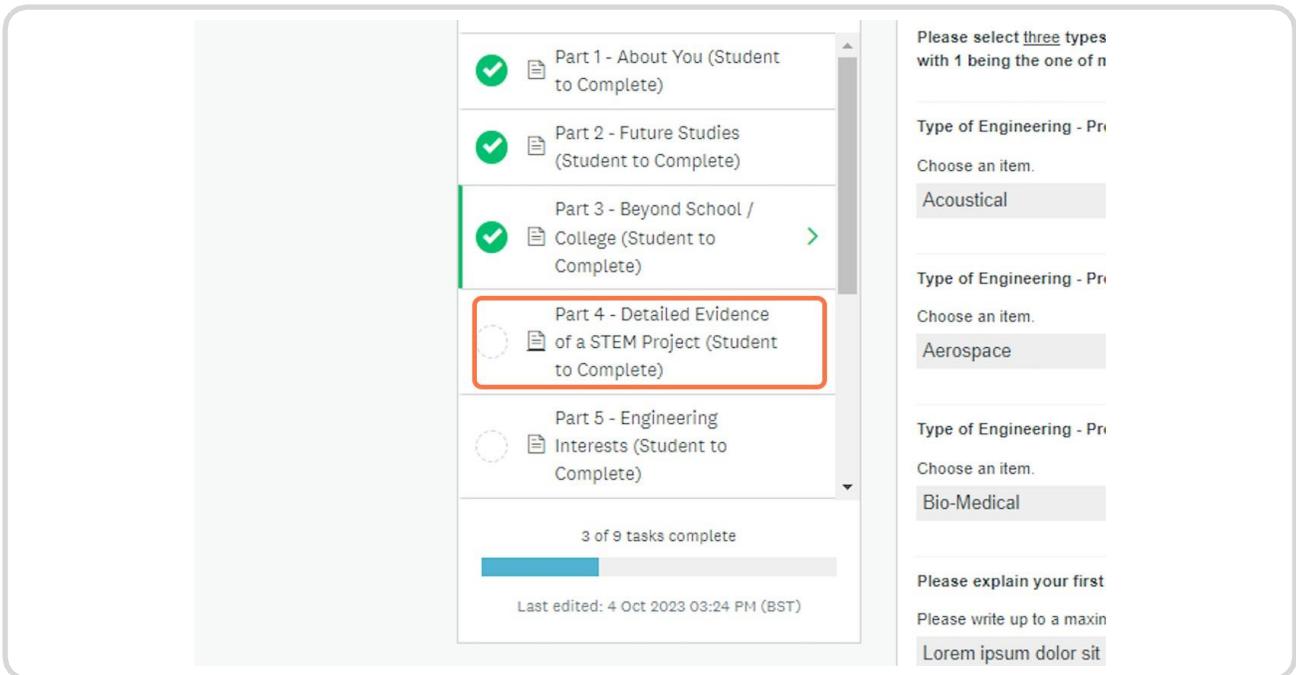


You will note that every section carries the maximum number of marks awarded in the header.

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.
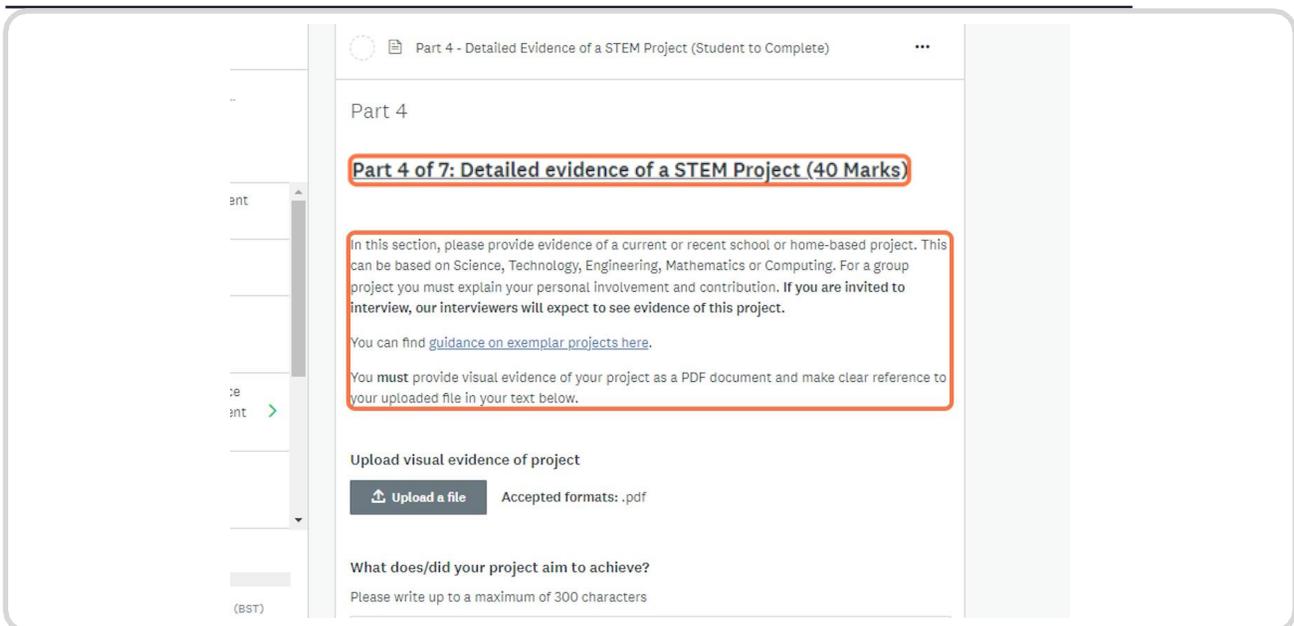
**STEP 9**

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.



**STEP 10**

Once finished, click on "Mark as Complete"

Click on "Part 5 - Engineering Interests (Student to Complete)" on the left hand menu, complete, and click "Mark as Complete"
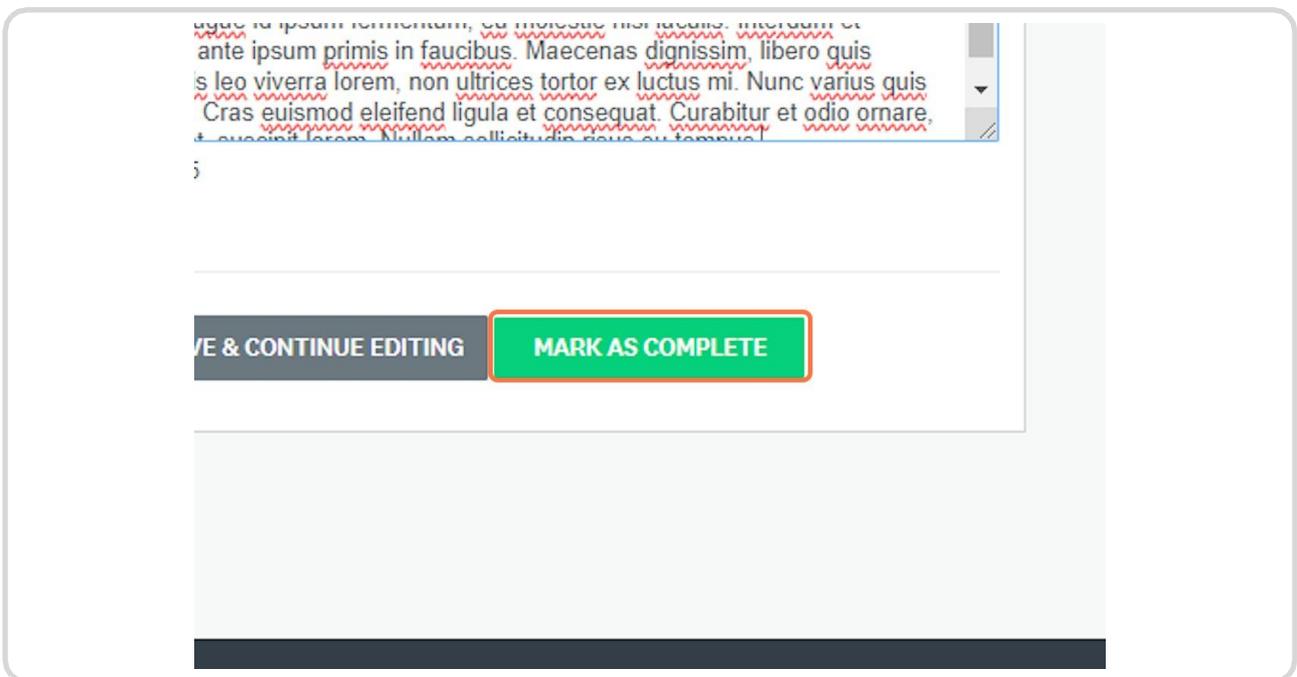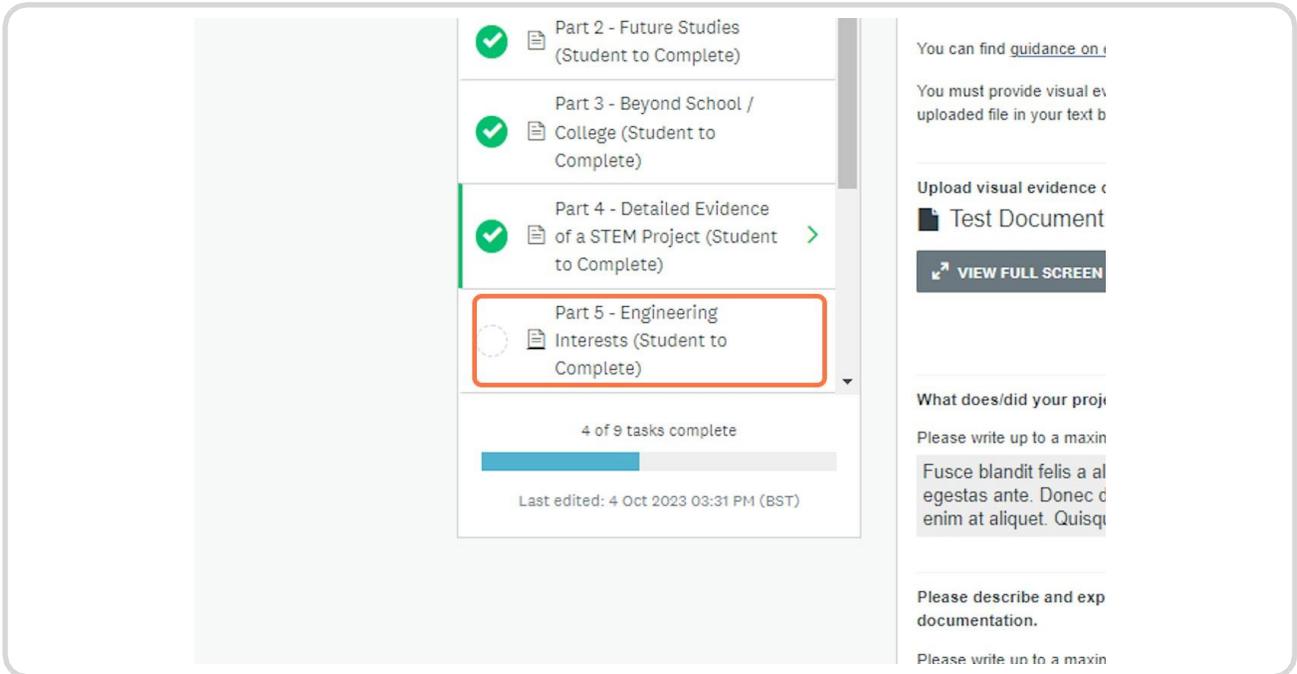
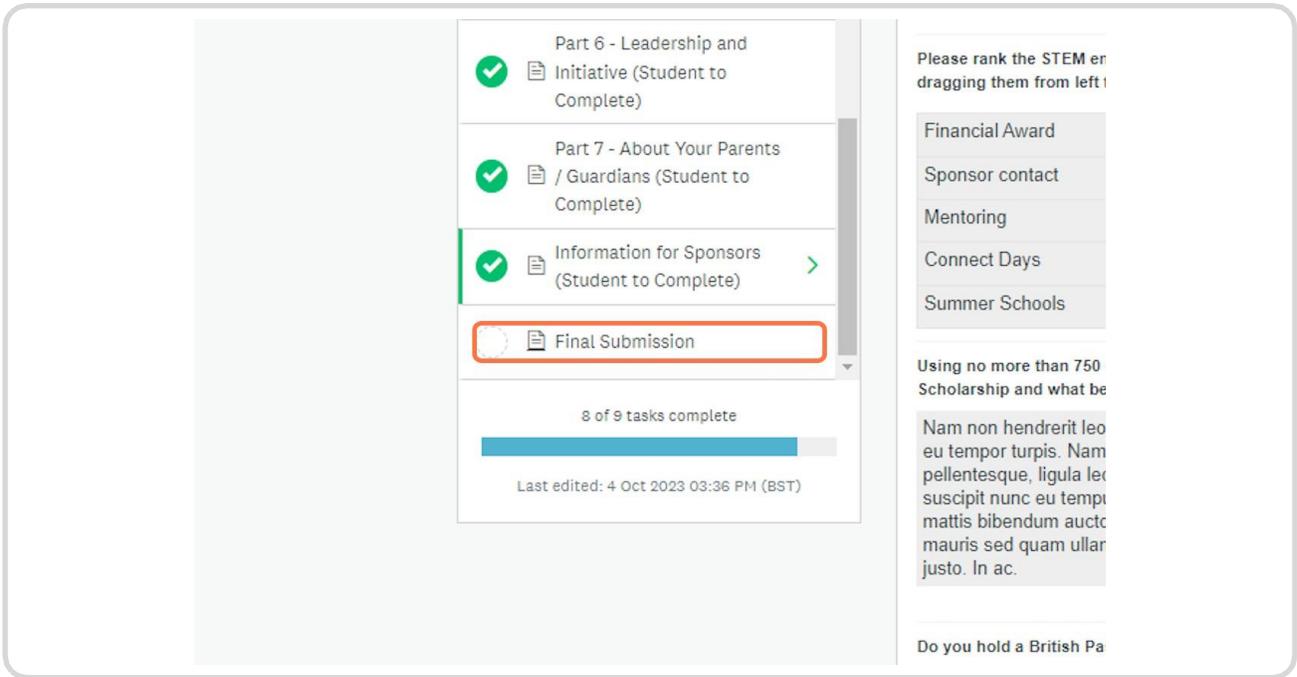## Complete the next three student sections and then "Mark as Complete"

**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"