

## Award in Bulk

Awarding in bulk can only be done if awarding the same amount / same award period / same opportunity (scholarship) same academic year.

### Instructions

Logon: [https://towson.academicworks.com/users/sign\\_in](https://towson.academicworks.com/users/sign_in)

Opportunity > Portfolios > Opportunities

Enter the Project ID in the Portfolio Proj search box to locate the scholarship.

Click on the View button to the left of the scholarship.

Click on the Applications tab.

Recipient selection can be completed from this by:

- x Checking the box beside the View field the recipient; or
- x Entering TU IDs in the UID field. Up to fifty (50) UIDs may be entered for search but they must be separated by a pipe |. Example: 000000|000000|000000 After all IDs have been entered hit enter on your keyboard After all recipients appear, select them by checking the box to the left of the View button.

Scroll to the bottom of the screen and click on the Drop Down box Act on Selected categorize, select Program Director Selected, enter the amount and enter the award period. Select Categorize.

Below are instructions and helpful information from the site:

Changing Application Categories in Bulk