Bronco Scholarship Portal (BSP): Steps to Read and Score Applications

1) Go to https://csupomona.academicworks.com

2) Click on Sign In (top right-hand corner)

a. If you have a “@CPP.edu” email address, click on “Applicants and Administrators” tab and click on “Sign In With Your Institution” to sign in with your Bronco name and password. This may be confusing because you are a reviewer; however, since you are affiliated with CPP, your CPP login credentials are linked to the BSP.

b. If you DO NOT have a CPP email address, click on “References and Reviewers” tab and sign in with your email address and a password of your choice that has 8 characters and contains at least 1 digit, 1 uppercase letter, and 1 lowercase letter. Click on “Sign In.”

If you have difficulty signing in, click on “Trouble signing in?” and enter your email address, then click on “Recover Password.” You should receive an email.
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3) To begin reviewing applications, ensure that you are in “Reviewer” role

4) Click on the scholarship for which you want to score applications

5) To view scholarship description and criteria, click on “Opportunity Details.”

6) Under Actions, click on “Begin” for each student.

7) Click on Side-by-Side

8) Information on the left includes the student’s General Application, Imported Data from BroncoDirect and Opportunity Specific Questions. To the right is the scoring rubric specific to that particular scholarship.
   a. General Application section includes:
      i. On-campus activities is question #2
      ii. Community Service is question #3
      iii. Personal statement
      iv. Letters of Recommendations
   b. Imported Applicant and Imported Administrator Information is from BroncoDirect
   c. Opportunity Specific Questions section are questions specific to a particular scholarship
9) After scoring the application

   a. Click “Save” at the bottom of the screen, so that you can come back and change a score. Place notes under “Please note any additional comments you would like to share about this applicant.”
   
   b. Once you have completed and reviewed all applications, go back and click “Submit.”
   
   c. You may click “Submit” immediately after scoring an application; however, **you CANNOT change a score once you click “Submit.”**

Should you have questions or need assistance, please email: scholarships@cpp.edu.