Scholarships@UW-Madison Screen Reader Hints

Introduction

This document provides hints for using screen reader software with the Scholarships@UW-Madison Online Application. One important item to note is that, like many modern web applications, the Scholarships@UW-Madison Online Application appears on a single web page and is navigated using tabs, so you may not receive navigation notifications from your screen reader but will instead search for elements specific to each tab once you have selected it. Also, the back button on your browser will cause you to exit the site, so please use the navigational buttons and links provided within the site.

The 5 main tabs are:

1. Home: The basic home page of the site
2. My Scholarship Matches: This tab allows you to search for scholarships that you are eligible for and add applications for those scholarships to your application dashboard
3. My Applications: Here is where you will fill out and submit applications for scholarships
4. My Awards: This tab is where you will accept any scholarship awards you are offered
5. My Profile: Some scholarship applications require you to provide information about work experience and other activities, so this tab provides a place to save that information

More information about each of the tabs is provided below. In addition to the tabs, there are two buttons available on every screen:

1. Logout: Logs you out of the application
2. Help: Provides access to the Scholarships@UW-Madison knowledgebase

Home Tab

The header on this screen is "Welcome." The home tab provides basic instructions for using the site and a table of upcoming deadlines if you have started but not completed any scholarship applications.

My Scholarship Matches Tab

The header on the first screen is "Start Matching" and the screen provides basic instructions for the matching process. When you click the Match Me button you will proceed through a series of screens that you will navigate using buttons labeled Back or Next. A description of each screen is provided below.

Verify Information Screen

This screen provides two tables showing your Contact Information and Academic Information for review.

Answer Questions Screen

This screen will only display if there are some additional questions related to scholarships you may be eligible for. A table of questions is presented that you must review and answer.

Scholarship Match Results Screen

This screen will list one or more applications if your information matched scholarships and those scholarships are currently accepting applications. For each application in the list, the following information is presented:

- Information about matching Scholarships. Some applications cover more than one scholarship. The names of the matched scholarships are listed and you can click a link for more details.
- Application information such as the number of recommendations required or document uploads required.
- A button that allows you to add the application to the My Applications tab.

Click the button for any application you would like to fill out and then click on the My Applications tab when you are ready to begin working on applications.

If you did not match any scholarships with open applications you will be notified on this screen.

My Applications Tab

The header on the first screen is "Application Dashboard." The Application Dashboard is a table listing any applications you are working on. For each application, the table provides information, status, and also a set of buttons allowing you to take action with that application. For example, to work on an application, click the button labeled either Start or Continue in that application's row. This will take you to a series of screens where you will fill out the application. Descriptions of the screens are provided below but not all applications have all the different screens. For example, if an application does not require a recommendation, then a link to the Recommendations screen will not be displayed. You can move through the steps using the Back and Next buttons and can return to the Application Dashboard at any time using the Return to Dashboard button or the Application Dashboard link.

Instructions Screen

This screen offers a brief description about the process and due date for the specific application.

Questions Screen

This screen presents a table of questions. You must select the Respond button in each table row to answer the question or the Edit button to change your response. Some questions require text responses and some present a list of multiple choice answers.

Recommendations Screen

This screen allows you to request recommendations via email. Simply click the Add Recommender button to begin. If more than one recommendation is requested, they will appear in a list on this page.

Document Uploads Screen

Applications may require you to upload one or more documents, which are presented here in a list. For each document, you can browse your computer's file system for a file to upload and then click the Upload File button. The system automatically converts some documents to Adobe Acrobat format. If this happens, you will be presented with a series of images showing the converted document and you can

click to Approve the document or Reject it. Click the Approve button to complete the upload. If you are concerned that your document did not convert to PDF properly, Scholarships@UW-Madison will not convert a document that is already a PDF so you can convert the document to PDF using your own software and then upload. You can also email scholarship_support@em.wisc.edu for further assistance. In your email, please provide your name, student ID number, and the name of the application you are working on.

Profile Screen

This screen lists a summary of your profile information, but to change your profile you must click on the My Profile tab. See below for more information about the My Profile tab.

Confirmation Screen

This page lists your contact information for verification and then a list of questions. You will not be able to click the Submit Application button until you answer "Yes" to the question certifying that the information in your application is true.

My Awards Tab

The header on the first screen is "Scholarship Award Dashboard." The dashboard is a table of award offers. For each award that has been offered to you, the table provides information, status, and also a button labeled Accept/Decline. For awards you have already accepted, the button is labeled View Confirmation and it allows you to review the offer you accepted. From the offer screens you can return to this dashboard at any time using the Return to Dashboard button or the Scholarship Award Dashboard link.

Award Offer Screen

The main screen for an individual scholarship award offer can have a lot of information on it. The information is broken into the following headings, though some headings do not apply to some offers so they may not appear:

- Instructions: Provides instructions for accepting the award
- Award Details: Provides information and a table about the different payments that make up the award
- Document Downloads: A list of buttons that allow you to download documents providing further information about the award
- Questions: One or more questions that may require answers in order for you to accept the award.

Buttons allow you to either Accept or Decline the award.

My Profile Tab

In this tab, you will submit information about your past and current extracurricular activities that can be used in applications that require a profile. The screen has a set of tabs for each of the main profile categories. The tabs are the following:

- Introduction: Provides summary of your profile and buttons for downloading your profile in Adobe Acrobat or Rich Text Format
- Employment
- Volunteer
- Leadership and Activities
- Awards and Honors

Each tab works exactly the same. A table lists existing entries, which you can edit or delete by pressing the appropriate button in the row. A button labeled, for example, "Add New Employment Record," allows you to add new records to your profile. The button is labeled differently according to the tab.