

## Department Usage of the Wisconsin Scholarships Hub (WiSH\* system)

*\*also referred to as AcademicWorks and BBAM (Blackbaud Award Management) 7/2020*

The Wisconsin Scholarship Hub (WiSH) system is a scholarships posting, application, review, awarding and stewardship software package purchased by the Office of Student Financial Aid and the UW Foundation for campus use. *Its product name is Blackbaud Award Management System and also called BBAM.*

The College of Letters & Science Scholarships program in collaboration with the L&S Business Office, L&S Strategic Communications and Advancement (SCA), and the UW Foundation are putting forth instructions to onboard L&S units onto the WiSH system for 2020-2021 academic year as outlined below.

Benefits to the campus include scholarship award payments processed in WiSH to be loaded directly on to the student financial account and paid through the bursar's office usually within 24-48 hours. Student recipients are able to see the award quickly posted to the student account. And campus information regarding scholarship award recipients is exported from WiSH directly to the UW Foundation.

<https://wisc.academicworks.com>

### Top 5 Campus Goals

- 1) Publicly list all scholarships in an easy to access location;
- 2) Report all scholarship awards to UWF in a unified format; and
- 3) Collect and store stewardship materials in one system easily accessed by the UWF.
- 4) Integrate scholarship payments with student account and post to financial aid package.
- 5) Increase student access and ease of utility

To meet these goals L&S is asking all departments to do the following:

#### **Goal #1**

**All Portfolios (Scholarships) are entered into with WiSH with funding strings**

Target date: November 1, 2020

Unit scholarship administrator (can be department manager, financial specialist, budget staff, advisor) complete forms and training to access the WiSH system and enter in portfolio information. This includes funding lines, UWF account number, scholarship fund description, and unit website link. Or request support from L&S Scholarships and complete spreadsheet – see link below. L&S Scholarships will enter and set-up the information on behalf of the unit. It will be reviewed together with the unit before publishing.

**Training link:** <https://kb.wisc.edu/scholarships/internal/41504>

L&S Units  
ACCESSING WiSH

Log-In to <https://kb.wisc.edu/scholarships/internal/41504#Access>

Go to Getting Started with WiSH and select Getting Access to WiSH. Complete authorization form.



OR:

To delegate this task to L&S Scholarships Program request support from L&S Scholarships by completing this spreadsheet:

<https://scholarships.ls.wisc.edu/wp-content/uploads/sites/241/2020/07/WiSH-Set-Up-Request-Scholarship-Portfolio-LS.xlsx>

Email the completed document to [scholarships@saa.ls.wisc.edu](mailto:scholarships@saa.ls.wisc.edu)

### Goal #2

**Departments are ready to process Fall 2021 awards (5709, 5711) using WiSH**

Target Date: July 2021

L&S Training: Fall/Spring 2020-2021 TBD

Complete training to award funds using the WiSH system and process spring 2021 awards using the WiSH system. Or send student information regarding awards to L&S scholarships in excel spreadsheet and the awards will made on behalf of the unit

Training Link: <https://kb.wisc.edu/scholarships/internal/96157>

### Goal #3

**Departments are prepared to collect stewardship information using WiSH**

Target date: Fall 2021

L&S Training: Spring 2021 TBD

Complete post-acceptance training and set-up to receive thank you letters, recipient profiles, and student photos using the WiSH system for awards paid out for fall 2021. These can be downloaded, printed and mailed or they can merged into impact documents and sent to donors.

Training link: <https://kb.wisc.edu/scholarships/internal/87422>

### Goal #4

Post and process applications and evaluate using WiSH application review feature

**Optional: Using the Application and Review Features**

*Units can use the robust application and review features in the system to run their processes.* However the immediate goals are information transparency, unified financial reporting to UWF, and coordinated stewardship.

There are many ways to build an application that best meets the needs of your units, fulfill donor criteria, and collects student information to use for review and evaluation. We are happy to assist you in any way that we can.

The WiSH team and the L&S scholarships team are available for consultation and assistance.

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