



Workforce Scholarship Application Instructions

Go to https://tri-c.academicworks.com/users/sign_in to access the General Scholarship application. Select the box **“Sign In With Your Tri-C ID and Password”**. You will need to have your Student ID Number (S#) and password to begin the process.

Have the following at the time you apply:

- **Current or Returning Students**: Student ID Number and password.
- **New students**: Apply online at <https://forms.tri-c.edu/CreateDestinyAccount> to obtain a student ID Number
- **If you have a student ID Number but have forgotten your password**: See page three (3) for detailed instructions. Or call 216-987-6000, option 1 and ask Customer Service how to obtain or reset a password.

STEPS

1. Complete all required fields that are marked with an asterisk *
2. Be prepared to upload a short essay/personal statement highlighting your career goals/ accomplishments and how you plan to use your education to better your life and/or community. When completing the essay/personal statement keep the punctuation very basic to avoid error messages. This statement must be saved in a separate document file (e.g. Word doc.) and then uploaded into the application.
3. To finalize the online application, select **‘Finish and Submit’**.

FINAL STEP FOR CONSIDERATION

Send an email to the below persons to confirm that you have completed and submitted your application. You MUST INCLUDE IN THE EMAIL:

1. Your Full Name
2. Tri-C ID S Number
3. Date of birth
4. Name of program/class
5. Start and end date of program/class
6. Cost of class/program

Submit email to:

Melissa.Hall@tri-c.edu AND Shawanna.Rice@tri-c.edu

(for programs: Community Health Worker, Medical Coding, and Patient Access Specialist)

Melissa.Hall@tri-c.edu AND Dee.Flowers@tri-c.edu

(for program: STNA and Train The Trainer: Become a STNA Trainer)

ADDITIONAL NOTES:

Please be prepared to send a Thank You Letter after notification. The Thank You Letter should be addressed to Cuyahoga Community College Foundation Scholarship, and sent to Melissa.Hall@tri-c.edu. Make sure to include your Tri-C ID Number.

If you have not done so please contact your Program Department to make sure you meet all requirements for your training.

Check your email regularly for notification within 7 – 10 business days after the **Final Step For Consideration** is completed, if awarded.

The scholarship award may not fully fund the Workforce Training Program.

Be prepared to register once you are awarded. At the time of registration, you must be prepared to pay any remaining balance. You may set-up a Payment Installment Plan with your initial 1st payment along with a one-time \$25.00 processing fee. See Payment Installment Agreement Terms for details. Without the payment plan or paying the balance you will not be allowed to secure your registration nor have the scholarship award applied to your account.

If you need to reset your password, please do the following:

Steps to Enroll

www.tri-c.edu/new



Initial Login to *my Tri-C space*

- 1 Go to <https://my.tri-c.edu>
- 2 Click on “**Change Your Password**”
- 3 Enter **Tri-C ID number** then click “**continue**”
- 4 Enter your **birth date (mm/dd/yyyy)** as your old password
- 5 Create a **new password** (at least 8 characters) containing a combination of letters and numbers
- 6 Re-enter **new password** then click “**Change**”
- 7 You will be redirected to *my Tri-C space*, secure access log in
- 8 Login to *my Tri-C space* using your **Tri-C ID number** and **new password**