The CPS Academic Works tool is NOT for public use. CPS students must use their CPS login credentials to access the system.

For questions or concerns contact the CPS Scholarship Manager at CollegeScholarships@cps.edu
What is Academic Works?

Academic Works is CPS’ web-based scholarship application system. CPS students must use this site to complete applications for many of our Strategic Scholarships, including the $10,000 per year Wentcher Scholarship, the $5,000 Phi Beta Kappa Scholarship, the $3,200 per year Chicago Engineer Foundation Scholarship and many more!
STEP 1

RESTART/LOG ONTO THE COMPUTER USING YOUR OWN LOGIN INFORMATION (Student’s CPS Credentials.)

WARNING: IF YOU DO NOT LOG INTO THE COMPUTER UNDER YOUR OWN NAME IT WILL MIX UP YOUR ACADEMIC WORKS ACCOUNT AND WHOEVER WAS LOGGED IN BEFORE YOU
TYPE IN THE FOLLOWING WEBSITE: https://cps.academicworks.com/

CLICK ON THE BOX

[Image of the Chicago Public Schools website with a sign-in button highlighted]
CLICK ON THE CPS STAFF AND STUDENT SIGN IN BOX

**NOTE:** Login with your **CPS Login ID (username)** and **CPS ID Number (password)**

*Example:* If your CPS email is [MLHoward12@cps.edu](mailto:MLHoward12@cps.edu) and your ID# is 0244578; your **Login ID/User Name** = MLHoward12 and your **Password** = 0244578
BEGIN THE GENERAL APPLICATION

You can save your application at any time by clicking “Save and Keep Editing” at the bottom of the form.

Once you complete your general application, you can submit your application by clicking “Finish and Continue.”

Note: Required fields are marked with an asterisk (*).
THE GENERAL APPLICATION **MUST BE COMPLETED FOR THE BEST RESULTS** WITH THE RECOMMENDED SCHOLARSHIP OPPORTUNITIES.

CPS Academic Works uses information submitted in your general application (ie GPA, gender, ethnicity, etc.) to **recommend scholarship opportunities** you should be eligible to apply for based on meeting or exceeding the criteria.
REQUIRED FIELDS ARE MARKED WITH AN ASTERISK.

- ✧ Last Name
- Ethnicity
- Gender
- ✧ Street Address
- ✧ City
- ✧ State
- ✧ Zip

Useful Tip: For best results, completing ALL FIELDS is a best practice.
REQUIRED FIELDS ARE MARKED WITH AN ASTERISK *

Student Personal E-mail Address

Parent/Guardian E-mail Address 1

Parent/Guardian E-mail Address 2

* Home Phone Number

555-555-5555

Please enter a phone number formatted like 555-555-5555.

Cell Phone

555-555-5555

Please enter a phone number formatted like 555-555-5555.

* Grade Level

Useful Tip: For best results, completing ALL FIELDS is a best practice.
REQUIRED FIELDS ARE MARKED WITH AN ASTERISK *

**Useful Tip**: For best results, **completing ALL FIELDS** is a best practice.
Enter the name of your School Counselor OR College and Career Coach – as your “College and Career Coach” so they can upload your transcript.

**Note:** If you do not have a College and Career Coach or you are unsure of who you should list for a transcript request, please see your Counselor or a member of the Counseling Department at your school for assistance.
BE POLITE, ASK A **TEACHER** IF THEY WILL SERVE AS YOUR **REFERENCE** FIRST. THIS FIELD IS OPTIONAL BUT MAY BE NEEDED WHEN YOU APPLY FOR SCHOLARSHIPS.

**Useful Tip**: **Reference** = **Letter of Recommendation**

You **MUST** have the email address and first & last name of the person you’re requesting to serve as a reference.
OPTIONAL (IF YOU HAVE HAD A SUMMER JOB OR INTERNSHIP)

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<th>Work History: - Optional</th>
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<td>1. Employer</td>
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<td>2. Position</td>
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<td>3. Date of employment (start date, end date)</td>
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</table>

Add Another Answer
REQUIRED FIELDS

* Extracurricular Activities/Community Service Information: Answer at least 1 and at most 5 times.

- 1. Name or Description of Activity

- 2. Date(s) Involved in Activity

- 3. Leadership Positions, Recognitions, or Accomplishments in Activity?

- 4. Hours per week

Please enter a number. You can use a decimal, but exclude any other symbols.

Useful Tip: Ensure you are using complete sentences OR identified bullet points in your responses. If possible, create an “Activities Resume” using a word document resume template (in Microsoft Word.) Get someone to review/edit your “Activities Resume,” then use that information for your submission in this portion of the general application.
LIST AS MANY HONORS AND AWARDS EVEN IF THEY ARE OUTSIDE OF YOUR SCHOOL BUILDING

Useful Tip: Consider any academic awards, community acknowledgements, religious organization awards (ie. Church), etc.
Are you currently under the age of 18? If you are under the age of 18, your parent or guardian’s signature is required below.

- Yes
- No

I have read and understand the enclosed information. I hereby authorize Chicago Public Schools Scholarship Committee to review and share information about my application with each other in order to finalize my application. I also understand that furnishing false information may result in revocation of my scholarship award, or my future potential to submit a scholarship application. I also agree to permit CPS to publish my name and video or photographic images taken of me if I am awarded a scholarship through this application process. - Answer 1 time.

1. Applicant's Electronic Signature

2. Date

MM/DD/YYYY

Please enter a date formatted like MM/DD/YYYY.
PARENT OR GUARDIAN ELECTRONIC SIGNATURE IS OPTIONAL, CLICK FINISH AND CONTINUE AND YOU WILL BE MATCHED WITH SCHOLARSHIPS

Parent or guardian's electronic signature (required for students under the age of 18). - Optional

1. Parent or Guardian's Signature

2. Date

MM/DD/YYYY

Please enter a date formatted like MM/DD/YYYY.

Save and Keep Editing or Finish and Continue
AFTER YOU GET THROUGH THE GENERAL APPLICATION....

NEXT STEPS...
After you complete your General Application, you will be prompted to “Start Applying” for scholarship opportunities.
Accessing Scholarships on Academic Works

All CPS students have access to Academic Works using their CPS user name and login. For questions regarding AW email Michele Howard, Scholarship Manager at CollegeScholarships@cps.edu

Hover the cursor over the “Opportunities” option. Students can review opportunities that are available.

**TYPES OF OPPORTUNITIES:**

“Recommended” – students are recommended for these opportunities based on the information they submit in their general application.

“Ours” – students can complete the applications for these opportunities in Academic Works. The entire application is embedded in the AW system.

“External” – students can review the eligibility requirements for these opportunities, but will be directed to an external website to complete the application.
Keep Track of Your Reference Requests

Click here for the "References" tab. Here students can review the status of requested Letter(s) of Reference and/or Transcript Requests.
You may encounter a “Authentication Required” pop up when operating in the system. If this occurs, please use **YOUR (STUDENT) CPS LOGIN CREDENTIALS**. In the past, student’s have asked their Counselor or College and Career Coach to input their credentials on this screen and this causes problems with connected accounts. **ONLY STUDENT LOG IN INFORMATION SHOULD BE USED.**

Useful Tip: If you encounter a connected account, contact the CPS Scholarship Manager immediately.
IMPORTANT REMINDER...

LOG OFF YOUR COMPUTER EVERY TIME YOU USE THIS PROGRAM OR ELSE YOUR ACCOUNT (AND SOMEONE ELSES) WILL GET MIXED UP IF THEY TRY TO LOG INTO THEIR ACADEMIC WORKS ACCOUNT.
VISIT:

CPS.ACADEMICWORKS.COM

AT LEAST **TWICE PER WEEK** TO LOOK FOR AND APPLY TO SCHOLARSHIPS.

Also visit:

ChooseYourFuture.cps.edu

for scholarship alerts/reminders!

THANK YOU 😊

For questions or concerns email CPS Scholarship Manger at CollegeScholarships@cps.edu