Academic Works Student & Staff Login Instructions

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! Remember, CPS Strategic Scholarships are ones that specifically target and award scholarships to CPS students!

CPS Academic Works Website: https://cps.academicworks.com

How to Log into CPS Academic Works?

1. Go to: https://cps.academicworks.com/users/sign_in

2. Click "Sign In" and login with your CPS Login ID (username) and CPS ID# (password)*

3. Complete the CPS Academic Works General Application (you must answer all required questions)

4. Once you complete the General Scholarship Application, you can then begin applying for opportunities for which you meet the minimum requirements.

5. You have the option of saving incomplete work when you start a scholarship. You must complete the applications by 11:59 p.m. on the deadline. The system will lock you out of the application at midnight.

6. **Sign Out of Academic Works**

7. **Lof off of the computer**. You **must** complete steps 6 & 7 after each Academic Works session.

*To **view scholarships** in the system (CPS Strategic Scholarships & over 160 External Scholarships, do the following:*

➢ Click the Drop-Down Menu that says "Opportunities"

➢ Click "Ours" (these are the CPS Strategic Scholarships) – these are the only ones for which you can complete the online application through the system.

➢ Click "External" (these are external scholarships – these are scholarships that are managed by external providers. You can access the information about the scholarships and a link is provided for you to visit the individual sites)

➢ Click "Recommended" (these are CPS Strategic Scholarships you have been matched to)