



**2016-17 BRCC Educational Foundation Scholarships  
Online Application Instructions  
Preferred Web Browser: Internet Explorer**

**Directions for Current and Returning Students**

1. Go to <http://my.blueridge.edu>
2. When prompted for a password and username, use the same one you use for your BRCC Moodle account.
3. On the portal, click on 'BRCC Educational Foundation Scholarship Application' in the top right box under 'Student Forms'.
4. You are required put something in every field in the General Information section before you can 'Save' your application. Once saved, you may go back in to complete or update information before hitting the final 'Submit for Consideration' checkbox.
5. Follow the instructions to complete all fields and click on the 'Submit for Consideration' checkbox at the bottom of the application (priority deadline: April 8, 2016).

**Directions for High School Seniors and New Students**

1. Once you have applied for Admission to BRCC, you will be sent an email within one business day with your username, ID and instructions on how to change your temporary password to a permanent password.

Finding Your BRCC Username and ID

- To find your Username, go to <http://online.blueridge.edu> and click the 'Students' link (or click on the WA icon at the top left of the page).
  - Under the menu 'User Account', click on 'What's my User ID?' Once you populate your Last Name and SSN (no dashes or spaces), a box will pop up that says 'Here's Your User ID'.
  - If you hit the BACK (<-) button on any browser EXCEPT Chrome, your student ID number will fill in underneath your SSN.
2. Once you have a permanent password, complete steps 1-5 above.