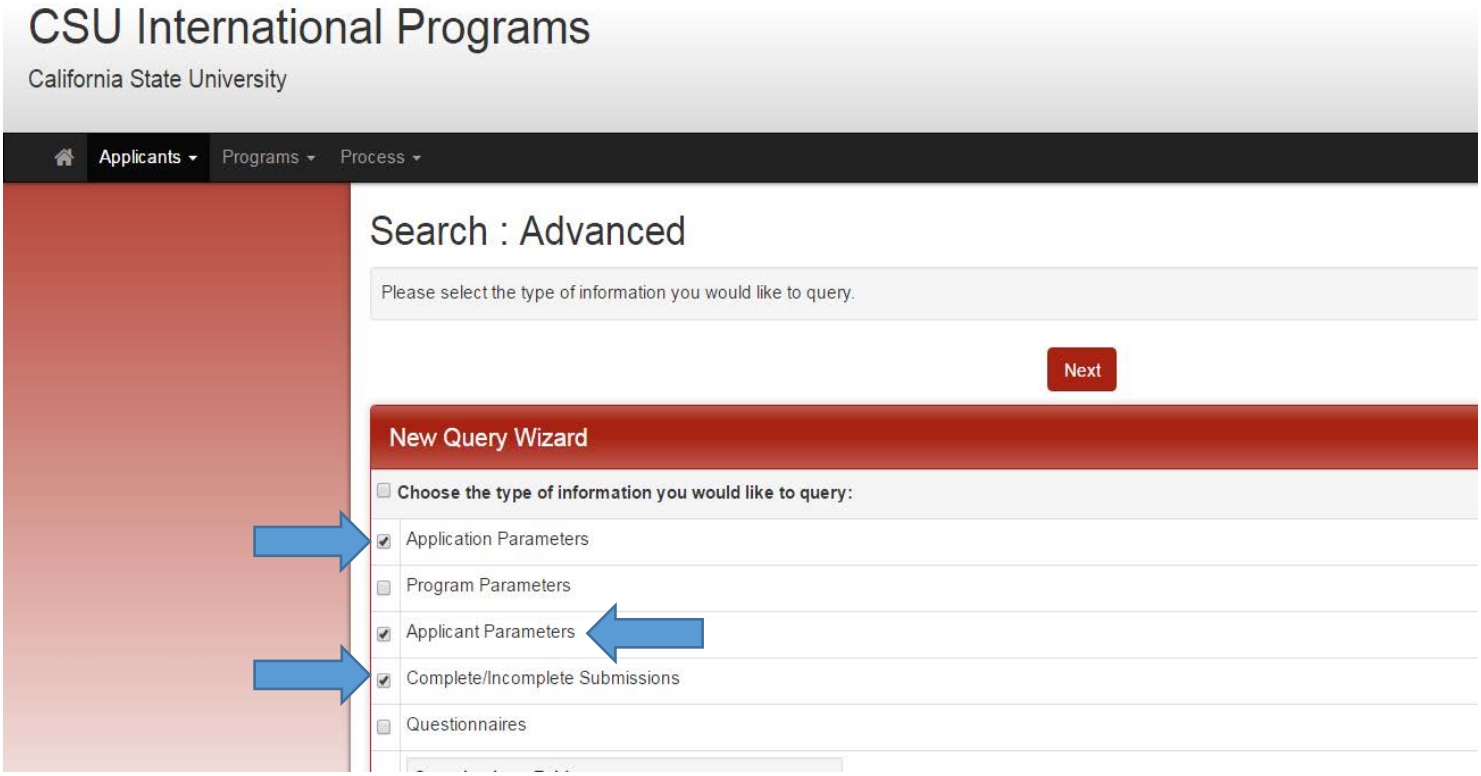
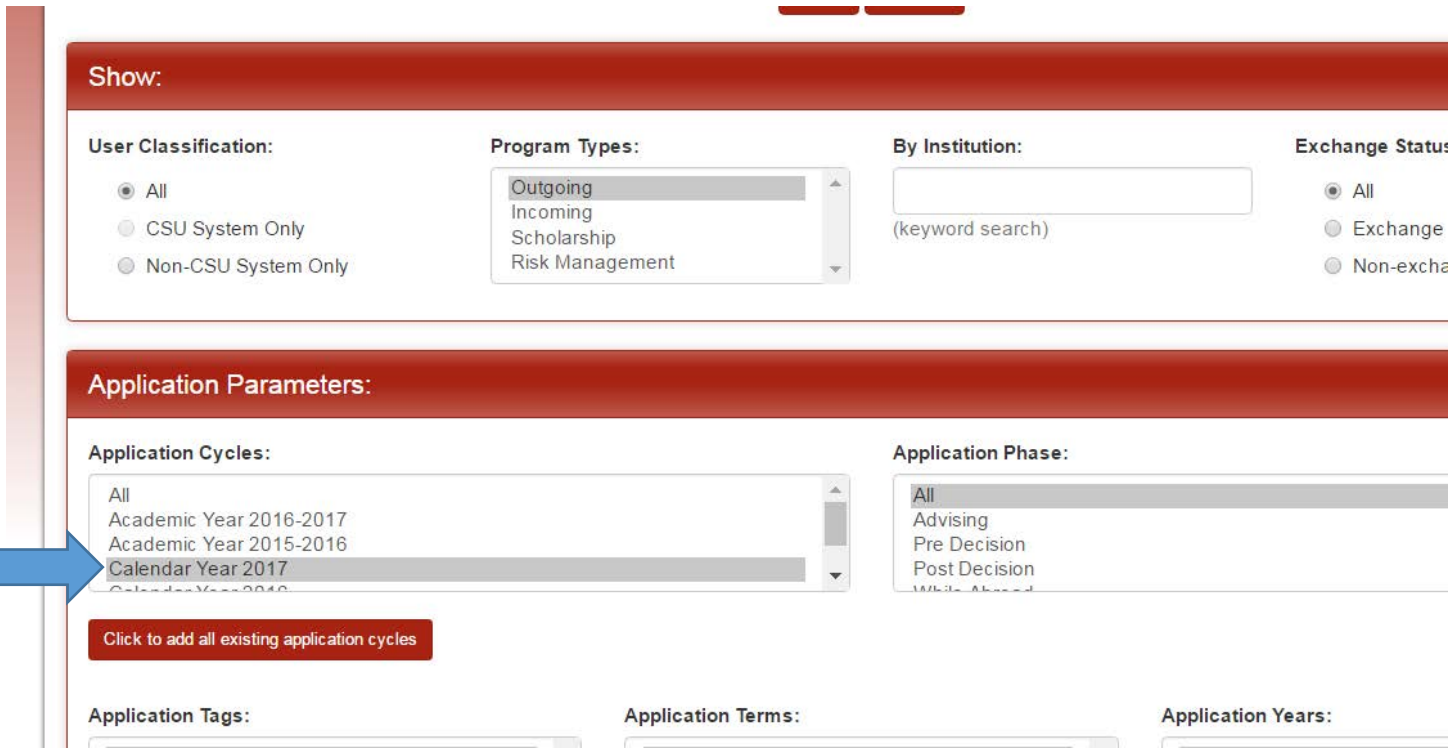
How to Search for IP Scholarship Applicants

1. Click on the “Applicants” tab and select “Advanced Search”

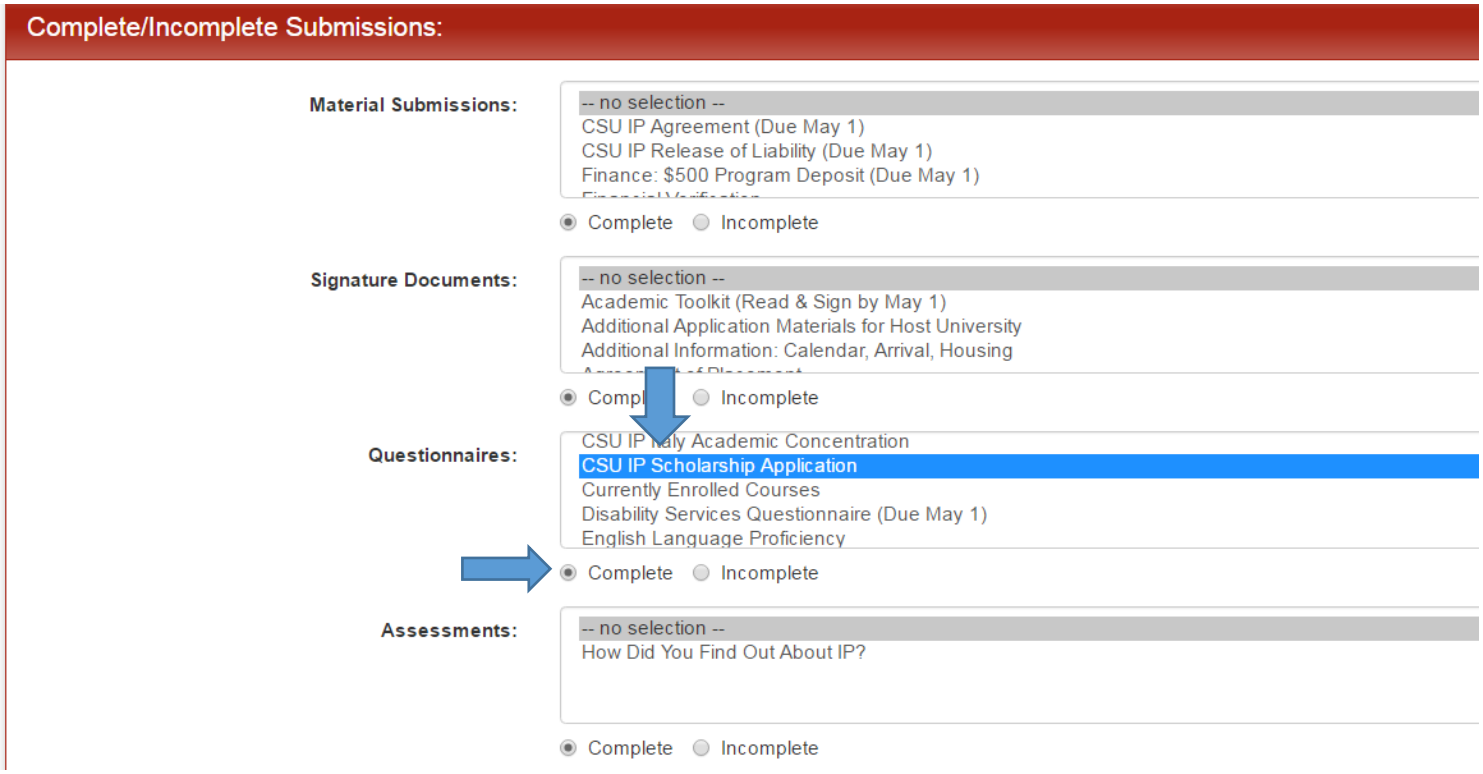
2. Check the boxes of “Application Parameters”, “Applicant Parameters”, and “Complete/Incomplete Submissions” and click “Next”.



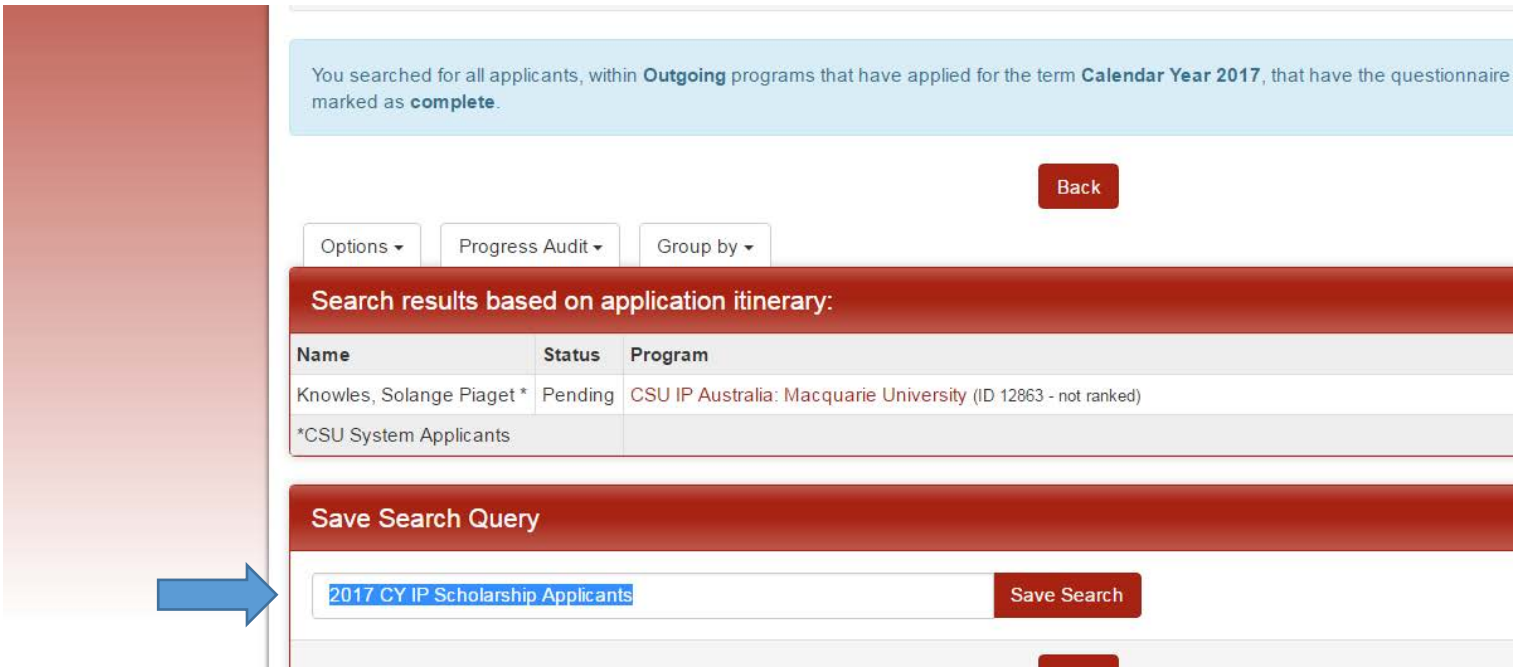
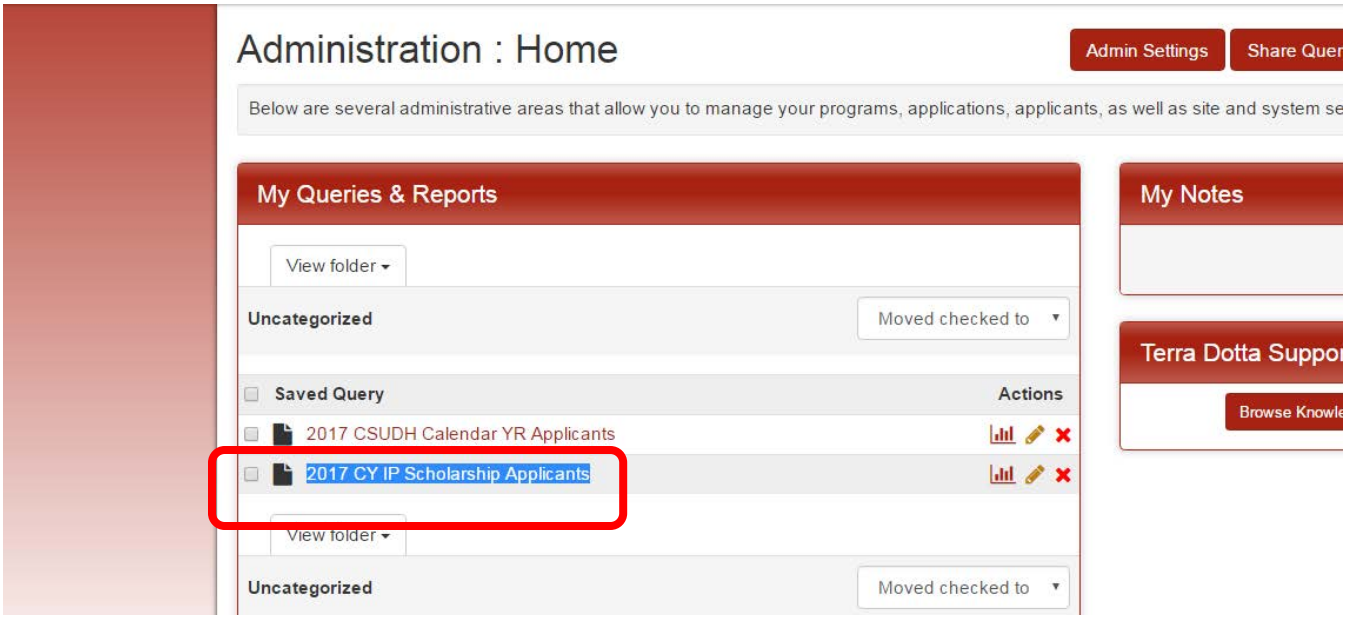
3. In the Application Parameters section, select the application cycle you are searching.



4. Scroll down until you see the Complete/Incomplete Submissions area. Select "CSU IP Scholarship Application" and "Complete" in the Questionnaires section and click "Search".



5. In the search results, you will be able to view all the applicants who have completed their IP Scholarship Application. In order to save this search, name the query and click “Save Search.”



6. You should now be able to view your saved query on your admin home page. Each time a new IP Scholarship application is submitted for this application cycle, the query automatically updates itself. You do not need to perform the search again.