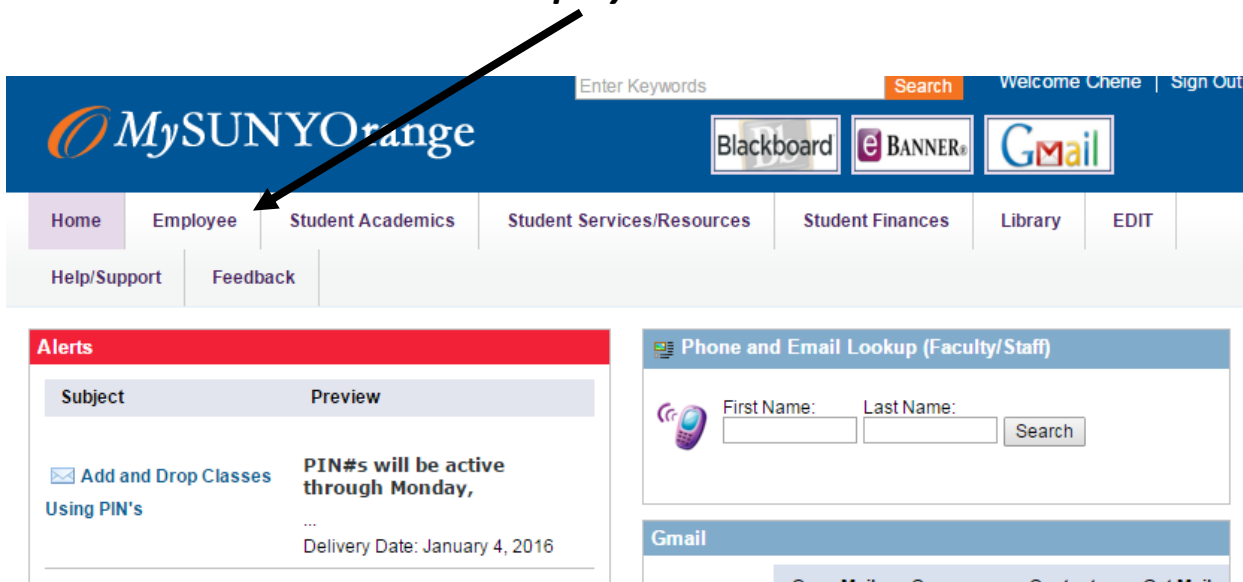


How to find a Current and/or Graduation Scholarship Recommendation Form

Log in MY SUNY Orange

At initial screen Click on the Employee TAB



The screenshot shows the MySUNYOrange website interface. At the top, there is a search bar with the text "Enter Keywords" and a "Search" button. To the right of the search bar, it says "Welcome Cheryl" and "Sign Out". Below the search bar are logos for Blackboard, BANNER, and Gmail. A navigation menu is located below the logos, with tabs for Home, Employee, Student Academics, Student Services/Resources, Student Finances, Library, and EDIT. The "Employee" tab is highlighted, and a black arrow points to it from the text above. Below the navigation menu are two main sections: "Alerts" and "Phone and Email Lookup (Faculty/Staff)".

Alerts

Subject	Preview
Add and Drop Classes Using PIN's	PIN#s will be active through Monday, ... Delivery Date: January 4, 2016

Phone and Email Lookup (Faculty/Staff)

First Name: Last Name:

Gmail

[Gmail](#) [Gmail](#) [Gmail](#) [Gmail](#)

On the Employee page scroll down until you see the section in the middle titled **MY SUNY ORANGE A to Z** then Click on the “Scholarships for Current & Graduating Students” link

- Timesheets
 - Schedule
 - Payroll Forms*
- *Hover over these links for more information.

- Policies**
- Employee Handbook
 - FERPA
 - College Closing Procedure
 - SUNY Orange Policies
 - Title IV
 - Title IX

- Frequently Requested Forms and Information**
- Forms
 - Business Card Request Form
 - Digital Suggestion Box
 - Key Request
 - Publication & Graphics Request
 - Purchase Requisition
 - Schedule a Room
 - Seminar/Conference/Workshop Authorization
 - Tax Exempt Certificate
 - Travel Approval Request Form
 - Travel Liability Waiver
 - Travel Reimbursement
 - Vouchers
 - Other Useful Information
 - Phone Request/Repair
 - Publication & Publicity Guidelines
 - Network Drive Access
 - Stock Room Catalog
 - Tech Purchasing
 - Telephone Directory

- Safety and Security**
- Safety Open Forum in Middletown (Video)
 - Safety Open Forum in Newburgh (Video)
 - Suggestions

- Adjuncts
- CSEA
- Faculty
- Grant Funded
- Management Confidential
- Staff & Chair
- Perks and Discounts
 - Computer Training
 - Dental Clinic
 - Discounts
 - Library Access

- Employment Opportunities**
- Job Postings

- Service Requests**
- Facilities/Maintenance
 - More Facilities/Maintenance Info
 - Help Desk
 - More Help Desk Info

- Center for Teaching and Learning**
- CTL Home
 - Schedule of Events
 - Resources
 - Adjunct Faculty Orientation
 - CTL Publications and Forms
 - CTL Contact Form
 - Training Request
 - Video Request

- MySUNYOrange A to Z**
- Staff and Faculty**
- Behavioral Intervention: File a Report
 - Business Office
 - Facilities
 - Governance
 - Grants Office
 - Institutional Assessment and Research
 - Enrollment Reports
 - Links of Interest
 - Lab School
 - Nominations for the SUNY Orange President's Award for Excellence
 - Payroll
 - Professional Development
 - Scholarships for Current & Graduating Students

- Calendars**
- Academic Calendar
- Holiday Schedules**
- Administrative
 - CSEA
- Academic Advising**
- Advising and Registration Important Dates
 - Registration Calendar
- Final Exam Schedule**
- Schedule
- College Assembly**
- Assembly Dates
- Commencement**
- Commencement

Professional Development and CTL Events

Class Name	Date	Time	Location
SUNY IITG Information Session	Fri - 1/22/16	11:00 AM - 12:00 PM	CTL RC 008 (Middle)
Blackboard Drop-In	Mon - 1/25/16	9:00 AM - 11:00	Kaplan (Newbu)

- Institutional Plans and Reports**
- Academic Affairs Annual Reports
 - Emergency Management Plan
 - Safety Open Forum in Middletown (Video)
 - Enrollment Reports
 - Middlestates
 - PBIE
 - PIP (Planning & Initiative Prioritization)
 - Strategic Plans
 - Strategic IT Plan

- Institutional Assessment**
- Academic Program Review
 - Assessment at SUNY Orange
 - General Education Assessment
 - Institutional Planning, Assessment & Research

Click on the appropriate Link for Recommendation Form



Scholarships MySUNYOrange Pages

- [Scholarships for Current Students](#)
- [Current Students » Instructions](#)
- [Current Students » Application Form](#)
- [Current Students » Faculty Recommendation Form](#)
- [Scholarships for Graduating Students](#)
- [Graduating Students » Instructions](#)
- [Graduating Students » Application Form](#)
- [Graduating Students » Faculty Recommendation Form](#)