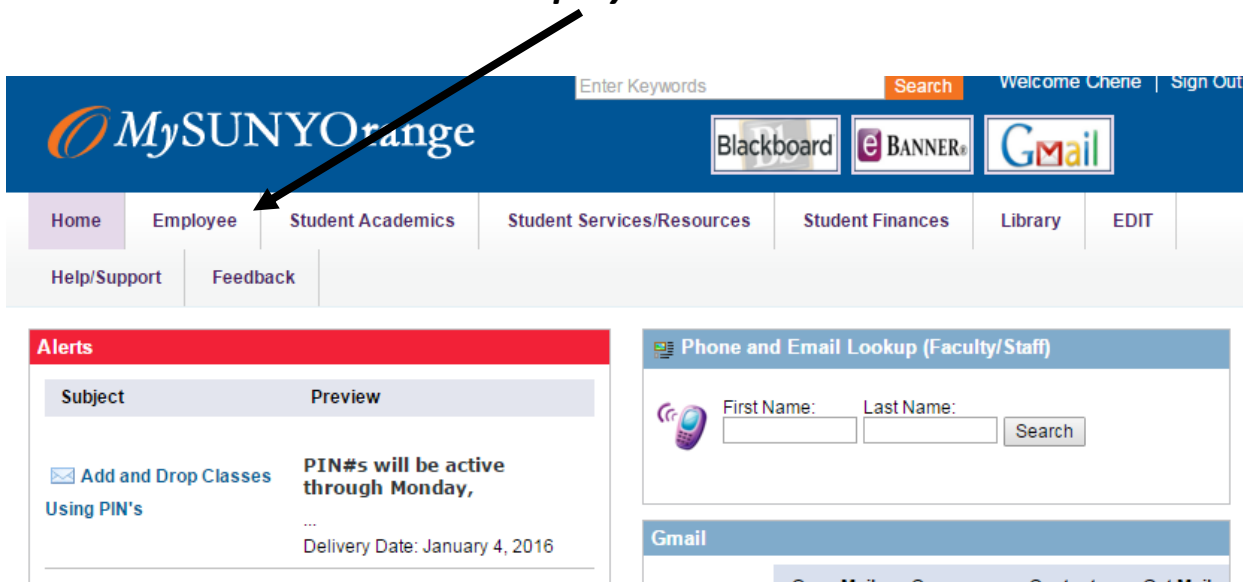


How to find a Current and/or Graduation Scholarship Recommendation Form

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, there are logos for Blackboard, BANNER, and Gmail. The main navigation menu includes tabs for Home, Employee, Student Academics, Student Services/Resources, Student Finances, Library, and EDIT. Below the main navigation, there are additional links for Help/Support and Feedback. An arrow points from the text "Click on the Employee TAB" to the Employee tab. Below the navigation menu, there 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](#)