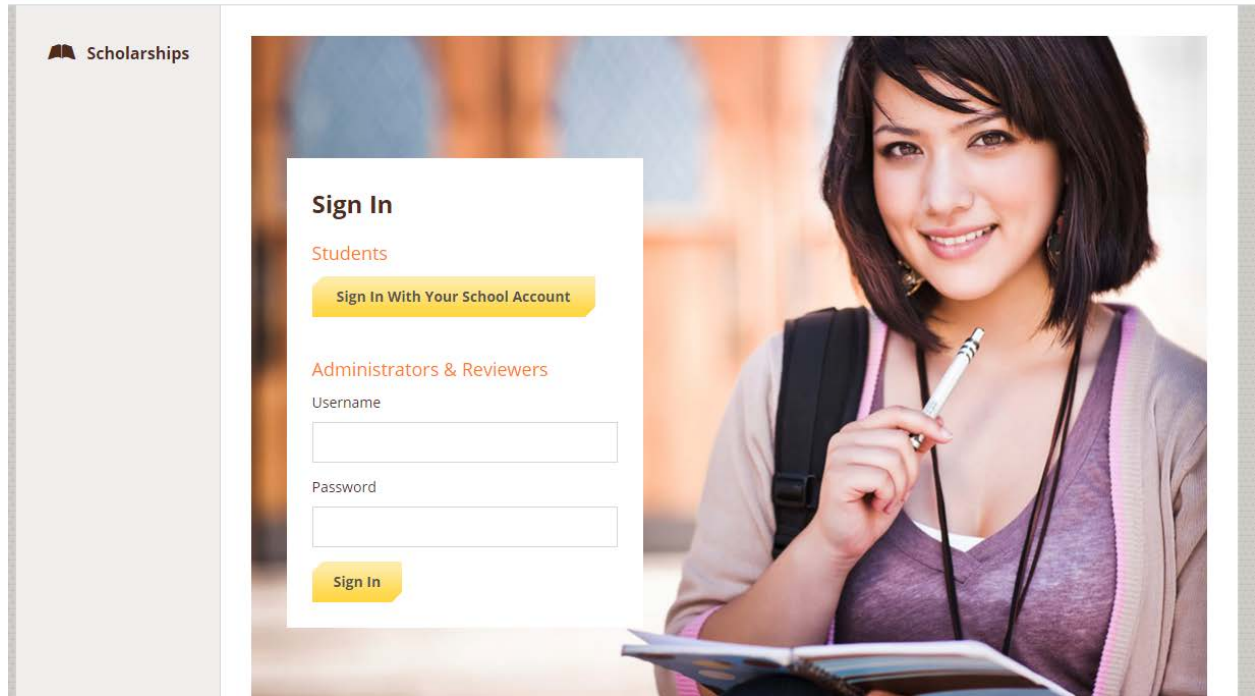
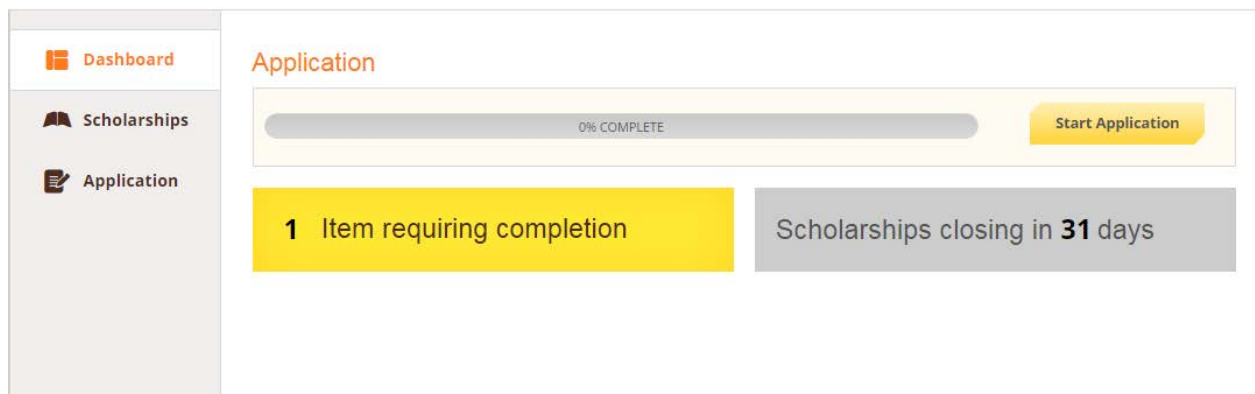


How to upload your recommendation letters online?

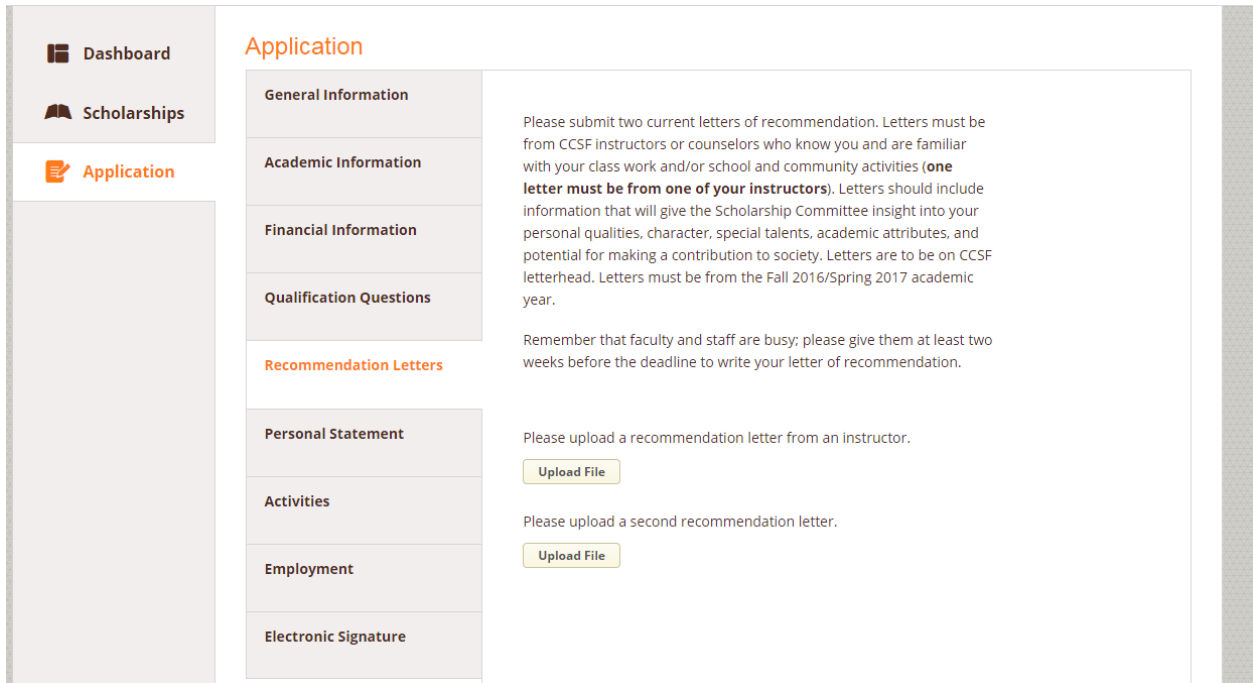
1. Go to <https://ccsf.awardspring.com> and log-in to your account.



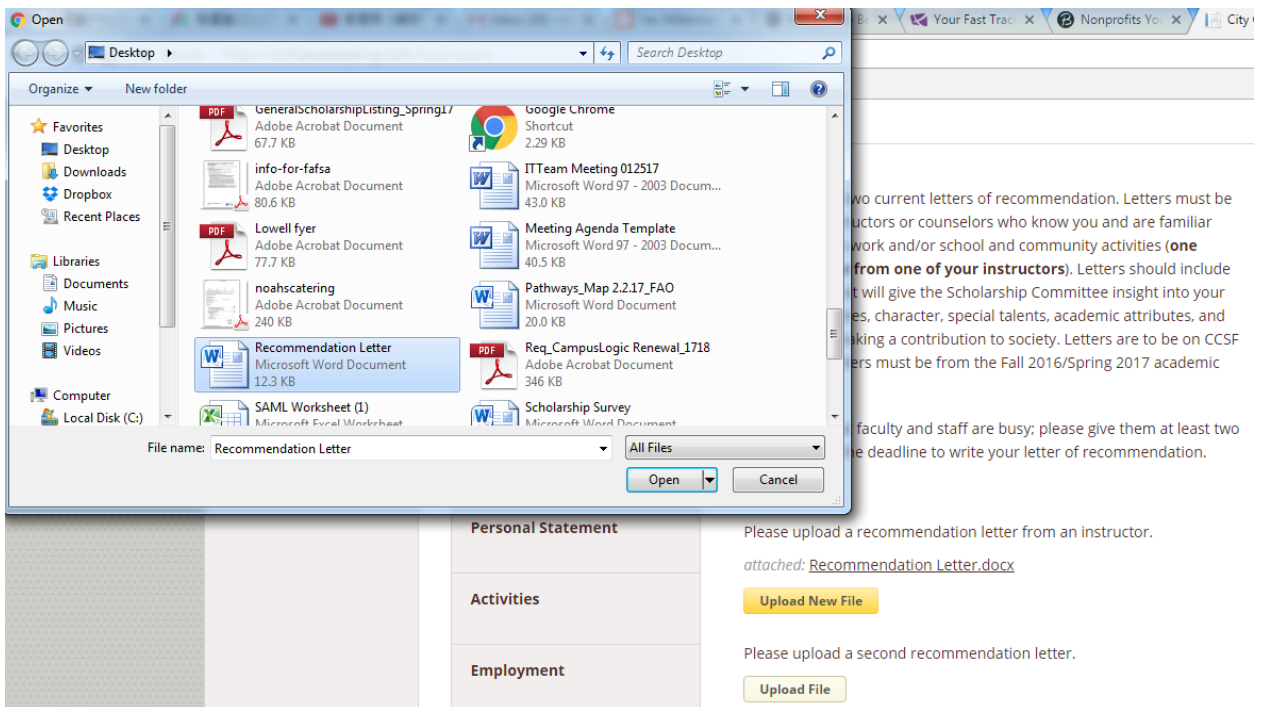
2. Once you have logged-in, it will bring you to the front page.



3. Go to the **Application -> Recommendation Letters** tab and click **Upload New File**.



4. Select the file that you wish to add.



5. Make sure you uploaded the correct file.

The screenshot shows a web application interface. On the left is a sidebar with three main sections: 'Dashboard' (with a grid icon), 'Scholarships' (with a book icon), and 'Application' (with a document icon and highlighted in orange). The main content area is titled 'Application' in orange. It contains a vertical list of sections: 'General Information', 'Academic Information', 'Financial Information', 'Qualification Questions', 'Recommendation Letters' (highlighted in orange with 'In Progress' below it), 'Personal Statement', 'Activities', 'Employment', and 'Electronic Signature'. The 'Recommendation Letters' section contains the following text: 'Please submit two current letters of recommendation. Letters must be from CCSF instructors or counselors who know you and are familiar with your class work and/or school and community activities (**one letter must be from one of your instructors**). Letters should include information that will give the Scholarship Committee insight into your personal qualities, character, special talents, academic attributes, and potential for making a contribution to society. Letters are to be on CCSF letterhead. Letters must be from the Fall 2016/Spring 2017 academic year.' Below this is a reminder: 'Remember that faculty and staff are busy; please give them at least two weeks before the deadline to write your letter of recommendation.' The next instruction is: 'Please upload a recommendation letter from an instructor.' This is followed by a file upload area showing 'attached: Recommendation Letter.docx' and an 'Upload New File' button. A red arrow points from the right towards the 'Upload New File' button. Below that is another instruction: 'Please upload a second recommendation letter.' followed by an 'Upload File' button.