Scholarship Application Process

Johnston Community College has an online process for applying for Johnston Community College Foundation Scholarships. **Scholarship Applicants must have applied for admissions to JCC and be assigned a JCC Colleague ID number before they can access the scholarship application.**

The link to the scholarship application is **johnstoncc.academicworks.com**

Once you have your JCC Colleague ID number, please verify your username and create your password in WebAdvisor. The steps are listed below.

**As a new applicant, you will have access to Student Email and WebAdvisor approximately two days after applying for admission. Email and WebAdvisor links can be found on the JCC Homepage. Please access your student email account frequently for important college information.**

**JCC Online Services Access**

1. Go to [http://www.johnstoncc.edu](http://www.johnstoncc.edu) and click the WebAdvisor link at the top right of the screen.
2. Click on Continue to WebAdvisor link at the right of the page.
3. Click on Account Information to learn your User ID and to set or reset your Password for WebAdvisor, Blackboard, and JCC Email.
4. First time logging in to anything? Click on What’s my User ID. You will need to provide: (1) your last name, (2) your full Social Security # or your Colleague ID (on your student ID, acceptance letter, or advising sheet). After you have verified your User ID, you will then click on Reset My Password and follow the instructions in step 5.
5. If you already know your User ID and just need your Password (or to reset your password), click on Reset My Password. If you are resetting your password, you will need to enter your date of birth and the zip code that JCC has in our registration system for the “preferred address zip code” field. If you do not know what is on record, please visit Student Services to be sure that we have your correct information.
6. After validating your request, you will now choose a new password –
   a. Must be at least 8 characters
   b. Must contain at least 1 capital letter in the first 8 spaces
   c. Must contain at least 1 number in the first 8 spaces
   d. No special characters or spaces
   e. May not use 3 or more letters from the user’s account name.
7. Then choose a security question (the answer to this question is not case sensitive). You will be asked this question again – please choose a Q&A that you will remember!

If you do not receive a screen that says “password updated successfully”, please retry this process from the beginning before contacting JCC for help. If after a second try you still have trouble, please contact JOLT at (919) 464-2260 for assistance with the process. You will now Log In using your new password for all online services.

If you forget your new password, you will go to WebAdvisor to reset your password using the process starting with #5 above.