

# How to Edit a Scholarship Item

Follow these step-by-step instructions for editing a scholarship item in Web Press.

## Step-by-step guide

1. Select the **Open Scholarship Item** dot.
2. Select the desired sponsor from the sponsor drop-down above the **Add sponsor** button.
3. Select the **Add sponsor** button.
4. Repeat steps 2–3 for each additional sponsor.
5. Select the **Edit content** dot.
6. Input the desired scholarship title into the **Scholarship Title** field.
7. Input the desired introductory text into the **ScholarshipIntro** field.
8. Input the desired monetary value text into the **Value** field.
9. Select **Yes** or **No** for the **Use departmental and general online application?** field.
10. Select **Yes** or **No** for the **Does this scholarship require completion of the FAFSA?** field.
11. Input the desired scholarship application text into the **Application** field



### MSU annual scholarships

If "Yes" is selected for the "Use departmental and general online application?" field and no additional application information is necessary, then this field can be left blank.

12. Input the desired funding text into the **Funding** field.
13. Input the desired scholarship selection criteria into the **Selection Criteria** field.
14. Select **No** or **Yes, automatically** or **Yes, but student must apply** for the **Is this scholarship renewable?** field.
15. Complete any optional elements:
  - Input the desired plain text into the **Additional sentence following the Renewal Criteria statement** field.
  - Input the desired additional information text into the **Additional Information** field.
16. Select **OK** to finish.



### Next step

Once you have finished editing your scholarship item, remember to [submit and release](#) your changes.

### Related articles:

- [How to Enable JavaScript in Firefox](#)
- [How to Log In to Your University Blog](#)
- [How to Request a Standard Website](#)
- [How to Grant Overrides in My Missouri State as an Instructor of a Course](#)
- [How to Edit a Blog Profile](#)