



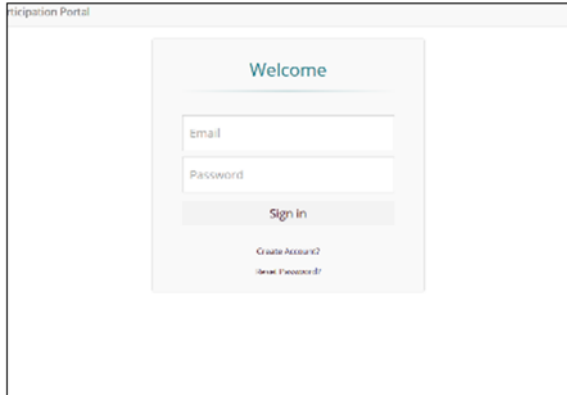
TRANSFER SCHOLARSHIP

New Mexico AMP Portal User Guide
<http://mynmamp.nmsu.edu/portal/login>

Check List

- Unofficial Transcripts, PDF
- One letter of recommendation
- Student Agreement and Disclosure Form (PDF) – included in your profile

New Mexico AMP Portal -- Student Instructions Transfer Application

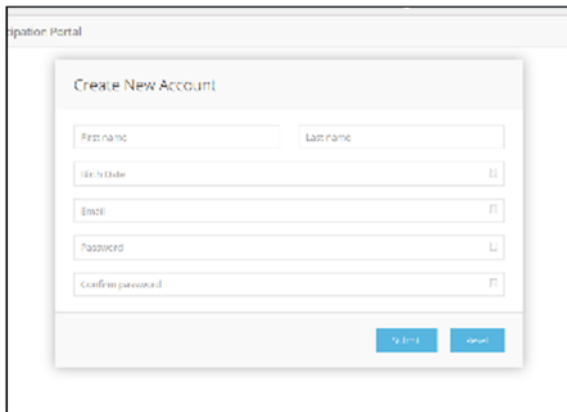


The screenshot shows the 'Participation Portal' login interface. It features a central 'Welcome' box with a 'Sign in' button. Below the sign-in button are links for 'Create Account?' and 'Reset Password?'. The 'Sign in' button is highlighted with a grey background.

<http://mynmamp.nmsu.edu/portal/login>

If you are first time user you will need to:

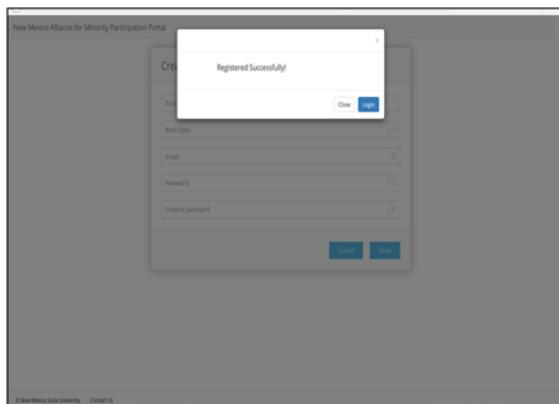
- Select “Create Account”



The screenshot shows the 'Create New Account' form. It includes fields for 'Firstname', 'Lastname', 'User Name', 'Email', 'Password', and 'Confirm password'. There are 'Go Back' and 'Submit' buttons at the bottom right.

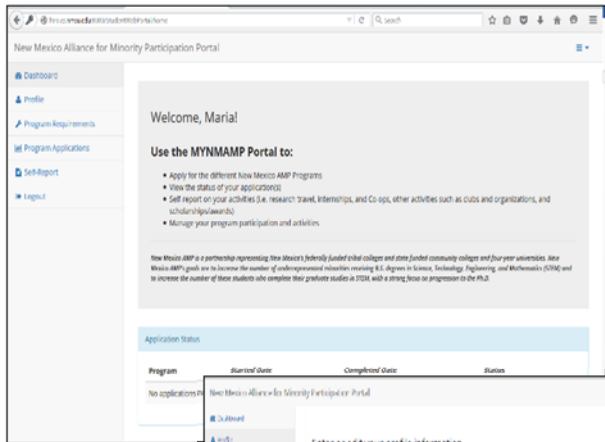
1. Create New Account

- Enter required information.
- Select “Submit” when completed.

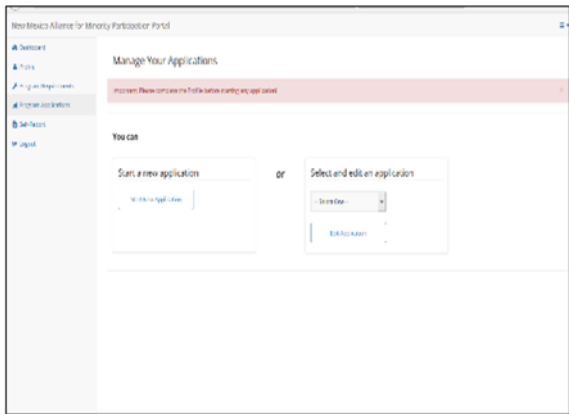
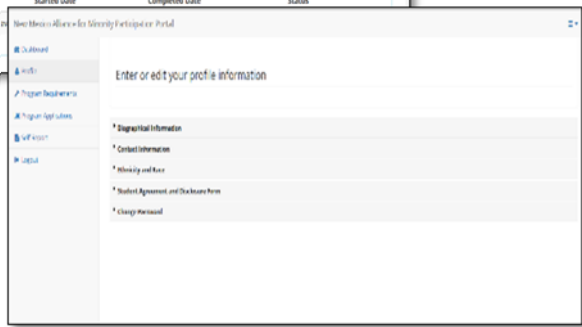


The screenshot shows a confirmation message 'Registered Successfully!' in a white box with 'Close' and 'Sign In' buttons. The background is a dimmed view of the 'Create New Account' form.

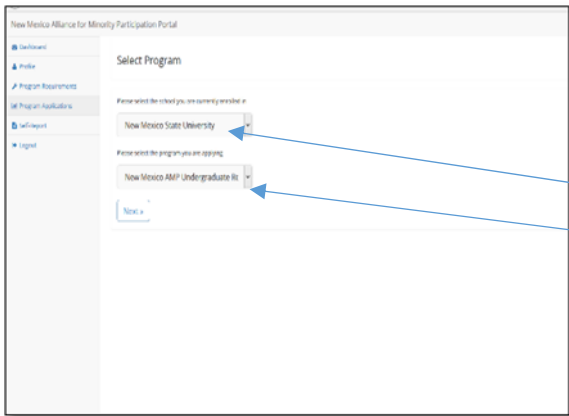
2. You will then be redirected to the Login Screen



3. Portal Dashboard
 Before you begin the application process you will need to complete all sections in the **“Profile”** section.
 Click **“Save”** at the end of each section

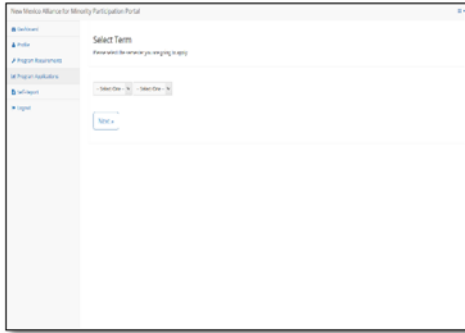


4. Program Applications
 Select **“Start new application”**



6. Select Program
 Select **“Select Program”**

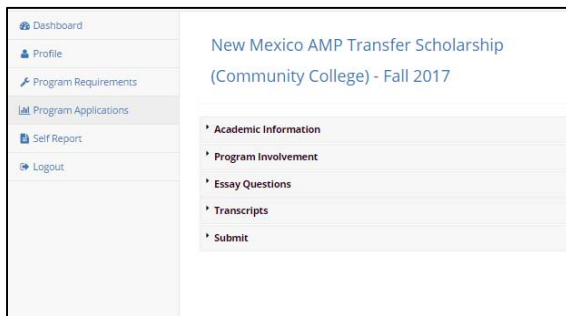
- **Select School:**
- **Select Program:** *Transfer Scholarship*
- **Select “Next”**



7. Select Term

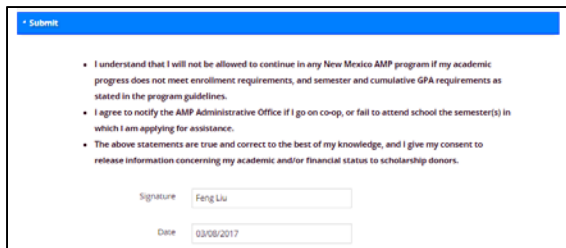
- **Select Semester:** *Fall or Spring*
- **Select Year:** *2017 (for example)*
- **Enter the following code:**

Click on “NEXT”



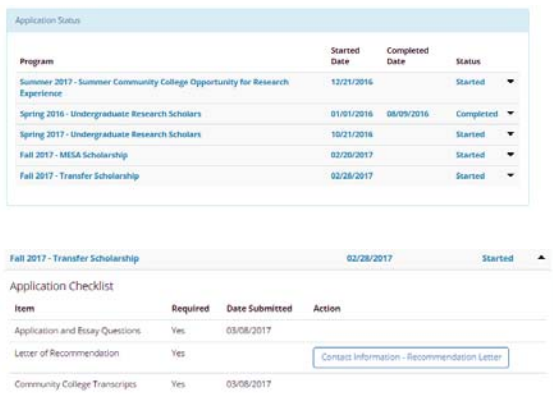
8. Transfer Scholarship

- You will need to complete all 5 sections of the application.
- Select “Save” after each section
- All required documents such as transcripts will need to be PDF files.



9. Submit Application

- Ensure all areas of the application are complete
- Type in your name and date
- Select “Submit”



10. Enter Contact Information for Person who will provide you a Letter of Recommendation

- Click on the Dashboard on the left side of Portal
- You will see an application status page, as shown in the diagram on the left of this page
- Click on the Fall 2017 – Transfer Scholarship
- Click on the button “Contact Information – Recommendation Letter” and enter information
- Select “Submit” and an email will be sent to the person who will be providing you a letter.