

TRANSITION TO TEACHING (T2T) SCHOLARSHIP

Training Webinar

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Wednesday, August 12, 2026



INDIANA COMMISSION for
HIGHER EDUCATION

TRAINING OVERVIEW

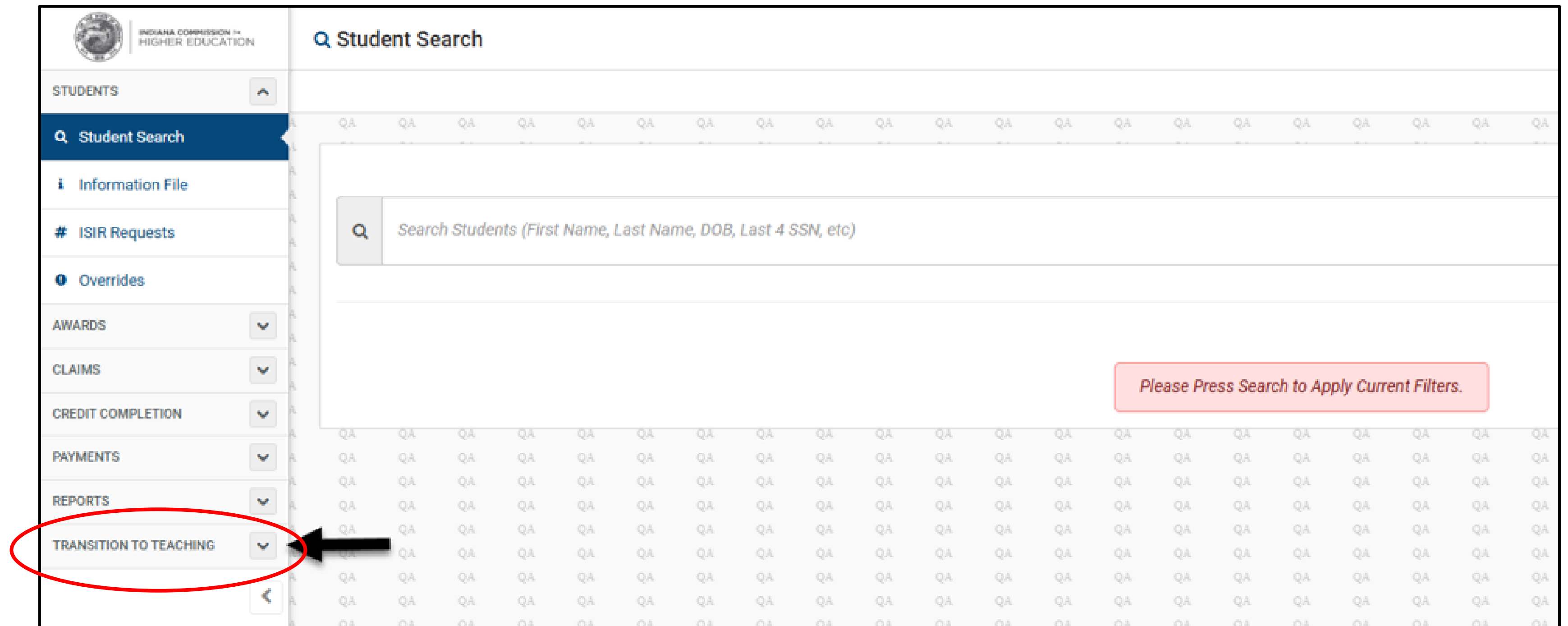
- ▶ We have implemented a new awarding process for the Transition to Teaching (T2T) Scholarship.
 - ▶ Institutions will now access the award through ScholarTrack rather than past workflows.
 - ▶ This change is intended to streamline awarding and ensure consistent data management.

INSTITUTIONAL RESPONSIBILITIES

- ▶ Log into ScholarTrack using your credentials.
- ▶ Navigate to the “Transition to Teaching” section to review eligible students at your institution.
- ▶ Complete the following steps to claim scholarship funds.
 - ▶ T2T Scholarship eligibility will not be located on an Information File.

ACCESSING THE AWARD IN SCHOLARTRACK

- ▶ Sign into ScholarTrack as an institution user.
- ▶ Select the “Transition to Teaching” Tab (bottom left).



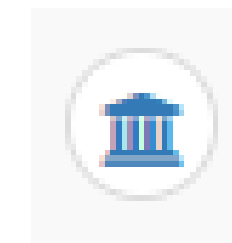
ACCESSING THE AWARD IN SCHOLARTRACK

- ▶ Select “Recipients”.
- ▶ Eligible students at your institution will immediately appear.

The screenshot displays the ScholarTrack interface for the Indiana Commission for Higher Education. The left sidebar contains navigation links: STUDENTS, AWARDS, CLAIMS, CREDIT COMPLETION, PAYMENTS, REPORTS, TRANSITION TO TEACHING, and Recipients (highlighted with a red circle). The main content area is titled 'Recipients' and includes a search bar, a 'Filtering By:' section, and a table of recipients. The table has columns for Scholar ID, Name, Award Year, Scholarship Amount, Begin Date, End Date, and Actions. Three recipients are listed, with the third row showing a scholarship amount of \$10,000 for the year 2026-2027.

Scholar ID	Name	Award Year	Scholarship Amount	Begin Date	End Date	Actions
1070000	TRISTEN MOORE	2025 - 2026		--/--	--/--	
1070972	Melissa G. Loebe	2025 - 2026		--/--	--/--	
1027231	CRYSTAL MCQUEEN	2026 - 2027	\$10,000	07/01/2026	12/31/2027	

ACCESSING THE AWARD IN SCHOLARTRACK



- ▶ Select “College Student Details” to view the student’s profile.

INDIANA COMMISSION for
HIGHER EDUCATION

STUDENTS ▼

AWARDS ▼

CLAIMS ▼

CREDIT COMPLETION ▼

PAYMENTS ▼

REPORTS ▼

TRANSITION TO TEACHING ▲

 Recipients

Recipients

SearchClearAward Year▼

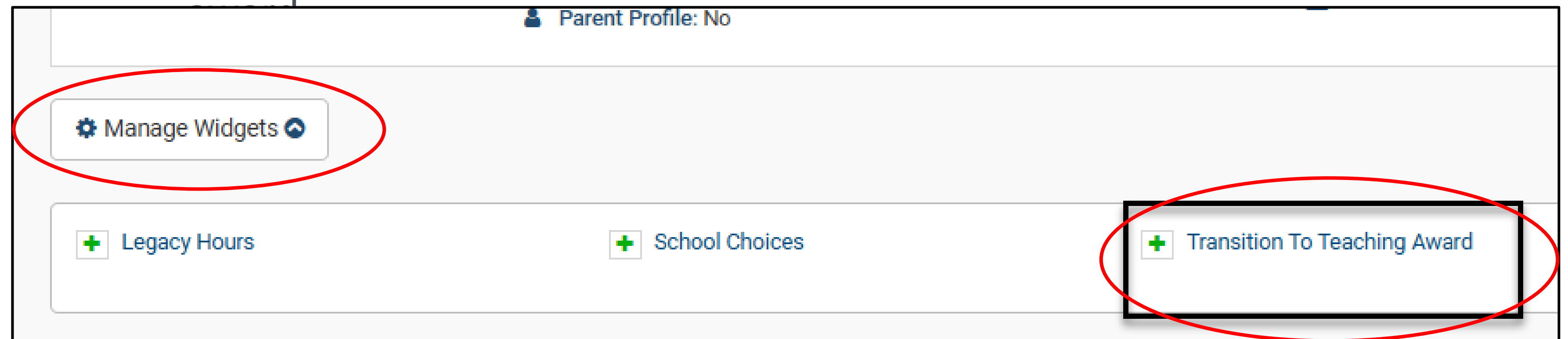
Filtering By:

Show 10 ▼ entries

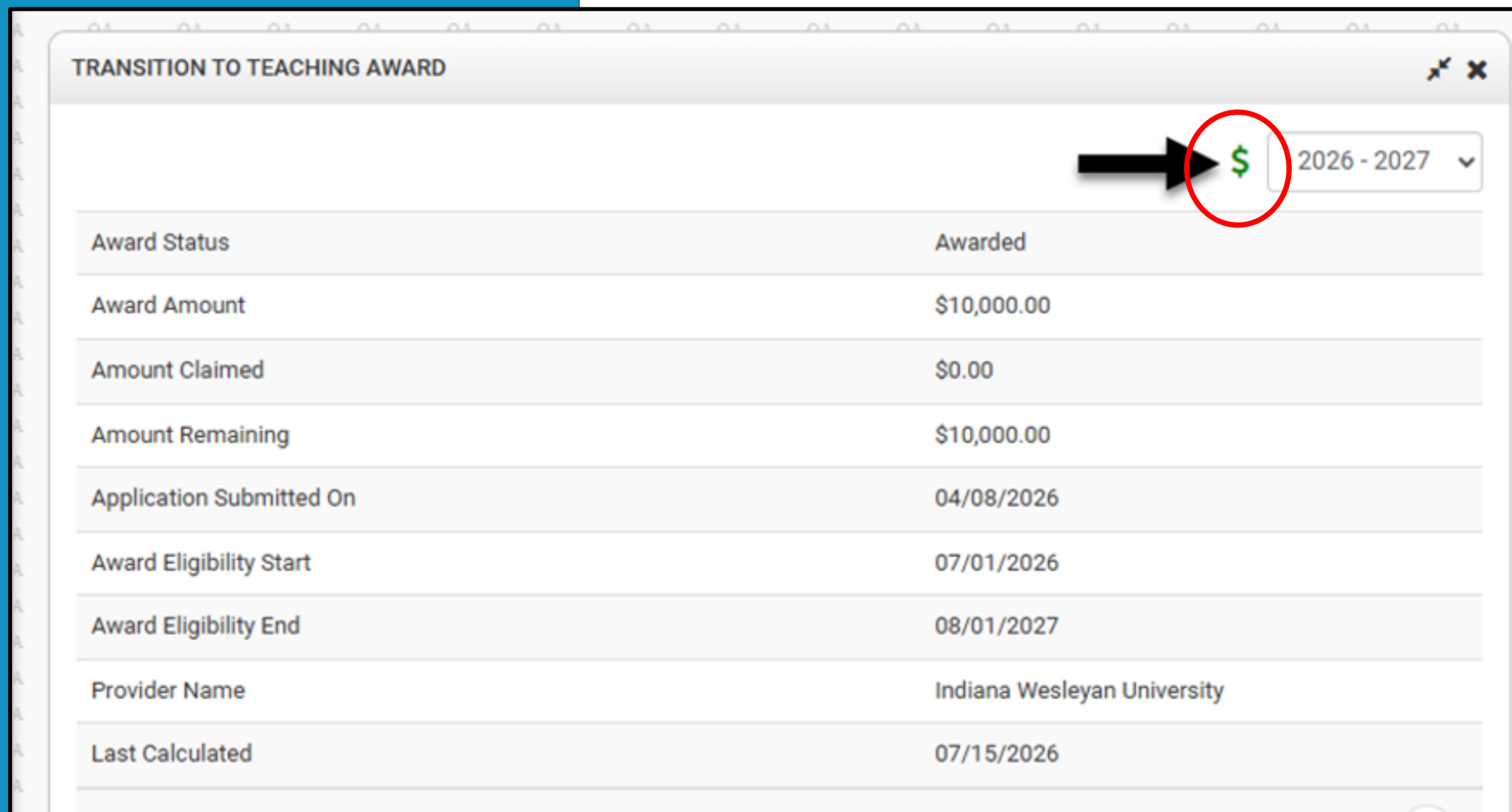
 Scholar ID	 Name	 Award Year	 Scholarship Amount	 Begin Date	 End Date	Actions
██████████	██████████	2025 - 2026		-/-/---	-/-/---	
██████████	Melissa C Luebbe	2025 - 2026		-/-/---	-/-/---	
1027231	C██████████N	2026 - 2027	\$10,000	07/01/2026	12/31/2027	

ACCESSING THE AWARD IN SCHOLARTRACK

- ▶ Select “Manage Widgets” to add the “Transition to Teaching” widget.
- ▶ The “Transition to Teaching” widget must be added to access this



ACCESSING THE AWARD IN SCHOLARTRACK



TRANSITION TO TEACHING AWARD	
Award Status	Awarded
Award Amount	\$10,000.00
Amount Claimed	\$0.00
Amount Remaining	\$10,000.00
Application Submitted On	04/08/2026
Award Eligibility Start	07/01/2026
Award Eligibility End	08/01/2027
Provider Name	Indiana Wesleyan University
Last Calculated	07/15/2026

- ▶ The image reflects the manner in which the Transition to Teaching Scholarship will be presented within ScholarTrack.
- ▶ To submit a claim, you must click the green dollar sign (\$).

ACCESSING THE AWARD IN SCHOLARTRACK

- ▶ The screen below will appear.
 - ▶ Please select “Add New”.

Claims for Indiana Wesleyan University - \$10,000

Submitted	Provider	\$ Amount	Status	Actions
Total		\$10,000.00		

+ Add New

ACCESSING THE AWARD IN SCHOLARTRACK

Claims for Indiana Wesleyan University - \$10,000

Submitted

Provider

\$ Amount

Status

Actions

Total

\$10,000.00

Add New Claim

Award Period

2026 - 2027

Amount

(max avail: 10000)

0

Provider Use Field

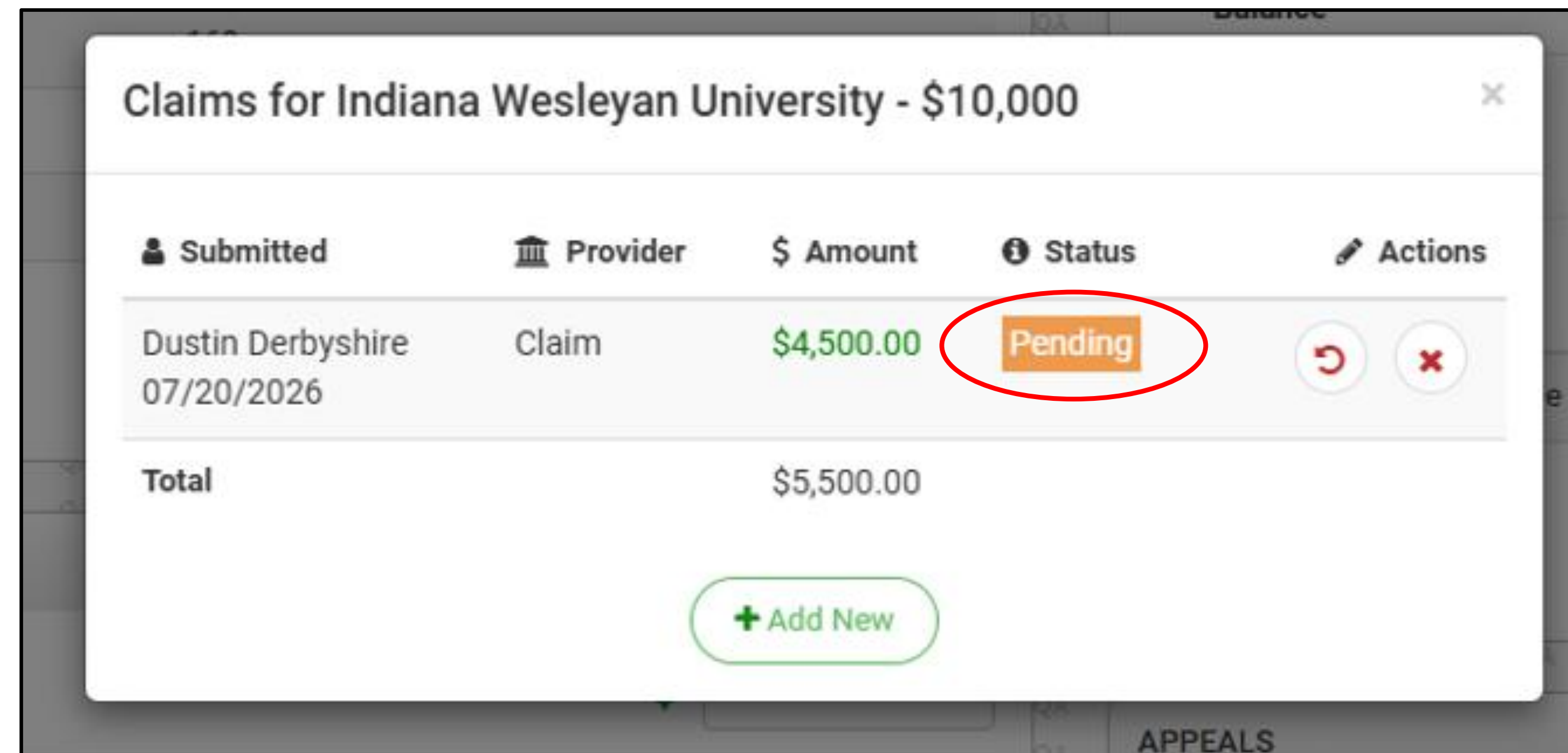
Cancel

Save

- ▶ When prompted, you'll enter the amount that you wish to claim for the student and click "Save".

ACCESSING THE AWARD IN SCHOLARTRACK

- ▶ After entering your claim, the claim will be listed as “Pending”.



The screenshot displays a web application window titled "Claims for Indiana Wesleyan University - \$10,000". It features a table with columns for Submitted, Provider, Amount, Status, and Actions. A single claim is listed with a status of "Pending", which is highlighted by a red circle. Below the table, a total amount of \$5,500.00 is shown, and a green button labeled "+ Add New" is visible at the bottom.

Submitted	Provider	\$ Amount	Status	Actions
Dustin Derbyshire 07/20/2026	Claim	\$4,500.00	Pending	 
Total		\$5,500.00		

[+ Add New](#)

ACCESSING THE AWARD IN SCHOLARTRACK

TRANSITION TO TEACHING AWARD	
	\$ 2026 - 2027
Award Status	Awarded
Award Amount	\$10,000.00
Amount Claimed	\$4,500.00
Amount Remaining	\$5,500.00
Application Submitted On	04/02/2026
Award Eligibility Start	07/01/2026
Award Eligibility End	12/31/2027
Provider Name	Indiana Wesleyan University
Last Calculated	08/12/2026

► Once you've exited the claims section, you'll see the following on the student's "Transition to Teaching" widget:

- Award Status
- Award Amount
- Amount Claimed
- Amount Remaining
- Award Eligibility Dates

AWARD INFORMATION

- ▶ The award may be used for up to **18-months**.
 - ▶ The 2026-27 award eligibility dates are **July 1, 2026 - December 31, 2027**.
 - ▶ Students may use the award for the year in which they were awarded and an additional semester, if funds remain on their award.
 - ▶ i.e., a 2026-27 recipient may use their award for the following terms:
 - ▶ Fall 2026,
 - ▶ Spring 2027,
 - ▶ Summer 2027 (if applicable), and
 - ▶ Fall 2027.

2026-2027 T2T CLAIMS

- ▶ **Fall 2026** claims for the T2T scholarship should be submitted in ScholarTrack no later than **December 31, 2026**.
- ▶ **Spring and Summer 2027** claims for the T2T scholarship should be submitted in ScholarTrack by the **June 1, 2027**.

QUESTIONS?



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THANK YOU FOR JOINING!
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