# Counselor Portion of the Student Profile

HOW STUDENTS CAN REQUEST AND COUNSELORS CAN COMPLETE TRANSCRIPT INFORMATION.



#### Counselor Email & Link



s: Scholarship America (dollarsforscholars=scholarshipamerica.org@sendgrid.me) on behalf of Scholarship America (dollarsforscholars@scholarshipamerica.org) Sent: Wed 3/14/2012 2:19 PM

To: Paul Germscheid

CC

Subject: Another Student requested information for a Scholarship America Application

#### Dear Jim Spring --

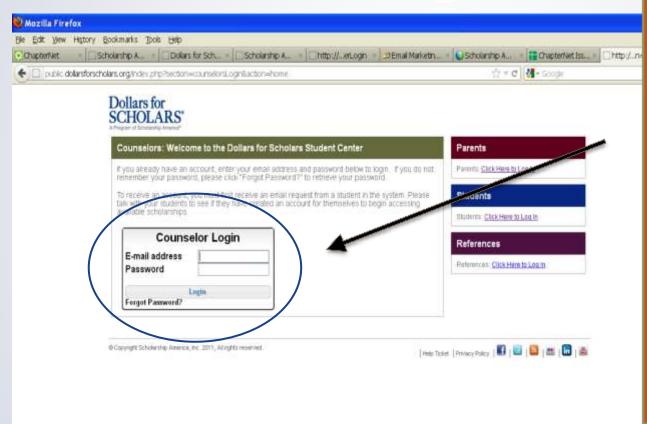
A student from your school, Test Twelve has registered on the Scholarship America-Dollars for Scholars scholarship program website and listed you as their high school counselor. Please click on the link below, or copy and paste the URL below in your browser, to visit the site, view their profile, upload a copy of their most recent transcript, and an appraisal of the student.

http://public.dollarsforscholars.org/index.php? section=counselorHome&action=home&autologinKey=24f42e05d990253e41ad782d8b385cab.4.14542b3d34e88560926ac651bb233af6.1418154

Click here to verify your relationship and login to the system.

- As a counselor you have received this email with instructions. (If you did not receive this email, please check your spam folder.)
- The counselor must click on the link provided in the email (or copy and paste the entire text) in order to submit the proper information.

#### Counselor Log-in Page



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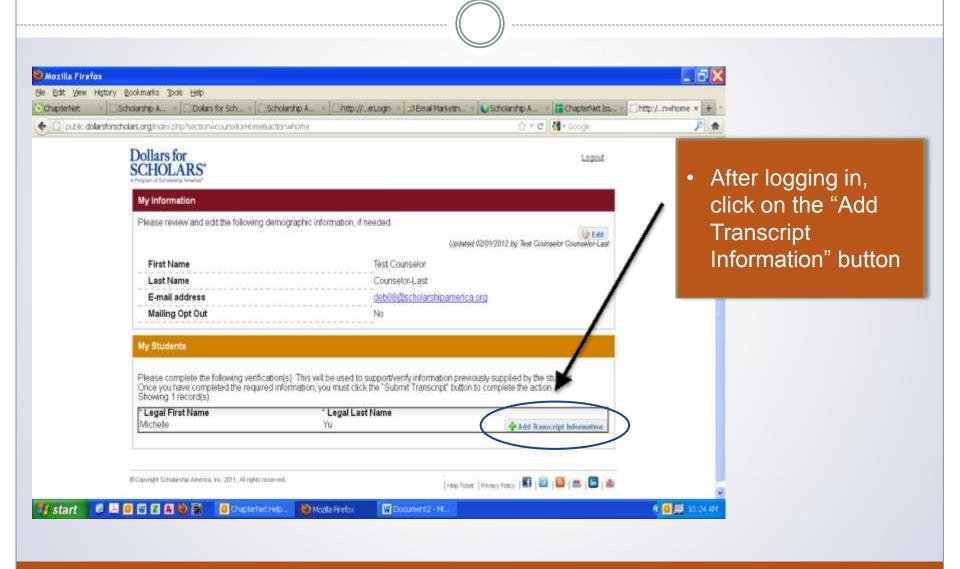
W Microsoft Word

- The link provided in the email will send the counselor to the log-in page.
- If it is the first time, they will need to create a password.
- If the person has been a reference in the past, he/she will already have an account set up and can log in here.

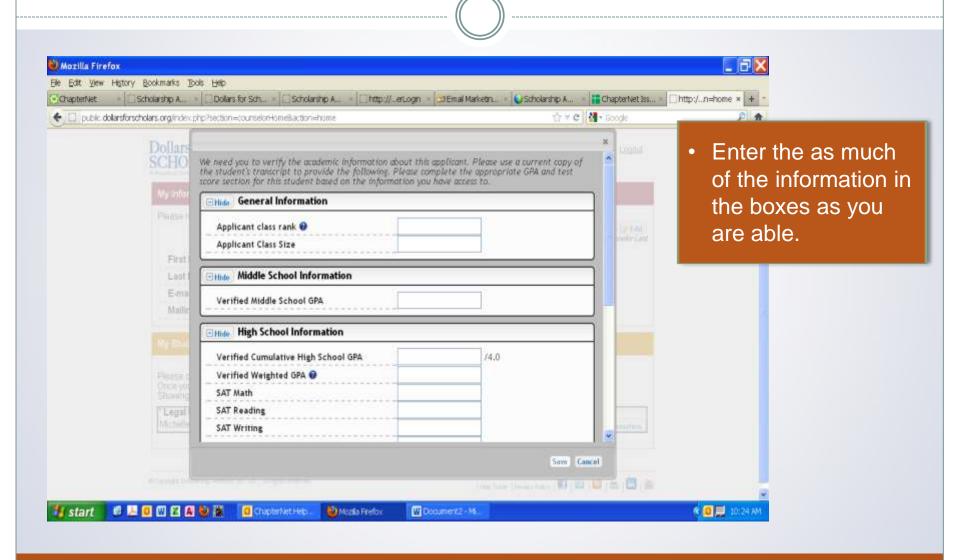
**● 回票** 10:24 MM

Chapterfet Heb.

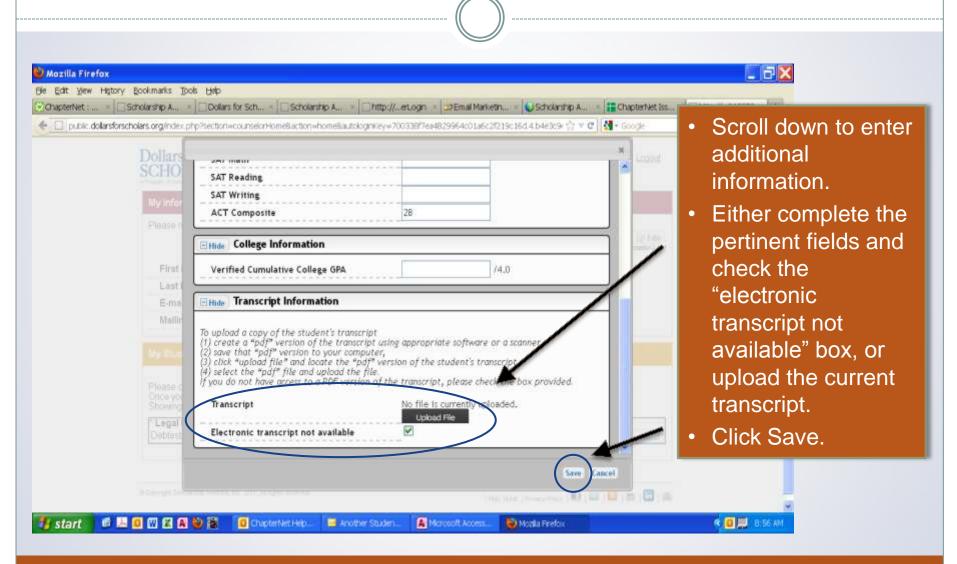
## Adding the Transcript



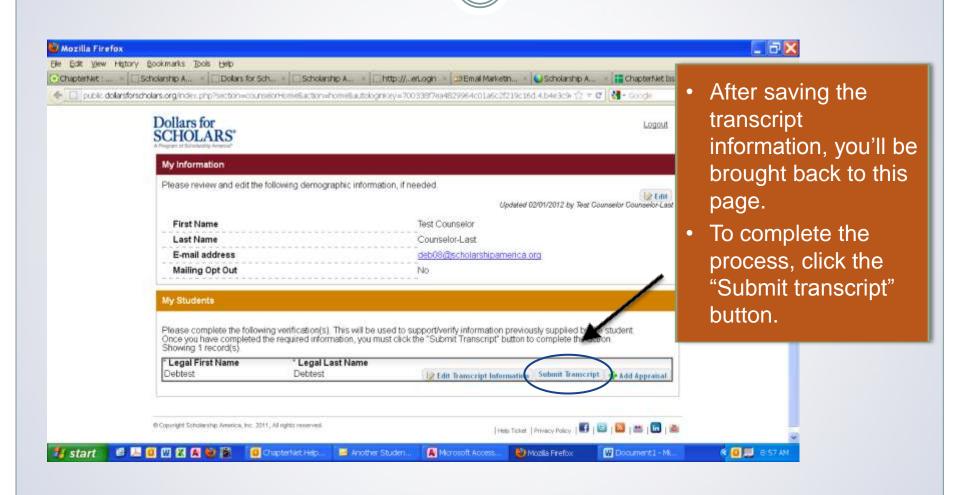
## Adding the Transcript



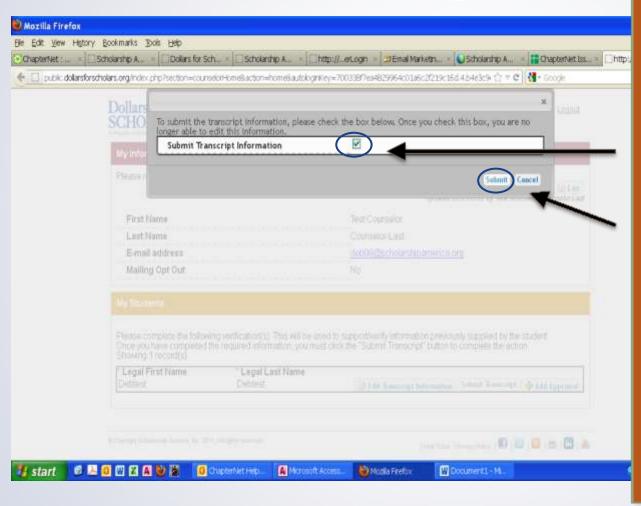
#### Adding the Transcript



#### Submitting the Transcript

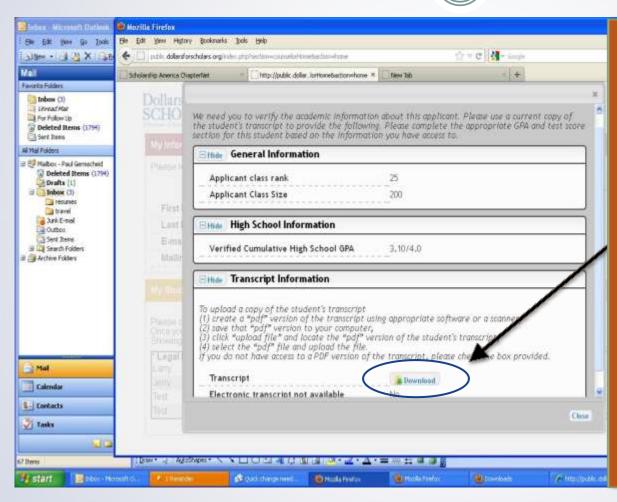


#### Submitting the Transcript



- When you hit the "Submit Transcript button, this box will appear.
- Check the box, then click "Submit" to complete the process.
- Once you click "Submit" you will be able to review the information, but you cannot make changes.
- After submitting, you will receive a confirmation email.

#### Reviewing the Information



- This is what the counselor will see when they go back to review the information for the student.
- If you need to see the transcript that you submitted, click "Download."
- If you wish to make changes to the submitted information, email:
  - dollarsforscholars@ scholarshipamerica.org