

References & Recommendations

Jordan-Elbridge
**Dollars for
SCHOLARS**[®]
A Program of Scholarship America[®]



**STEP-BY-STEP GUIDE ON REFERENCES AND
RECOMMENDATIONS USING THE ONLINE
STUDENT PROFILE**

**Scholarship
AMERICA**[®]
Because College Doesn't Happen by Chance[®]

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Reference Email & Link



From: Scholarship America [dollarsforscholars=scholarshipamerica.org@sendgrid.me] on behalf of Scholarship America [dollarsforscholars@scholarshipamerica.org] Sent: Tue 4/3/2012 11:32 AM
To: Paul Germscheid
Cc:
Subject: Another Student requested information for a Scholarship America Application

Paul Germscheid

A student, Test twenty-six, has named you as a reference for a Scholarship America. You have been a reference in the past so your account is still open.

Please click on the link below, or copy and paste the URL below in your browser.

Use your current login and password to complete the required information for that student as soon as possible. If you do not remember your password, please click "forgot password".

<http://public.dollarsforscholars.org/index.php?section=referenceHome&action=home&autologinKey=3f844b7f5c1278838493d646d0e734e2.5.c1e58661d1dc78a6d4e1a1d460f21be7.1419874335>

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

Reference Log-in Page

References: Welcome to the Dollars for Scholars Student Center

If you already have an account, enter your email address and password below to login. If you do not remember your password, please click "Forgot Password?" to retrieve your password.

To receive an account, you must first receive an email request from a student in the system. Please talk with your students to see if they have created an account for themselves to begin accessing available scholarships.

References

E-mail address

Password

[Login](#)

[Forgot Password?](#)

Parents
Parents: [Click Here to Log In](#)

Counselors
Counselors: [Click Here to Log In](#)

Students

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- The link provided in the email will send the reference 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.

Adding a Recommendation



Upon logging in, to add a recommendation, select the "Add Recommendation" button.

The screenshot shows the Dollars for Scholars website interface. At the top left is the logo "Dollars for SCHOLARS" with the tagline "A Program of Scholarship America". To the right is a "Logout" link. Below the logo is a "My Information" section with a red header. It contains a form with the following fields: First Name (Joyce), Last Name (Peterson), E-mail address (dfichtner@scholarshipamerica.org), Mailing Opt Out (No), and Primary Phone (507-931-0490). An "Edit" button is located to the right of the form, and a note indicates the information was updated on 02/01/2012 by Joyce Peterson. Below this is a "My Students" section with an orange header. It contains a table with two columns: "Legal First Name" and "Legal Last Name". The table has one row with the student name "Michelle Yu". To the right of the table is a green "Add Recommendation" button, which is circled in blue. An arrow points from the text box on the right to this button. At the bottom of the page, there is a copyright notice: "© Copyright Scholarship America, Inc. 2011. All rights reserved." and a row of social media icons.

Submitting a Recommendation



The screenshot shows a Mozilla Firefox browser window with the URL `public.dollarsforscholars.org/index.php?section=referenceHome&action=home&autologinkey=3c063b1f3efdbd9fce9d2e765ba4316.5.0fdb8c1`. The page displays a recommendation form with the following questions and options:

- The applicants choice of postsecondary education program is -- Select --
- The applicants achievements reflect his/her ability -- Select --
- The applicants ability to set realistic and attainable goals is -- Select --
- The quality of the applicants commitment to school and community is -- Select --
- The applicant is able to seek, find, and use learning resources -- Select --
- The applicant demonstrates curiosity and initiative -- Select --
- The applicant demonstrates good problem solving skills, follows through, and completes tasks -- Select --
- The applicant's respect for self and others is -- Select --

Below the questions is a large text area for additional comments. An arrow points to this text area from the instructions on the right. The form also includes 'Save' and 'Cancel' buttons at the bottom.

- Enter the information using the drop down boxes.
- Be sure to scroll down to ensure that all questions are answered.
- Add any additional comments. (If you have a letter already prepared for the student, copy and paste it in this box.)

Submitting a Recommendation

dollarsforscholars.org/index.php?section=referenceHome&action=home

Dollars for SCHOLARS
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Logout

My Information

Please review and edit the following demographic information, if needed.

Updated 03/07/2012 by Test Counselor Counselor-Last [Edit](#)

First Name	Test Counselor
Last Name	Counselor-Last
E-mail address	deb08@scholarshipamerica.org
Mailing Opt Out	No

My Students

Please complete a recommendation for the following student(s). Click the "Add Recommendation" button and follow the instructions detailed there. Once you have completed the recommendation, you must click the "Submit Appraisal" button to complete the action.

* Legal First Name	* Legal Last Name	Edit Recommendation	Submit Recommendation
Debtest	Debtest		

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- After clicking Save, you will be returned to this screen.
- To complete the process, click on "Submit Recommendation"
- After submitting, you will receive a confirmation email.