

Counselor Portion of the Student Profile



**HOW STUDENTS CAN REQUEST AND
COUNSELORS CAN COMPLETE TRANSCRIPT
INFORMATION.**

Baldwinsville Community
Scholarship Foundation Inc.

**Dollars for
SCHOLARS®**
A Program of Scholarship America®

Counselor Email & Link



From: Scholarship America [dollarsforscholars=scholarshipamerica.org@sendgrid.me] on behalf of Scholarship America [dollarsforscholars@scholarshipamerica.org]
To: Paul Gernscheid
Cc:
Subject: Another Student requested information for a Scholarship America Application

Sent: Wed 3/14/2012 2:19 PM

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.4.14542b3d34e88560926ac651bb233af6.141815>

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

Dollars for SCHOLARS
A Program of Scholarship America®

Counselors: 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.

Counselor Login

E-mail address

Password

[Login](#)

[Forgot Password?](#)

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

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

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

© Copyright Scholarship America, Inc. 2011. All rights reserved.

[Help Ticket](#) | [Privacy Policy](#) | [Facebook](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#) | [Google+](#)

- 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.

Adding the Transcript



Mozilla Firefox

File Edit View History Bookmarks Tools Help

ChapterNet x Scholarship A... x Dollars for Sch... x Scholarship A... x http://...erLogin x Email Marketin... x Scholarship A... x ChapterNet Iss... x http://...n=home x +

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

Logout

Dollars for SCHOLARS
A Program of Scholarship America®

My Information

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

Updated 02/01/2012 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 the following verification(s). This will be used to support/verify information previously supplied by the student.
Once you have completed the required information, you must click the "Submit Transcript" button to complete the action.
Showing 1 record(s).

* Legal First Name	* Legal Last Name
Michelle	Yu

[+ Add Transcript Information](#)

© Copyright Scholarship America, Inc. 2011. All rights reserved.

Help Ticket | Privacy Policy | [f](#) [t](#) [s](#) [in](#)

start ChapterNet Help... Mozilla Firefox Document2 - Mi... 10:24 AM

- After logging in, click on the “Add Transcript Information” button

Adding the Transcript



Mozilla Firefox

File Edit View History Bookmarks Tools Help

ChapterNet x Scholarship A... x Dollars for Sch... x Scholarship A... x http://...erLogin x Email Marketin... x Scholarship A... x ChapterNet Iss... x http://...n=home x

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

Dollars for SCHOLARS
A Program of Scholarship America

We need you to verify the academic information about this applicant. Please use a current copy of the student's transcript to provide the following. Please complete the appropriate GPA and test score section for this student based on the information you have access to.

General Information

Applicant class rank

Applicant Class Size

Middle School Information

Verified Middle School GPA

High School Information

Verified Cumulative High School GPA /4.0

Verified Weighted GPA

SAT Math

SAT Reading

SAT Writing

Save Cancel

Logout

Edit Counselor-Last

Information

© Copyright Scholarship America, Inc. 2011. All rights reserved.

Help Ticket Privacy Policy

start ChapterNet Help... Mozilla Firefox Document2 - Mi... 10:24 AM

- Enter the as much of the information in the boxes as you are able.

Adding the Transcript

The screenshot shows the Dollars for Scholars website interface. The main content area is divided into sections: SAT Information, College Information, and Transcript Information. The Transcript Information section is highlighted with a blue oval. It contains instructions for uploading a transcript and a checkbox labeled "Electronic transcript not available" which is checked. A blue arrow points from the instructions to the "Upload File" button, and another blue arrow points from the "Save" button at the bottom right of the form.

Transcript Information

To upload a copy of the student's transcript
(1) create a "pdf" version of the transcript using appropriate software or a scanner.
(2) save that "pdf" version to your computer,
(3) click "upload file" and locate the "pdf" version of the student's transcript.
(4) select the "pdf" file and upload the file.
If you do not have access to a PDF version of the transcript, please check the box provided.

Transcript No file is currently uploaded.

☒ Electronic transcript not available

- Scroll down to enter additional information.
- Either complete the pertinent fields and check the "electronic transcript not available" box, or upload the current transcript.
- Click Save.

Submitting the Transcript

Dollars for SCHOLARS
A Program of Scholarship America®

Logout

My Information

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

Updated 02/01/2012 by Test Counselor Counselor-Last

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

My Students

Please complete the following verification(s). This will be used to support/verify information previously supplied by the student. Once you have completed the required information, you must click the "Submit Transcript" button to complete the action. Showing 1 record(s).

* Legal First Name	* Legal Last Name	
Debtest	Debtest	Edit Transcript Information Submit Transcript Add Appraisal

© Copyright Scholarship America, Inc. 2011. All rights reserved.

Help Ticket | Privacy Policy | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [YouTube](#)

- After saving the transcript information, you'll be brought back to this page.
- To complete the process, click the "Submit transcript" button.

Submitting the Transcript

Submit Transcript Information

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

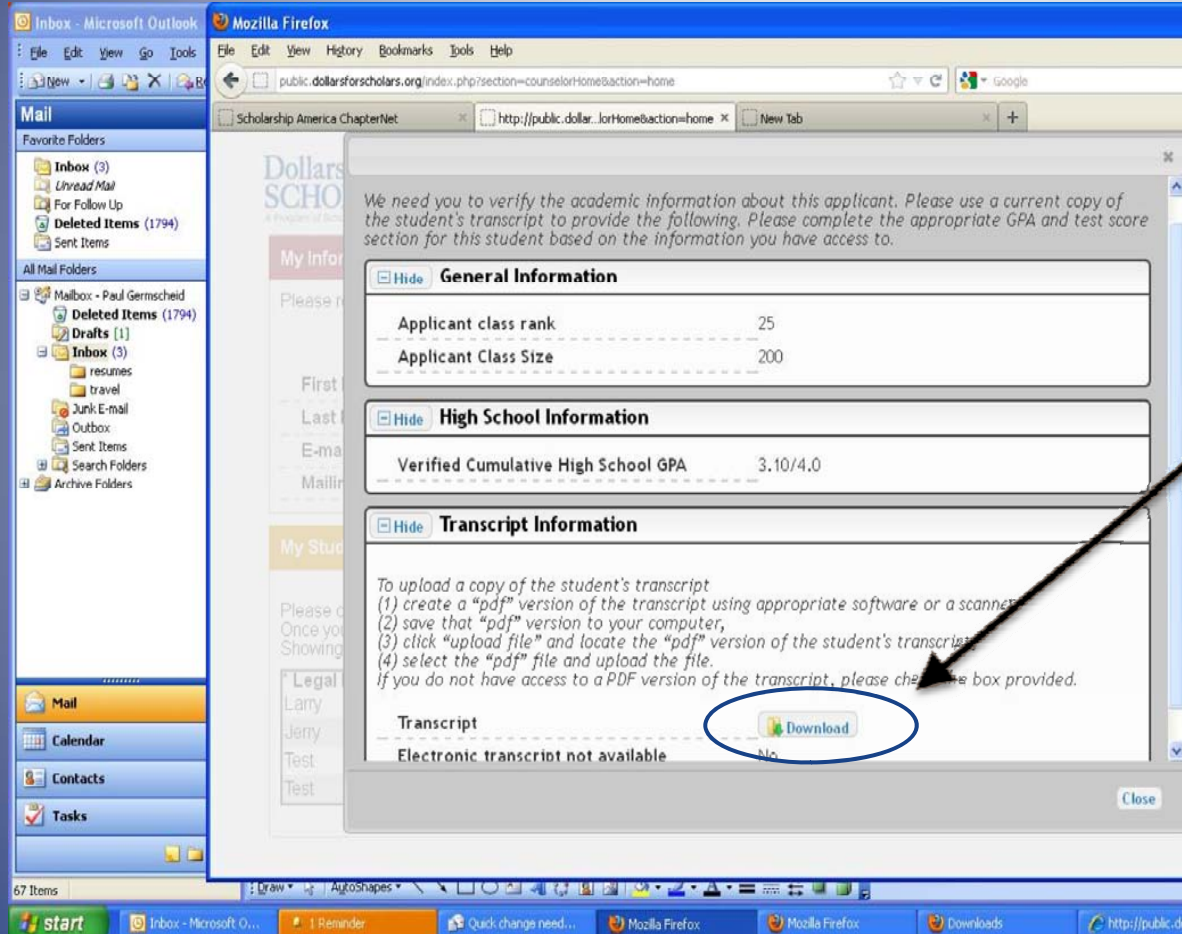
My Students

Legal First Name	Legal Last Name
Debttest	Debttest

Buttons: Edit Transcript Information, Submit Transcript, Add Appraisal

- 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