

References & Recommendations



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

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

Reference Email & Link



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

Sent: Tue 4/3/2012 11:32 AM

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

- 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



The screenshot shows the Mozilla Firefox browser window displaying the Dollars for Scholars website. The page has a blue header with the site logo and a 'Logout' link. Below the header is a 'My Information' section with a table of user details. The 'My Students' section below it contains a table with one student listed. The 'Add Recommendation' button in the 'My Students' section is circled in blue, and a black arrow points from a text box to it.

My Information	
Please review and edit the following demographic information, if needed.	
Updated 02/01/2012 by Joyce Peterson	
First Name	Joyce
Last Name	Peterson
E-mail address	dflchtner@scholarshipamerica.org
Mailing Opt Out	No
Primary Phone	507-931-0490

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
Michelle	Yu
+ Add Recommendation	

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

Submitting a Recommendation



The screenshot shows a web browser window with the URL `public.dollarsforscholars.org/index.php?section=referenceHome&action=home&autoLoginKey=30063b1f3efdbd39fec9d3e765ba431650fdcb8c1`. The form is titled "Please select the most appropriate response to best describe what you know about the applicant. In the narrative section at the bottom, you may type your response, or copy and paste from another document." It contains several questions with corresponding drop-down menus:

- 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 these questions is a large text area for a narrative response. A black arrow points to this text area. At the bottom of the form are "Save" and "Cancel" buttons. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 10:34 AM.

- 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



The screenshot shows the Dollars for Scholars website interface. At the top, there's a navigation bar with links like 'Scholarship A...', 'Dollars for Sch...', and 'http://...erLogin'. Below this is the 'My Information' section with a header 'My Information' and a sub-header 'Please review and edit the following demographic information, if needed.' The form contains fields for 'First Name' (Test Counselor), 'Last Name' (Counselor-Last), 'E-mail address' (deb08@scholarshipamerica.org), and 'Mailing Opt Out' (No). An 'Edit' button is visible. Below this is the 'My Students' section with a header 'My Students' and a sub-header '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.' The form contains fields for 'Legal First Name' (Debtest) and 'Legal Last Name' (Debtest). At the bottom of the form, there are two buttons: 'Edit Recommendation' and 'Submit Recommendation'. An arrow points to the 'Submit Recommendation' button, which is circled in blue.

- 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.