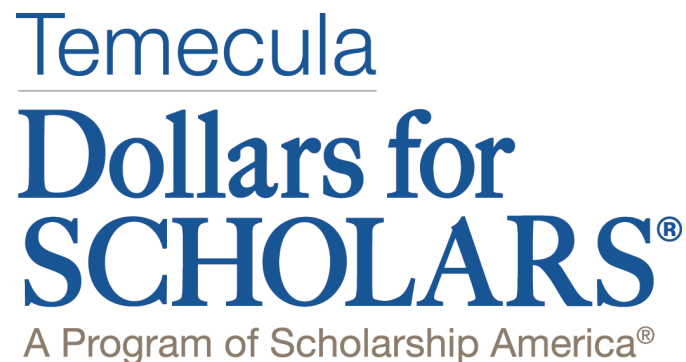


# Temecula Dollars for Scholars

A step-by-step guide for  
Counselors and References



# Objectives

- Learn how to access the counselor and reference dashboards
- View counselor and reference sections

# Counselor/Registrar View



## 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

## Parents

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

## Students

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

## References

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

❖ Counselors/Registrars create their own login information.

❖ Counselors/Registrars submit student transcripts securely on this site.

❖ IMPORTANT: Check with the school to determine if it is the Counselor or Registrar who will be uploading transcripts.

[Help Ticket](#) | [Privacy Policy](#) | [f](#) | [t](#) | [RSS](#) | [Google](#) | [in](#) | [YouTube](#)

# Counselor/Registrar View

From: 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 Gerscheid  
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.4.14542b3d34e88560926ac651bb233af6.1418156>

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

❖ Counselors/Registrars will receive an email from Scholarship with a link to register and create a login in order to input information and verify data.

# Counselor/Registrar View

- ❖ 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.

The screenshot shows a Mozilla Firefox browser window displaying the Dollars for Scholars website. The address bar shows the URL: `public.dollarsforscholars.org/index.php?section=counselorsLogin&action=home`. The page title is "Dollars for SCHOLARS® A Program of Scholarship America®". The main content area is titled "Counselors: Welcome to the Dollars for Scholars Student Center". It contains instructions for login and a "Counselor Login" form. The form has fields for "E-mail address" and "Password", a "Login" button, and a "Forgot Password?" link. To the right of the login form, there are links for "Parents", "Students", and "References", each with a "Click Here to Log In" link. The login form is circled in blue, and a red arrow points to it from the text box on the right. The footer of the page includes copyright information and social media links.

**Counselor Login**

E-mail address

Password

[Login](#)

[Forgot Password?](#)

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

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

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

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

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

# Counselor/Registrar View

**❖ After logging in, all the students requesting transcripts will be listed here.**

**❖ Click on each student to add transcript and verify information**

**My Information**

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

Updated 02/01/2012 by Test Counselor Counselor-Last [Edit](#)

<b>First Name</b>	Test Counselor
<b>Last Name</b>	Counselor-Last
<b>E-mail address</b>	<a href="mailto:deb08@scholarshipamerica.org">deb08@scholarshipamerica.org</a>
<b>Mailing Opt Out</b>	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).

<b>* Legal First Name</b>	<b>* Legal Last Name</b>	<a href="#">+ Add Transcript Information</a>
Michelle	Yu	

© Copyright Scholarship America, Inc. 2011. All rights reserved. | [Help Ticket](#) | [Privacy Policy](#) | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [YouTube](#)

# Counselor/Registrar View

❖ Counselors enter as much of the information in the boxes as they are able

The screenshot shows a web browser window with the URL `public.dollarsforscholars.org/index.php?section=counselorHome&action=home`. The page title is "Dollars for Scholars". A message at the top states: "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."

The form is divided into three sections, each with a "Hide" button:

- 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

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 10:24 AM.

# Counselor/Registrar View

❖ Counselors/Registrars upload the current transcript securely from this site.

**My Info**

SAT Reading	
SAT Writing	
ACT Composite	28

**College Information**

Verified Cumulative College GPA  /4.0

**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 ☒



# Counselor/Registrar View

The screenshot shows the Dollars for Scholars website interface. The browser window has multiple tabs open, including 'ChapterNet', 'Scholarship A...', 'Dollars for Sch...', 'Scholarship A...', 'http://...erLogin', 'Email Marketin...', 'Scholarship A...', 'ChapterNet Iss...', and 'http://...013680'. The address bar shows the URL: `public.dollarsforscholars.org/index.php?section=counselorHome&action=home&autologinKey=700338f7ea4829964c0`.

The main content area is divided into two sections:

- My Information**: A section with a red header. It contains the text "Please review and edit the following demographic information, if needed." and a form with the following fields:
  - First Name: Test Counselor
  - Last Name: Counselor-Last
  - E-mail address: deb08@scholars
  - Mailing Opt Out: No
- My Students**: A section with an orange header. It contains the text "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)." and a table with the following data:

Legal First Name	Legal Last Name
Debtest	Debtest

Below the table, there are three buttons: "Edit Transcript Information", "Submit Transcript" (which is circled in blue), and "Add Appraisal".

At the bottom of the page, there is a footer with the text "© Copyright Scholarship America, Inc. 2011. All rights reserved." and a row of social media icons (Facebook, Twitter, YouTube, LinkedIn, etc.).

- ❖ After saving the transcript information, Counselors/Registrars will be brought back to this page.
- ❖ To complete the process, they click the "Submit transcript" button.
- ❖ Once submitted, counselors/registrar will be able to review the information, but cannot change it.

# Reference View

## My Information

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

Updated 01/24/2012 by Reference Provider

[Edit](#)

First Name	Reference
Last Name	Provider
E-mail address	<a href="#">reference@</a> _____ <a href="#">.com</a>
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
Student	TEST McClafferty

[+ Add Recommendation](#)

- ❖ References register with their own login and are able to submit reference data here.
- ❖ Requests from multiple students to the same Reference person will all be listed.
- ❖ Reminder e-mails can be generated by the student to each Reference.

# Reference View

The screenshot shows a web application window titled "Dollars for Scholars" with a "Logout" link in the top right. The main content area contains a form for providing references. At the top of the form, a paragraph reads: "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." Below this, there are eight rows of questions, each followed by a dropdown menu labeled "-- Select --". The questions are: "The applicants choice of postsecondary education program is", "The applicants achievements reflect his/her ability", "The applicants ability to set realistic and attainable goals is", "The quality of the applicants commitment to school and community is", "The applicant is able to seek, find, and use learning resources", "The applicant demonstrates curiosity and initiative", "The applicant demonstrates good problem solving skills, follows through, and completes tasks", and "The applicant's respect for self and others is". Below these questions is a large text area for "Comments about applicant (do not name student)". On the left side of the window, a sidebar contains links for "My Info", "Please", "First", "Last", "E-ma", "Maili", "My Stu", "Please", "the inst", "Apprais", "\* Legal", and "Student". On the right side, there are links for "Edit", "Provider", "follow", and "ndation". At the bottom of the sidebar, there are social media icons for LinkedIn and Facebook.

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.

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 --

Comments about applicant (do not name student)

❖References submit responses to questions  
❖Additional comments can be added.

# Reference View

## My Information

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

 [Edit](#)

Updated 03/07/2012 by Test Counselor Counselor-Last

First Name	Test Counselor
Last Name	Counselor-Last
E-mail address	<a href="mailto:deb08@scholarshipamerica.org">deb08@scholarshipamerica.org</a>
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	 <a href="#">Edit Recommendation</a>	<a href="#">Submit Recommendation</a>
Debtest	Debtest		

- ❖ References can edit information prior to submitting.
- ❖ After submission, no changes can be made
- ❖ The student does not see the reference's responses or comments

# Counselors and References

- ❖ Check your dashboard regularly for students requesting information and references
- ❖ E-mail us if you have any questions.  
[temeculadfs@gmail.com](mailto:temeculadfs@gmail.com)

Thank you for your support!