

# References & Recommendations



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

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

# How to Add References

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

Welcome, Test Twelve  
**Your Chapter Matches** click below to view their website  
[National Scholarships - DFS](#)  
[Mandan Dollars for Scholars](#)  
[North Dakota Dollars for Scholars](#)

[Logout](#) [Back to Dashboard](#)

**Student Center**

**My Information**

- Basic Information
- Additional Information
- Schools
- GPA
- Test Scores
- Class Rank
- Other Financial Awards
- Activities
- Employment
- Parents and Financial Information
- Transcripts/References**
- Essays
- Additional Documents

**My Scholarships**

- Find New Scholarships
- Scholarship Applications

**My Opportunities**

**My Scholarship News**

**My Resources**

**Transcripts/References**

**Transcript Requests**

Scholarships require the submission of a school transcript or at least verification by a school official. Please enter the name and contact information of your guidance counselor. Once you are finished, press the "send email to counselor" button to request a transcript.

[+ Add Counselor/Registrar Information](#)

Please note: If you want to include additional transcripts from previous schools, please upload them to the [additional documents](#) area (unofficial is fine).

**Recommendation Request**

Scholarships require the submission of a recommendation by a person of your choosing. Please enter the name and contact information of your selected reference. Once you are finished, press the "send email to reference" button to request a recommendation be completed.

[+ Add Reference Information](#)

- In the Student Center, click on the link "Transcripts / References".
- Once here, click on the button "Add Reference Information."

# How to Add References

**\*\* Reference First Name**

**\*\* Reference Last Name**

**\*\* Reference Phone Number**

**\*\* Reference Email Address**

**\*\* Reference Relationship** -- Select --

**Reference Relationship If Other**

**Save** **Cancel**

[Add Counselor/Registrar Information](#)

Please note: If you want to include additional transcripts from previous schools, please upload them to the [additional documents](#) area (unofficial is fine).

**Recommendation Request**

Scholarships require the submission of a recommendation by a person of your choosing. Please enter the name and contact information of your selected reference. Once you are finished, press the "send email to reference" button to request a recommendation be completed.

[Add Reference Information](#)

- A new box will open for you to complete.
- Complete the information, then click "Save".

# Requesting a Recommendation

**Student Center**  
**My Information**  
Basic Information  
Additional Information  
Schools  
GPA  
Test Scores  
Class Rank  
Other Financial Awards  
Activities  
Employment  
Parents and Financial Information  
Transcripts/References  
Essays  
Additional Documents  
**My Scholarships**  
Find New Scholarships  
Scholarship Applications  
**My Opportunities**  
**My Scholarship News**  
**My Resources**

**Transcripts/References**  
**Transcript Requests**  

Scholarships require the submission of a school transcript or at least verification by a school official. Please enter the name and contact information of your guidance counselor. Once you are finished, press the "send email to counselor" button to request a transcript.

[+ Add Counselor/Registrar Information](#)

Please note: If you want to include additional transcripts from previous schools, please upload them to the [additional documents](#) area (unofficial is fine).

**Recommendation Request**  

Scholarships require the submission of a recommendation by a person of your choosing. Please enter the name and contact information of your selected reference. Once you are finished, press the "send email to reference" button to request a recommendation be completed.

[Edit Reference Information](#) [Request Recommendation](#)

* Reference First Name	Paul
* Reference Last Name	Germerscheid
* Reference Phone Number	123-123-1234
* Reference Email Address	<a href="mailto:pgermerscheid@scholarshipamerica.org">pgermerscheid@scholarshipamerica.org</a>
* Reference Relationship	Mentor

- The reference you added will now appear on the Transcripts/References page.
- To send an email to the reference, select the button "Request Recommendation."

# Reference 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: Tue 4/3/2012 11:32 AM

Paul Gernscheid

A student, Test twentysix, 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.c1e58661d1dc78a6d4e1a1d460f21be7.1419874333>

- The reference will now receive an 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 in order to submit the proper information.

# Reference Log-in Page

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

**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**

[Click Here to Log In](#)

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start | ChapterNet Help... | Mozilla Firefox | Microsoft Word | 10:33 AM

- The link provided in the email will send the reference to the reference log-in page.
- 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 Dollars for Scholars website interface. The 'My Information' section displays user details: First Name (Joyce), Last Name (Peterson), E-mail address (dfichtner@scholarshipamerica.org), Mailing Opt Out (No), and Primary Phone (507-931-0490). The 'My Students' section lists a student: Legal First Name (Michelle), Legal Last Name (Yu). The 'Add Recommendation' button is circled in blue, and an arrow points to it from a text box on the right.

**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	<a href="mailto:dfichtner@scholarshipamerica.org">dfichtner@scholarshipamerica.org</a>
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 at the button.

# Submitting a Recommendation

The screenshot shows a Mozilla Firefox browser window with the URL `public.dollarsforscholars.org/index.php?section=referenceHome&action=home&autologinKey=3c063b1f3efdbd9fce9d2e765ba4316.5.0fdbcb8c1`. The page title is "Dollars for Scholars". 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." The form contains several drop-down menus for selecting responses to various questions about the applicant's education, achievements, goals, commitment, learning resources, curiosity, problem-solving skills, and respect. At the bottom of the form is a large text area for additional comments, with a black arrow pointing to it from the right. The form has "Save" and "Cancel" buttons at the bottom right. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 10:34 AM.

My Info

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 --

Save Cancel

- 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



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

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

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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	<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
Debtest	Debtest

[Edit Recommendation](#) [Submit Recommendation](#)

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