

References & Recommendations

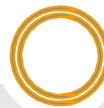


STEP-BY-STEP GUIDE ON REFERENCES AND
RECOMMENDATIONS USING THE ONLINE
STUDENT PROFILE



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 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.

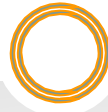
Please click on the link below, or copy and paste the URL below in your browser.

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.c1e58661d1dc78a6d4e1a1d460f21be7.1419874235>

- 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](#)

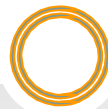
Students

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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



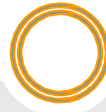
The screenshot shows the 'Dollars for SCHOLARS' website. The 'My Information' section displays user details: First Name (Joyce), Last Name (Peterson), E-mail address (dflchment@scholarshipamerica.org), Mailing Opt Out (No), and Primary Phone (507-931-0490). Below this, the 'My Students' section lists a student named Michelle Yu. The 'Add Recommendation' button is circled in yellow, and an arrow points from a text box to it.

* 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 Mozilla Firefox browser window displaying the Dollars for Scholars website. The address bar shows the URL: public.dollarsforscholars.org/index.php?section=referenceHome&action=home&autoLoginKey=3c063b1f3efdbd9f0ef9d2e755ba43165c0fd8b1. 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 dropdown menus for selection:

- 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 dropdown menus is a large text area for a narrative response. An arrow points to this text area from the instructions on the right. 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 showing 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...', 'Scholarship A...', 'http://...erLogin', 'Email Market...', 'Scholarship A...', 'ChapterNet Iss...', and 'http://...n='. Below this is a search bar with 'Google' and a 'Logout' link.

The main content area is divided into two sections:

- My information**: A section with a red header. It contains a form for demographic information. The text says: "Please review and edit the following demographic information, if needed." Below this is a table with the following data:

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

There is an 'Edit' button next to the table.
- My Students**: A section with an orange header. It contains a form for student recommendations. The text says: "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." Below this is a table with the following data:

Legal First Name	Legal Last Name
Debtest	Debtest

At the bottom of the table are two buttons: 'Edit Recommendation' and 'Submit Recommendation'. The 'Submit Recommendation' button is circled in yellow, and an arrow points to it from the text box on the right.

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 (Facebook, Twitter, YouTube, LinkedIn, etc.).

- 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.