

Counselor Portion of the Student Profile



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

**Scholarship
AMERICA®**

Because College Doesn't Happen by Chance®

Counselor Email & Link



Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: Scholarship America <support=scholarshipamerica.zendesk.com@civicore.com> on behalf of Scholarship America <support@scholarshipamerica.zendesk.com>
To: Paul Germscheid
Cc:
Subject: One of your students requested information for a Scholarship America Application

Sent:

Dear Test Counselor --

A student from your school, **test number 2**, has registered on the Scholarship America-Dollars for Scholars scholarship program web site and has listed you as their school counselor/registrar.

Please click on the link below, or copy and paste the URL below in your browser, to visit the site and view their profile and upload a copy of their most recent transcript information.

When you open the link you will be asked to create your own unique password (*be aware that the password is entered via a popup*). Please follow the instructions for completing this task. [please click here](#)

<https://public.dollarsforscholars.org/index.php?section=counselorHome&action=home&autologinKey=02afcddb6505398a4452fd383335d84.4.105cf4a4efb08df9a6de750d7dec6>

The system does not support Internet Explorer 6. If you are currently using IE6, please [upgrade your system](#) before following the link.

- As a counselor you have received this email with instructions. (If you did not receive this email, please check your spam folder.)
- You 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



The screenshot shows a Mozilla Firefox browser window with the address bar displaying `public.dollarsforscholars.org/index.php?section=counselorsLogin&action=home`. The page header includes the "Dollars for SCHOLARS" logo and the text "A Program of Scholarship America®". Below the header, a green banner reads "Counselors: Welcome to the Dollars for Scholars Student Center". The main content area contains instructions for logging in and a "Counselor Login" form. The form has fields for "E-mail address" and "Password", a "Login" button, and a "Forgot Password?" link. A blue circle highlights the login form, and a black arrow points from the "Students: Click Here to Log In" link in the right sidebar to the "Login" button. The footer includes copyright information and social media links.

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](#)

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

- The link provided in the email will send you to the log-in page.
- If it is the first time, you will need to create a password.
- If you complete other requests in the past, you will already have an account set up and can log in here.

Adding the Transcript



Scholarship America®

**Dollars for
SCHOLARS®**



[Logout](#)

My Information

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

Updated 11/15/2013 by test num

First Name	Test
Last Name	Counselor
E-mail address	paulg2@scholarshipamerica.org
Mailing Opt Out	No

My Students

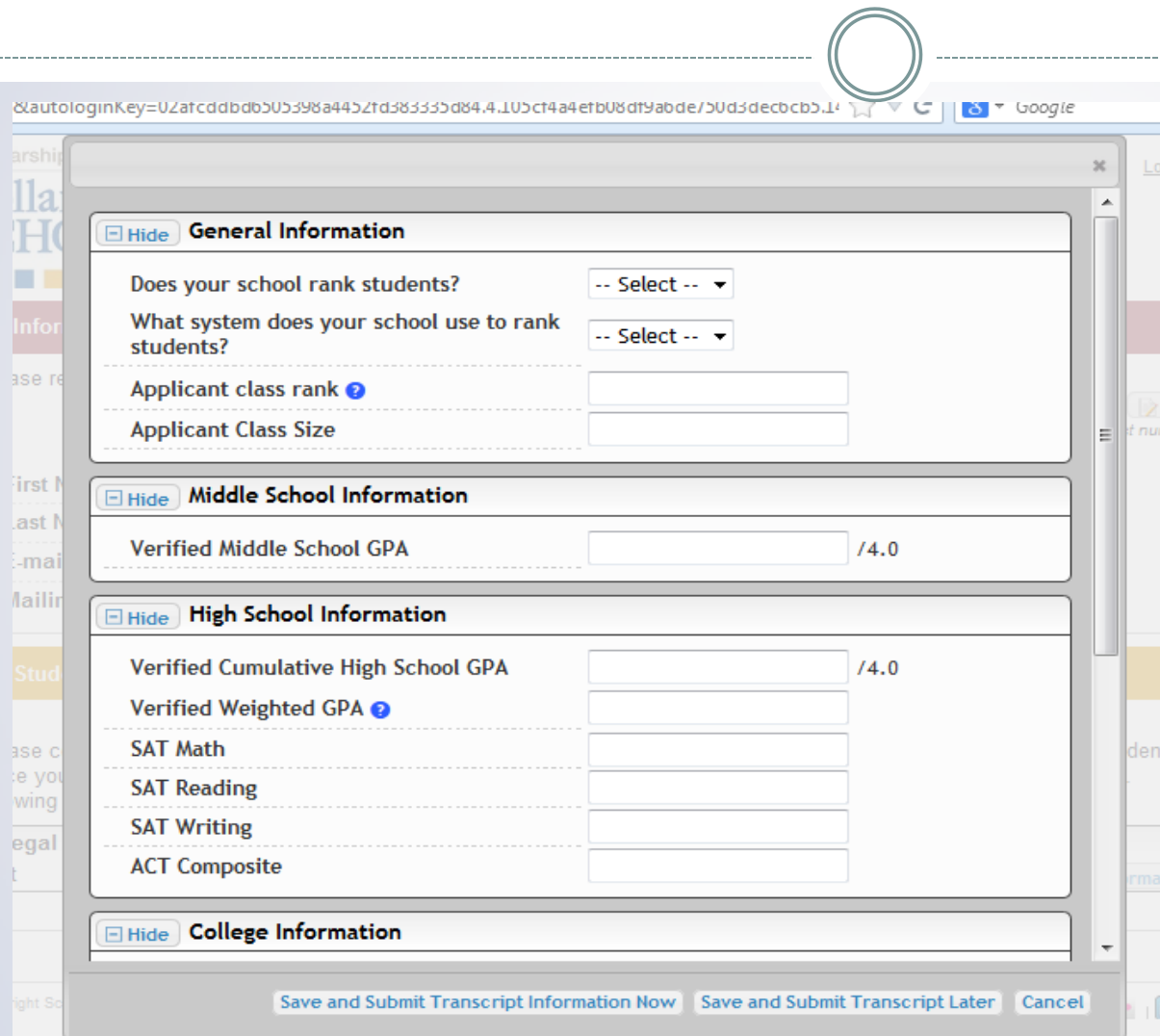
Please complete the following verification(s). This will be used to support/verify information previously supplied by the student. Once you have completed the required information, you must click the "Submit Transcript" button to complete the action. Showing 1 record(s).

* Legal First Name	* Legal Last Name	* Birthdate (mm/dd/yyyy)
test	number 2	01/01/2000

[+ Add Transcript Information](#)

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

Adding the Transcript



The screenshot shows a web browser window with a Google search bar at the top. Below it is a form titled 'Adding the Transcript'. The form is divided into four sections, each with a 'Hide' button and a title:

- General Information**
 - Does your school rank students? -- Select --
 - What system does your school use to rank students? -- Select --
 - Applicant class rank ?
 - Applicant Class Size
- Middle School Information**
 - Verified Middle School GPA / 4.0
- High School Information**
 - Verified Cumulative High School GPA / 4.0
 - Verified Weighted GPA ?
 - SAT Math
 - SAT Reading
 - SAT Writing
 - ACT Composite
- College Information**

At the bottom of the form are three buttons: 'Save and Submit Transcript Information Now', 'Save and Submit Transcript Later', and 'Cancel'.

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

Adding the Transcript



SAT Math

SAT Reading

SAT Writing

ACT Composite

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

Electronic transcript not available ☐

- Scroll down to enter additional information.
- Complete the pertinent fields and upload the current transcript.
- Click the "Save and Submit Transcript Information Now" button.

Submitting 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...

public.dollarsforscholars.org/index.php?section=counselorHome&action=home&autologinkey=700338f7ea4829964c01a5c2f219c16d.4.b4e3c9x Google

Dollars for SCHOLARS
A Program of Scholarship America

My Information

Please review your information and click the "Submit Transcript Information" button to submit your information. Once you click this button, you will no longer be able to edit this information.

Submit Transcript Information ☒

Submit Cancel

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
Debttest	Debttest

Edit Transcript Information Submit Transcript Add Appraisal

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Help Ticket Privacy Policy

start ChapterNet Help... Microsoft Access... Mozilla Firefox Document1 - M...


- 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



The screenshot displays a web interface for reviewing student information. It features two main sections: 'High School Information' and 'Transcript Information'. The 'High School Information' section shows 'Verified Cumulative High School GPA' as 3.26/4.0 and 'ACT Composite' as 24. The 'Transcript Information' section provides instructions on how to upload a transcript PDF and includes a 'Download' button, which is circled in blue and pointed to by an arrow. Below the instructions, a table indicates that an 'Electronic transcript' is 'not available'.

High School Information	
Verified Cumulative High School GPA	3.26/4.0
ACT Composite	24

Transcript Information	
<p>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.</p>	
Transcript	 Download
Electronic transcript not available	No

- This is what you see when you 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