

# Counselor Portion of the Student Profile



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

**Scholarship  
AMERICA<sup>®</sup>**

*Because College Doesn't Happen by Chance<sup>®</sup>*

# 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> Sent: 11/14/13 10:57 AM  
To: Paul Germscheid  
Cc:  
Subject: One of your students requested information for a Scholarship America Application

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 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 read the instructions for completing this task. [please click here](#)

<https://public.dollarsforscholars.org/index.php?section=counselorHome&action=home&autologinKey=02afcddb6505398a4452fd383335d84.4.105cf4a4efb08df9a6de750d7dec>

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.)
- The counselor 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 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 counselor in the past, he/she 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	<a href="mailto:paulg2@scholarshipamerica.org">paulg2@scholarshipamerica.org</a>
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



Browser address bar: &autologinKey=U2afcd... Google

**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**

Buttons: Save and Submit Transcript Information Now | Save and Submit Transcript Later | Cancel

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

# Adding the Transcript



SAT Math

SAT Reading

SAT Writing

ACT Composite

Hide **College Information**

Verified Cumulative College GPA  /4.0

Hide **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.
- Either complete the pertinent fields and check the "electronic transcript not available" box, or upload the current transcript.
- Click Save and Submit.

# 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=700338f7ea4829964c01a5c2f219c16d4b4e3c9...

Dollars for SCHOLARS  
A Program of Scholarship America

Logout

To submit the transcript information, please check the box below. Once you check this box, you are no longer able to edit this information.

Submit Transcript Information

Submit Cancel

Updated 02/07/2012 by Test Counselor

First Name Test Counselor

Last Name Counselor-Last

E-mail address [deb08@scholarshipamerica.org](mailto: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
Debtest	Debtest

Edit Transcript Information Submit Transcript Add Appraisal

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

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

**High School Information**

Verified Cumulative High School GPA	3.26/4.0
ACT Composite	24

**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	<input type="checkbox"/> No
-------------------------------------	-----------------------------

- This is what the counselor will see when they 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