# Counselor Portion of the Student Profile

HOW STUDENTS CAN REQUEST AND COUNSELORS CAN COMPLETE TRANSCRIPT INFORMATION.



### Counselor Email & Link



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

rom: 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

### Dear Test Counselor --

A student from your school, **test number 2**, has registered on the Scholarship America-Dollars for Scholars scholarship program web 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 c 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) of instructions for completing this task, please click here.

https://public.dollarsforscholars.org/index.php?
section=counselorHome&action=home&autologinKey=02afcddbd6505398a4452fd383335d84.4.105cf4a4efb08df9a6de750d}dec6

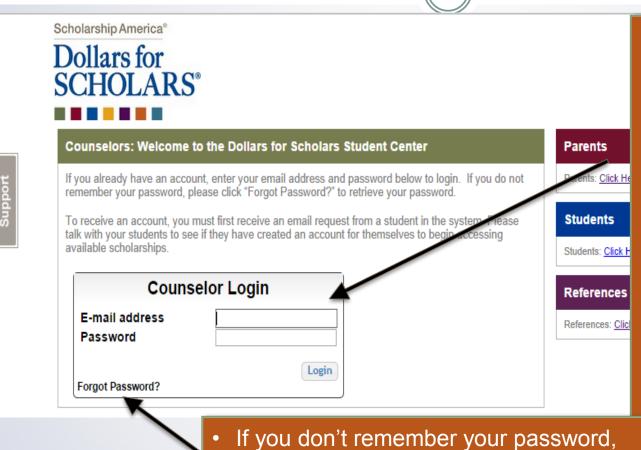
The system does not support Internet Explorer 6. If you are currently using IE6, please upgrade your system before following the lin

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

Sent:

 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 link provided in the email will send you to the log-in page.
- If this is your first request, you will need to log in with the temporary password that was included in the email you received.
- If you have already completed other requests in the past, you can log in using the password you created at that time.

 If you don't remember your password, click the Forgot Password? link to reset it.

### Adding the Transcript



Scholarship America®

Dollars for SCHOLARS®

Logout

### My Information

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

NOTE: If you have any questions about this process or are running into any issues, please click on the gray Support tab on the left side of the screen to send us a help ticket with the details of your issue/question.

Updated 02/27/2014 by Gary Johnson

First Name	Gary	
Last Name	Johnson	
E-mail address	dbearth5@scholarshipamerica.org	
Mailing Opt Out	No	

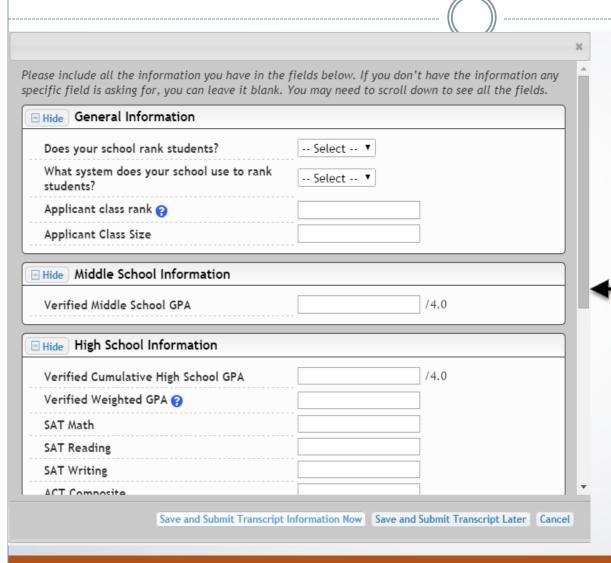
### My Students

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)	
Jeffrey	Lebowski	10/10/1990	- Add Transcript Information

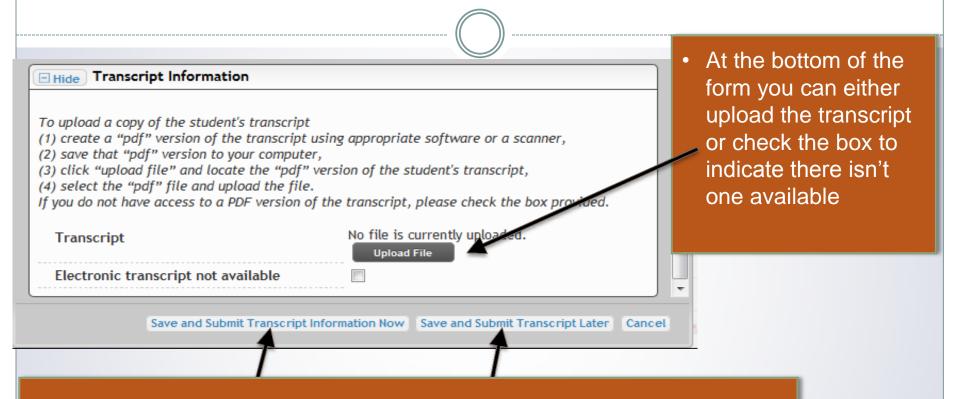
 After logging in, click on the "Add Transcript Information" button

## Adding the Transcript



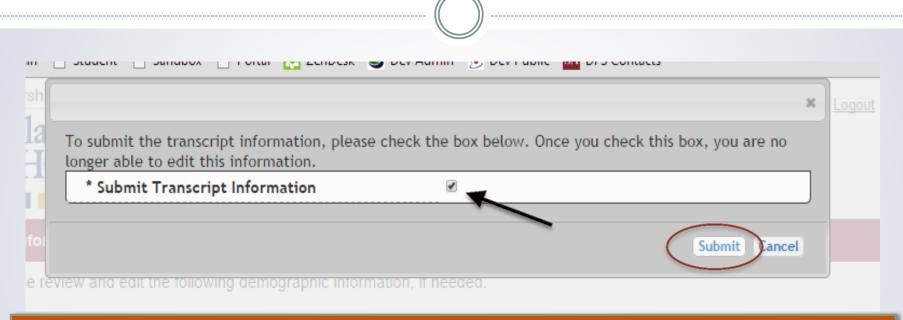
- Enter as much of the information in the boxes as you are able.
- Please note you will need to scroll down to get to all the fields

### Adding the Transcript



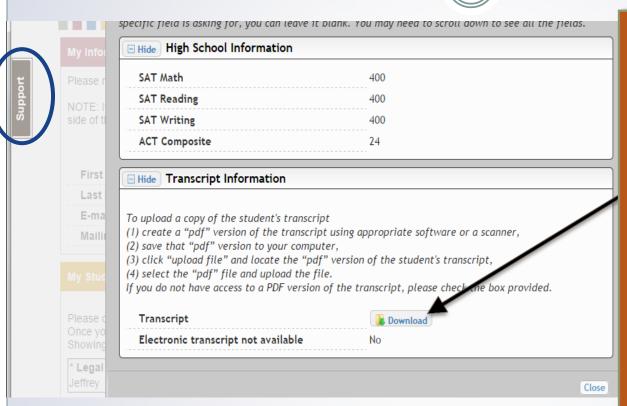
- When complete, click the Save and Submit Transcript Information Now button.
- If you need to exit and come back later to complete, hit the Save and Submit Transcript Later button to save your progress for now and complete later.

### Submitting the Transcript



- When you hit the "Save and Submit Transcript Information Now" 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



- 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 need to make changes, please click on the grey Support tab on the left side of the screen to send us a help ticket. Be sure to include the student's name whose info needs to be updated.