

# References & Recommendations



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

**Scholarship  
AMERICA<sup>®</sup>**

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

# Reference Email & Link



From: Scholarship America [dollarsforscholars=scholarshipamerica.org@sendgrid.me] on behalf of Scholarship America [dollarsforscholars@scholarshipamerica.org] Sent: Tue 4/3/2012 11:32 AM  
To: Paul Germscheid  
Cc:  
Subject: Another Student requested information for a Scholarship America Application

Paul Germscheid

A student, Test twenty-six, 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.c1e58661d1dc78a6d4e1a1d460f21be7.1419874335>

- 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



- 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 interface. At the top, there is a navigation bar with the logo and a 'Logout' link. Below this is a section titled 'My Information' with a sub-header 'Please review and edit the following demographic information, if needed.' and an 'Edit' button. The information includes: First Name: Joyce, Last Name: Peterson, E-mail address: [dlichtner@scholarshipamerica.org](mailto:dlichtner@scholarshipamerica.org), Mailing Opt Out: No, and Primary Phone: 507-931-0490. Below this is a section titled 'My Students' with a sub-header '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.' A table lists a student: Michelle Yu. The 'Add Recommendation' button is circled in blue, and an arrow points from a text box to it.

* Legal First Name	* Legal Last Name
Michelle	Yu

Upon logging in, to add a recommendation, select the "Add Recommendation" 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=30063b1f3efbd9f0ef9d2e7655ba4316.5.0fdcb8c1`. The page title is "Dollars for Scholars". The form contains the following questions and options:

- 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 questions is a large text area for additional comments. An arrow points to this text area from the instructions on the right. At the bottom of the form are "Save" and "Cancel" buttons.

- 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 a web browser window with the URL `dollarsforscholars.org/index.php?section=referenceHome&action=home`. The page features the Dollars for SCHOLARS logo and a 'Logout' link. The 'My Information' section contains a form with the following fields:

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

The 'My Students' section contains a table with the following information:

Legal First Name	Legal Last Name
Debtest	Debtest

Below the table are two buttons: 'Edit Recommendation' and 'Submit Recommendation'. The 'Submit Recommendation' button is circled in blue, and a black arrow points to it from the text box on the right.

- 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.