

# 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>*

# How Students Connect with Counselors

**Dollars for SCHOLARS**  
A Program of Scholarship America®

Welcome, Test Twelve  
**Your Chapter Matches** click below to view their website  
National Scholarships - DFS  
Mandan Dollars for Scholars  
North Dakota Dollars for Scholars

[Logout](#) [Back to Dashboard](#)

**Student Center**

**My Information**

- Basic Information
- Additional Information
- Schools
- GPA
- Test Scores
- Class Rank
- Other Financial Awards
- Activities
- Employment
- Parents and Financial Information
- Transcripts/References**
- Essays
- Additional Documents

**My Scholarships**

- Find New Scholarships
- Scholarship Applications

**My Opportunities**

**My Scholarship News**

**My Resources**

**Transcripts/References**

**Transcript Requests**

Scholarships require the submission of a school transcript or at least verification by a school official. Please enter the name and contact information of your guidance counselor. Once you are finished, press the "send email to counselor" button to request a transcript.

[+ Add Counselor/Registrar Information](#)

Please note: If you want to include additional transcripts from previous schools, please upload them to the [additional documents](#) area (unofficial is fine).

**Recommendation Request**

Scholarships require the submission of a recommendation by a person of your choosing. Please enter the name and contact information of your selected reference. Once you are finished, press the "send email to reference" button to request a recommendation be completed.

[+ Add Reference Information](#)

- In the Student Center, click on the link “Transcripts / References”.
- Once here, click on the button “Add Counselor / Registrar Information.”

# How to Add Counselors



** Counselor/Registrar First Name	<input type="text"/>
** Counselor/Registrar Last Name	<input type="text"/>
** Counselor/Registrar Email Address	<input type="text"/>
** Counselor/Registrar Phone Number	<input type="text"/>

Save Cancel

- A new box will open for the student to complete.
- Complete the information, then click "Save".

# Requesting Transcript Information

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## Student Center

### My Information

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### My Scholarships

Find New Scholarships  
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## Transcripts/References

### Transcript Requests

Scholarships require the submission of a school transcript or at least verification by a school official. Please enter the name and contact information of your guidance counselor. Once you are finished, press the "send email to counselor" button to request a transcript.

[Edit Counselor/Registrar Information](#) [Request Transcript Information](#)

* Counselor/Registrar First Name	Jim
* Counselor/Registrar Last Name	Spring
* Counselor/Registrar Email Address	<a href="mailto:paulg3@scholarshipamerica.org">paulg3@scholarshipamerica.org</a>
* Counselor/Registrar Phone Number	123-123-1234

Please note: If you want to include additional transcripts from previous schools, please upload them to the [additional documents](#) area (unofficial is fine).

### Recommendation Request

Scholarships require the submission of a recommendation by a person of your choosing. Please enter the name and contact information of your selected reference. Once you are finished, press the "send email to reference" button to request a recommendation be completed.

[+ Add Reference Information](#)

- The counselor information will now appear on the Transcript / References page.
- Click on the button "Request Transcript Information." (This will prompt an email to be sent to the counselor with instructions.)

# Counselor Email & Link



From: Scholarship America [dollarsforscholars=scholarshipamerica.org@sendgrid.me] on behalf of Scholarship America [dollarsforscholars@scholarshipamerica.org]  
To: Paul Germscheid  
Cc:  
Subject: Another Student requested information for a Scholarship America Application

Sent: Wed 3/14/2012 2:19 PM

Dear Jim Spring --

A student from your school, Test Twelve has registered on the Scholarship America-Dollars for Scholars scholarship program website and listed you as their high school counselor. Please click on the link below, or copy and paste the URL below in your browser, to visit the site, view their profile, upload a copy of their most recent transcript, and an appraisal of the student.

<http://public.dollarsforscholars.org/index.php?section=counselorHome&action=home&autologinKey=24f42e05d990253e41ad782d8b385cab.4.14542b3d34e88560926ac651bb233af6.141815>

Click here to verify your relationship and login to the system.

- The counselor will now receive an 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 in order to submit the proper information.

# Counselor Log-in Page

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=counselorsLogin&action=home`. The page content includes the Dollars for SCHOLARS logo, a welcome message for counselors, and a login form. The login form is titled "Counselor Login" and contains the following fields and buttons:

- E-mail address:
- Password:
- Login:
- Forgot Password?:

There are also navigation links for Parents, Students, and References, each with a "Click Here to Log In" link. A blue circle highlights the login form, and a black arrow points from the text box on the right towards it.

- The link provided in the email will send the counselor to the log-in page.

# Adding the Transcript



The screenshot shows the Dollars for Scholars website interface. The browser window is Mozilla Firefox. The page title is "Dollars for SCHOLARS® A Program of Scholarship America®". The user is logged in, as indicated by the "Logout" link in the top right. The "My Information" section displays demographic data: First Name: Test Counselor, Last Name: Counselor-Last, E-mail address: deb08@scholarshipamerica.org, and Mailing Opt Out: No. Below this is the "My Students" section, which contains a table with one student record:

* Legal First Name	* Legal Last Name
Michelle	Yu

At the bottom right of the student record table, there is a button labeled "+ Add Transcript Information". This button is circled in blue, and a black arrow points from a callout box on the right to it. The callout box contains the text: "After logging in, click on the link Add Transcript Information."

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

# Adding the Transcript



public.dollarsforscholars.org/index.php?section=counselorHome&action=home

We need you to verify the academic information about this applicant. Please use a current copy of the student's transcript to provide the following. Please complete the appropriate GPA and test score section for this student based on the information you have access to.

**General Information**

Applicant class rank

Applicant Class Size

**Middle School Information**

Verified Middle School GPA

**High School Information**

Verified Cumulative High School GPA  /4.0

Verified Weighted GPA

SAT Math

SAT Reading

SAT Writing

Save Cancel

- Enter the information in the boxes.

# Adding the Transcript

public.dollarsforscholars.org/index.php?section=counselorHome&action=home&autologinKey=700338f7ea4829964c01a6c2f219c16d.4.b4e3c9...

Logout

SAT Reading	
SAT Writing	
ACT Composite	28

**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  No file is currently uploaded.

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.

# Submitting the Transcript



The screenshot shows the Dollars for Scholars website interface. The browser window is Mozilla Firefox. The page title is "Dollars for SCHOLARS" with the subtitle "A Program of Scholarship America". The user is logged in, as indicated by the "Logout" link. The "My Information" section contains a form with the following details:

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 one student record:

Legal First Name	Legal Last Name
Debtest	Debtest

Below the table are three buttons: "Edit Transcript Information", "Submit Transcript" (circled in blue), and "Add Appraisal". An arrow points from the text box on the right to the "Submit Transcript" button.

- After saving the transcript information, you'll be brought back to this page.
- Submit the transcript.

# Submitting the Transcript

Mozilla Firefox

public.dollarsforscholars.org/index.php?section=counselorHome&action=home&autologinKey=700338f7ea4829954c01a6c2f219c16d.4.b4e3c9k

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

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
Debtst	Debtst

Edit Transcript Information Submit Transcript Add Appraisal

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Help Ticket Privacy Policy

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

- 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 shows a desktop environment with Microsoft Outlook on the left and Mozilla Firefox in the center. The Firefox browser is displaying the Dollars for Scholars website. The page content includes a message: "We need you to verify the academic information about this applicant. Please use a current copy of the student's transcript to provide the following. Please complete the appropriate GPA and test score section for this student based on the information you have access to." Below this message are three expandable sections: "General Information", "High School Information", and "Transcript Information". The "General Information" section shows "Applicant class rank" as 25 and "Applicant Class Size" as 200. The "High School Information" section shows "Verified Cumulative High School GPA" as 3.10/4.0. The "Transcript Information" section contains instructions for uploading a transcript and a "Download" button, which is circled in blue. An arrow points from the text on the right to this button. The Windows taskbar at the bottom shows the Start button and several open applications including Outlook, Firefox, and Downloads.

- 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