

# Parent Portion of the Student Profile



**HOW STUDENTS CAN REQUEST AND PARENTS  
CAN COMPLETE THE CONSENT FORM AND  
FINANCIAL INFORMATION PORTION OF THE  
STUDENT PROFILE.**

**Scholarship  
AMERICA®**  
*Because College Doesn't Happen by Chance®*

# How to Add Parents/Guardians



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Welcome, Test twenty-six  
**Your Chapter Matches** click below to view their website  
[National Scholarships - DFS](#)  
[Cobalt Mortgage - Dollars for Scholars](#)  
[Test](#)

## 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

## Parents and Financial Information

In order to be considered for scholarships that make decisions based on need, you must provide information about your or your family's financial situation.

If you are emancipated, you will have the opportunity to fill out your own financial information. [Click here](#) to determine if you are legally emancipated.

[Enter My Own Financial Information](#)

If you are not legally emancipated, your parent/guardian will need to complete the financial information. Click the button below to enter information about your parent/guardian and send them an email providing them access to the financial information form.

[+ Add Parent Information](#)

- In the Student Center, click on the link “Parents and Financial Information”.
- Once here, click on the button “Add Parent Information.”

# How to Add Parents/Guardians

**\* Primary Parent First Name**

**\* Primary Parent Last Name**

**Relation**

**\* Primary Parent Phone Number**

**\* Primary Parent Email Address**

**I am emancipated and want to fill out my own financial information** No

**Save** **Cancel**

If you are not legally emancipated, your parent/guardian will need to complete the financial information. Click the button below to enter information about your parent/guardian and send the and email providing them access to the financial information form.

[Add Parent Information](#)

- A new box will open for you to complete.
- Complete the information, then click “Save”.

# Requesting Information from Parent

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[Edit Parent Information](#) [Request Information from Parent/Guardian](#)

Primary Parent First Name	Jerry
Primary Parent Last Name	Hoffman
Relation	Father
Primary Parent Phone Number	123-123-1236
Primary Parent Email Address	<a href="mailto:paulg7@scholarshipamerica.org">paulg7@scholarshipamerica.org</a>
I am emancipated and want to fill out my own financial information	No

- The parent information will now appear on the Parents & Financial Information page.
- Click on the button "Request Information from Parent / Guardian." (This will prompt an email to be sent to the parent with instructions.)

# Parent 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: Tue 4/3/2012 11:44 AM

Dear Jerry Hoffman,

Another student, Test twenty-six, has added you as a parent.

*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=parentHome&action=home&autologinKey=90ff323975d9a2d15bb762bbd09a332.3.97dc33ff785f2b78f6c87f3de6039efc.1419875055>

Thanks!

The Scholarship America Team

- The parent will now receive an email with instructions. (If you did not receive this email, please check your spam folder.)
- The parent must click on the link provided in the email in order to submit the proper information.

# Parent Log-in Page

The screenshot shows the Dollars for Scholars website interface. At the top, the Mozilla Firefox browser window is visible with the address bar showing the URL: `public.dollarsforscholars.org/index.php?section=parentHome&action=home&autologinKey=a5576b2240c47b6eaaa239e854a2f7ce.3.42db303at`. The website header includes the Dollars for SCHOLARS logo and a "Logout" link. The main content area is divided into three columns. The left column, titled "My Students", contains a red message: "You have not completed all of the information necessary for your students!" and a blue link "Complete Permission and/or Financial Information" which is circled in blue. The middle column, titled "My Info", contains a "Click here" link to view and update information, a "Updated 02/01/2012 by Scott Fichtner" note, and a form with fields for First Name (Scott), Last Name (Fichtner), E-mail address (deb06@scholarshipamerica.org), Mailing Opt Out (No), and Primary Phone (507-380-5756). The right column contains three sections: "My Opportunities" with a "Read More" link, "My Scholarship News" with "Back" and "Next" buttons and links for "How to Pay for College:", "TeamBuilders Academy:", and "Financial Aid:", and "My Resources" with a "Read More" link. The bottom of the page shows a Windows taskbar with the Start button, several application icons, and the system clock showing 10:11 AM.

- The link provided in the email will send the parent to the log-in page.
- After logging in, click on the link "Complete Permission and/or Financial Information."

# Granting Consent for Minors



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

**Parent Center**

- My Students**
- My Information**
- My Opportunities**
- My Scholarship News**
- My Resources**

**My Students**

If your student is under 18, they can not complete their scholarship application process without your permission. Please click the "grant consent" button below to allow your student to compete for scholarship money available through Scholarship America and its partners.

In order for your student to compete for scholarships based on financial need, you must provide family financial information. This information will be kept strictly confidential and will not be viewable by anyone but you. The information will be used in calculations (similar to the FAFSA) to develop an expected family contribution which will be used to determine relative need. The only number visible to anyone other than you will be that final expected family contribution amount.

applicants
Michelle Yu 550

[Grant Consent](#) [Enter Financial Info](#) [Submit Financial Info](#)

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If your child is under 18, you must click on "Grant Consent." (If not, you may skip this step and select the button next to it, "Enter Financial Info.")

# Granting Consent for Minors



The screenshot shows a web browser window displaying the Dollars to Scholars website. A modal dialog box is open in the center, with the text: "I grant my consent for my student to provide the necessary information needed to complete the scholarship application process." A blue circle highlights a small square checkbox to the right of the text. A black arrow points from the right side of the slide towards this checkbox. The dialog box has "Save" and "Cancel" buttons at the bottom right. In the background, the website's sidebar is visible with links like "Parent", "My Student", "My Information", "My Opportunities", "My Scholarship News", and "My Resources". The main content area shows a section for "Michelle Yu 550" with buttons for "Grant Consent", "Enter Financial Info", and "Submit Financial Info".

After selecting "Grant Consent," a box will appear. Click on the check box to grant your consent and allow your student to complete their scholarship profile.



# Entering Financial Information



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**applicants**  
Michelle Yu 550

[Grant Consent](#) [Enter Financial Info](#) [Submit Financial Info](#)

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After granting consent, go back to the "My Students" page and click on the link "Enter Financial Info".

# Entering Financial Information

The screenshot shows a Mozilla Firefox browser window displaying the Dollars for Scholars website. The URL bar shows `public.dollarsforscholars.org/index.php?section=myStudents&action=multi`. The form is titled "Relationship To Student" and includes a dropdown menu for "Relationship To Student" (currently set to "-- Select --"). Below this, there are radio buttons for "Indicate whether the information is from" (either "Estimates based on current income information to be filed by April 15, 2012" or "A completed tax return - IRS Form 1040 filing date of April 15, 2012"). The form contains several input fields for financial data: "State of residence" (dropdown), "Adjusted gross income (Form 1040 - Line 37)", "Total federal tax paid (Form 1040 - Line 60)", "Total income of father (or self if Independent Student) (On W-2)", "Total income of mother (On W-2)", "Yearly untaxed income and benefits sources" (checkboxes for Social Security, AFDC, Child Support, Other), "Yearly untaxed income and benefits: Amount", "Medical/Dental expenses not paid by insurance (exclude insurance premium)", "Total cash, checking, savings, cash value of stocks, etc. (Exclude retirement plan funds, IRA, 401(k), 403(b))", and "Total number of family members living in the household and primarily supported by the reported income". At the bottom right of the form, there are "Save" and "Cancel" buttons. A black arrow points to the "Save" button.

- Enter the information using the drop down boxes.
- Be sure to scroll down to ensure that all questions are answered.
- Click "Save" when fields have been completed.

# Submitting Parent Information



The screenshot shows the Dollars for SCHOLARS Parent Center interface. On the left is a sidebar with a red header 'Parent Center' and five menu items: 'My Students', 'My Information', 'My Opportunities', 'My Scholarship News', and 'My Resources'. The main content area has a red header 'My Students'. Below the header, there is a paragraph explaining that students under 18 need parental permission to apply for scholarships. Another paragraph states that family financial information is required for need-based scholarships and will be kept confidential. At the bottom of the main content area, there is a table with one row showing 'applicants' and 'Debtest Debtest 1115'. To the right of the table are two buttons: 'Enter Financial Info' and 'Submit Financial Info'. The 'Submit Financial Info' button is circled in blue, and a black arrow points to it from the right. In the top right corner of the interface, there are links for 'Logout' and 'Back to Dashboard'. At the bottom of the page, there is a copyright notice and a row of social media icons.

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Logout Back to Dashboard

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applicants
Debtest Debtest 1115

Enter Financial Info Submit Financial Info

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f t s y l y

- After clicking Save, you will be returned to this screen.
- To complete the process, click on "Submit Financial Information" to complete the process.
- After submitting, you will receive a confirmation email.