

# References & Recommendations



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

**Scholarship  
AMERICA®**

*Because College Doesn't Happen by Chance®*

# Reference Email & Link



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

Sent: Tue 4/3/2012 11:32 AM

Paul Gernscheid

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

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

**References: Welcome to the Dollars for Scholars Student Center**

If you already have an account, enter your email address and password below to login. If you do not remember your password, please click "Forgot Password?" to retrieve your password.

To receive an account, you must first receive an email request from a student in the system. Please talk with your students to see if they have created an account for themselves to begin accessing available scholarships.

**References**

E-mail address

Password

[Login](#)

[Forgot Password?](#)

**Parents**

Parents: [Click Here to Log In](#)

**Counselors**

Counselors: [Click Here to Log In](#)

**Students**

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[Help Ticket](#) | [Privacy Policy](#) | [Facebook](#) | [Twitter](#) | [YouTube](#) | [LinkedIn](#)

- 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



Mozilla Firefox

File Edit View History Bookmarks Tools Help

ChapterNet Scholarship Am... Dollars for Sch... Scholarship Am... http://...erLogin Email Market... Scholarship Am... ChapterNet.Ist... http://...erLogin http://...30853...

public.dollarsforscholars.org/index.php?section=referenceHome&action=home&autologinkey=3c063b1f3efdbd9fcef9d2e765be491650fddcb8c1 Google

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

Logout

**My Information**

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

Updated 02/01/2012 by Joyce Peterson

First Name	Joyce
Last Name	Peterson
E-mail address	<a href="mailto:dflchtner@scholarshipamerica.org">dflchtner@scholarshipamerica.org</a>
Mailing Opt Out	No
Primary Phone	507-931-0490

**My Students**

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.

* Legal First Name	* Legal Last Name
Michelle	Yu

[+ Add Recommendation](#)

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Help Ticket Privacy Policy

start ChapterNet Help... Mozilla Firefox Document3 - M...

10:34 AM

Upon logging in, to add a recommendation, select the "Add Recommendation" button.

# Submitting a Recommendation



The screenshot shows a web browser window with the URL `public.dollarsforscholars.org/index.php?section=referenceHome&action=home&autoLoginKey=30063b1f3efdbd9f0ef9d3e765ba4316550fd8b1`. The form is titled "Please select the most appropriate response to best describe what you know about the applicant. In the narrative section at the bottom, you may type your response, or copy and paste from another document." It contains several questions with corresponding drop-down menus:

- 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 these questions is a large text area for a narrative response. A black arrow points to this text area. At the bottom of the form are "Save" and "Cancel" buttons. The Windows taskbar at the bottom shows the Start button, several application icons, and the system clock at 10:34 AM.

- 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 the Dollars for Scholars website interface. At the top, there's a navigation bar with links like 'Scholarship A...', 'Dollars for Sch...', and 'http://...erLogin'. Below this is the 'Dollars for SCHOLARS' logo and a 'Logout' link. The main content area is divided into two sections: 'My Information' and 'My Students'.

**My Information**

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

Updated 03/07/2012 by Test Counselor Counselor-Last

First Name	Test Counselor
Last Name	Counselor-Last
E-mail address	deb08@scholarshipamerica.org
Mailing Opt Out	No

**My Students**

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.

* Legal First Name	* Legal Last Name
Debtest	Debtest

Buttons: Edit Recommendation, Submit Recommendation

An arrow points from the 'Submit Recommendation' button to 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.