

References & Recommendations



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



Reference 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 11:32 AM

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



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

[Forgot Password?](#)

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

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

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

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- 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



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	dflchtner@scholarshipamerica.org
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](#)

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=30063b1f3efdbd39fec9d3e755ba431650fdcb8c1`. The page displays a recommendation form 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." The form contains several questions, each with a corresponding drop-down menu:

- 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 browser's taskbar at the bottom shows the Windows Start button, various application icons, and the system clock displaying 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 to the 'Submit Recommendation' button, which is circled in blue.

- 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.