Completing the Counselor Portion of the Student Profile

HOW STUDENTS CAN REQUEST AND COUNSELORS CAN COMPLETE TRANSCRIPT INFORMATION.

Scholarship America®

Dollars for SCHOLARS®

Counselor Email & Link

Dear Bill McNeil.

A student from your school, **Jeffrey Lebowski**, has registered on the Scholarship America Dollars for Scholars website and listed you as his/her school counselor/registrar.

Please click on the log in link and use the information below to get into your account. [If the link is not active, you will need to copy/paste the url into your browser] When you first log in with the temporary password, you will be prompted with a popup asking you to set your password at which point you can set it to whatever you wish.

Link to login:https://public.dollarsforscholars.org/index.php?section=counselorsLogin&action=home

Email: dbearth5@scholarshipamerica.org
Temporary Password: 792f0da2e25fe4b4ab67

- When a student listed you as their counselor, you will receive an email with a link to the log in page and your login info.
- Click on the link provided to get to the counselor log in page.

Counselor Log-in Page

Scholarship America®

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Counselors: 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.

Support

Counselor Login

E-mail address

Password

Login

Forgot Password?

Parents

Parents: Click H

Students

Students: Click

References

References: Cli

- The link provided in the email will send you to the log-in page.
- If this is your first request, you will need to log in with the temporary password that was included in the email you received.
- If you have already completed other requests in the past, you can log in using the password you created at that time.

- If you don't remember your password, click the Forgot Password? link to reset it.

Adding the Transcript

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

NOTE: If you have any questions about this process or are running into any issues, please click on the gray Support tab on the left side of the screen to send us a help ticket with the details of your issue/question.

edit

Updated 02/27/2014 by Gary Johnson

First Name	Gary
Last Name	Johnson
E-mail address	dbearth5@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	* Birthdate (mm/dd/yyyy)	
Jeffrey	Lebowski	10/10/1990	➕ Add Transcript Information

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

Adding the Transcript

Please include all the information you have in the fields below. If you don't have the information any specific field is asking for, you can leave it blank. You may need to scroll down to see all the fields.

□ Hide **General Information**

Does your school rank students?	-- Select -- ▼
What system does your school use to rank students?	-- Select -- ▼
Applicant class rank ❓	
Applicant Class Size	

□ Hide **Middle School Information**

Verified Middle School GPA	/4.0

□ Hide **High School Information**

Verified Cumulative High School GPA	/4.0
Verified Weighted GPA ❓	
SAT Math	
SAT Reading	
SAT Writing	
ACT Composite	

[Save and Submit Transcript Information Now] [Save and Submit Transcript Later] [Cancel]

- Enter as much of the information in the boxes as you are able.

- Please note you will need to scroll down to get to all the fields.

Adding the Transcript

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. **Upload File**

Electronic transcript not available ☐

Save and Submit Transcript Information Now | Save and Submit Transcript Later | Cancel

- At the bottom of the form you can either upload the transcript or check the box to indicate there isn't one available.

- When complete, click the Save and Submit Transcript Information Now button.
- If you need to exit and come back later to complete, hit the Save and Submit Transcript Later button to save your progress for now and complete later.

Submitting the Transcript

- When you hit the Save and Submit Transcript Information Now 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

specific field is asking for, you can leave it blank. You may need to scroll down to see all the fields.

High School Information

SAT Math	400
SAT Reading	400
SAT Writing	400
ACT Composite	24

Transcript Information

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(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 | Download |
| Electronic transcript not available | No |

- This is what you see when you go back to review the information for the student.

- If you need to see the transcript that you submitted, click Download.

Questions? Issues?

My Information

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

NOTE: If you have any questions about this process or are running into any issues, please click on the gray Support tab on the left side of the screen to send us a help ticket with the details of your issue/question.

edit
Updated 10/01/2014 by Dave Bearth

First Name	Bill
Last Name	McNeil
E-mail address	dbearth5@scholarshipamerica.org
Mailing Opt Out	No
Primary Phone	234-567-3212

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	* Birthdate (mm/dd/yyyy)	
Jeffrey	Lebowski	10/10/1999	➕ Add Transcript Information

- If at any point you have any questions, run into any issues or need to change the info you submitted please click on the grey Support tab on the left hand side of the page. A form will pop up for you to fill in the details of your question/issue and upon submission will be sent into our help desk. We will get back to you as soon as possible.