# 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.



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



Email: <a href="mailto:dbearth5@scholarshipamerica.org">dbearth5@scholarshipamerica.org</a> 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



**Parents** 

Students

Students: Click

References

References: CI



temporary password email you received. If you have already completed other

 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 that was included in the

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.

Updated 02/27/2014 by Gary Johnson

First Name Gary

Last Name Johnson

E-mail address <u>dbearth5@scholarshipamerica.org</u>

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).

Add Transcript Information

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

# Adding the Transcript

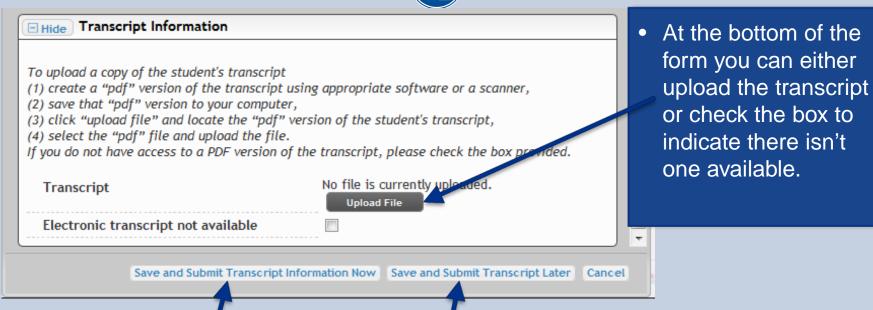


Hide General Information	
Does your school rank students?	Select ▼
What system does your school use to rank students?	Select ▼
Applicant class rank 💡	
Applicant Class Size	
Hide High School Information	
Verified Cumulative High School GPA	/4.0
Termied camadative might believe of A	
Verified Weighted GPA ?	
······	
Verified Weighted GPA 💡	
Verified Weighted GPA 💡	

- 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.

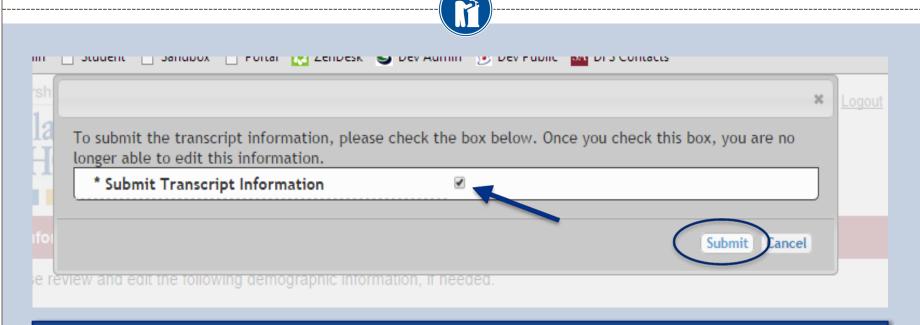
### Adding the Transcript





- 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.

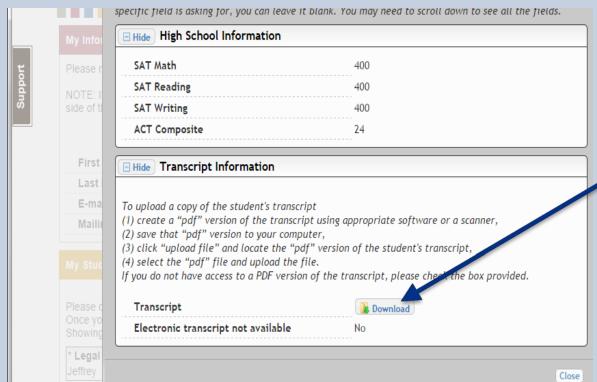
## Submitting the Transcript



- 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

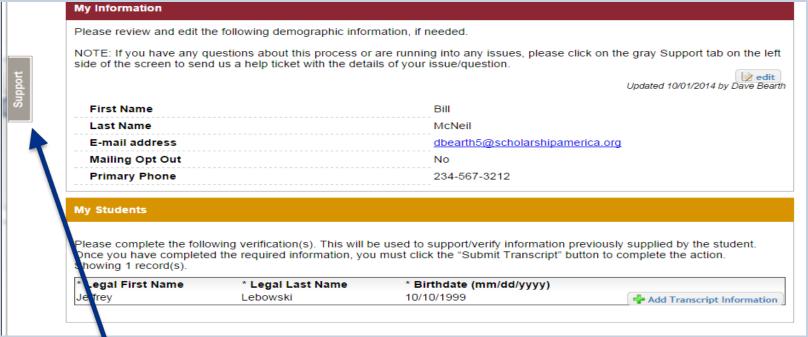




- This is what you see
   when you go back to
   review the information for
   the student.
- If you need to see the transcript that you submitted, click Download.

#### Questions? Issues?





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.