Completing the Transcript Information

Dollars for Scholars®

School Official Email and Link

Dear Stanford Strickland,

A student from your school, Marty McFly, has registered on the Scholarship America Dollars for Scholars website and listed you as his/her high school School Official with access to transcripts. Please click on the link below and log back into your account to complete this request.

https://public.dollarsforscholars.org/index.php?section=counselorsLogin&action=home - If the link is not active, you will need to copy/paste the URL into your browser.

The login email is: standfordstrickland@hilldale.not.email
Temporary Password: a5fe7d7a1afd85deb44f

If you do not remember your password, please click the Forgot Password? link on the login page.

Please click here for an instructional guide on completing this process.

If you have any questions or run into any issues, reply to this email with the details and we will get back to you as soon as we can.

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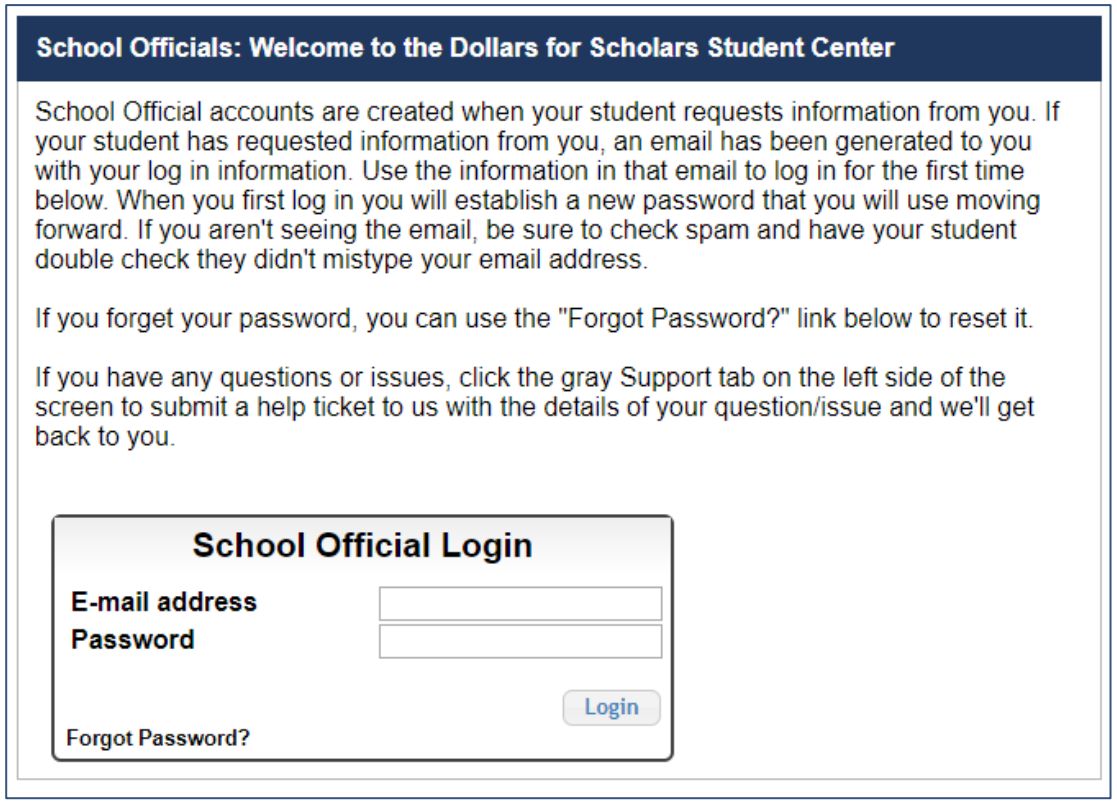
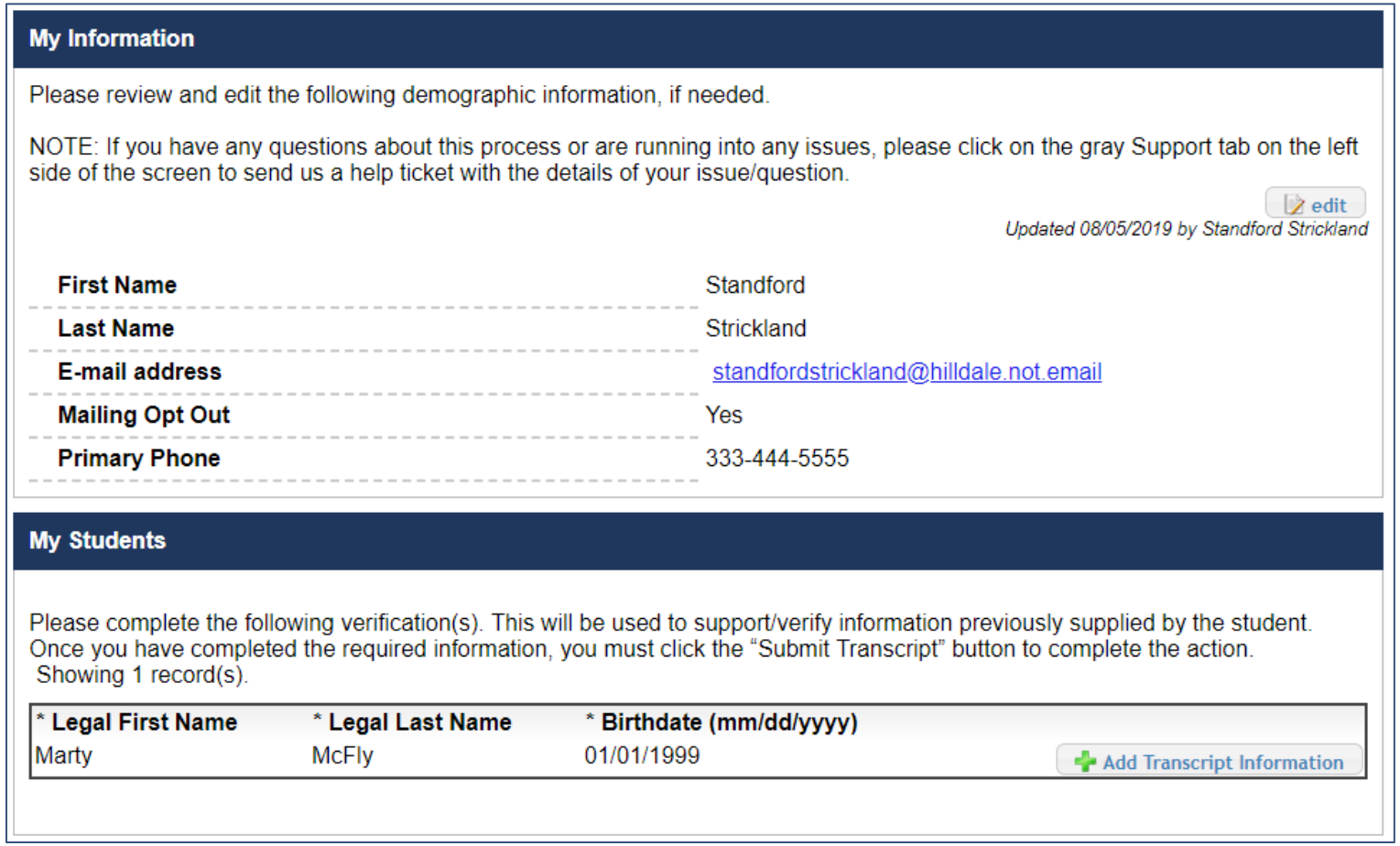
Click the link provided in the email to access the School Official login page.

School Official Login Page



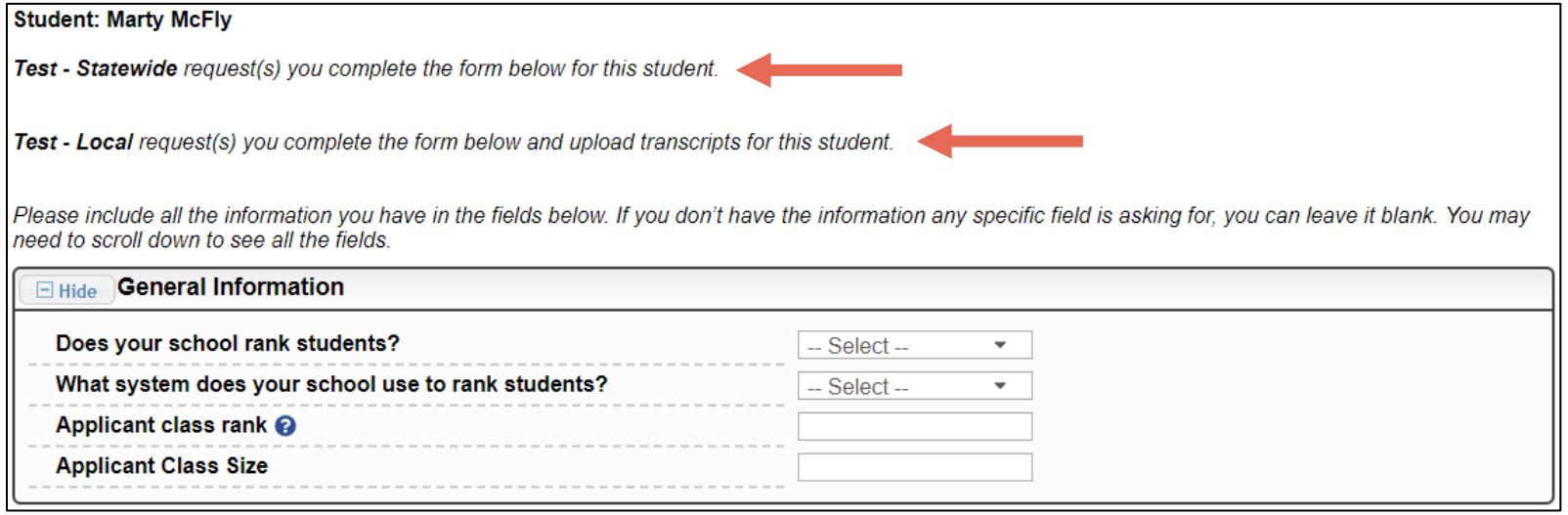
- Please log in using the information provided in the email.
- If a temporary password was not provided or you do not remember your password, click “Forgot Password?” to reset it.

Adding Transcript Information



Click "Add Transcript Information".

Completing the Transcript Information Request



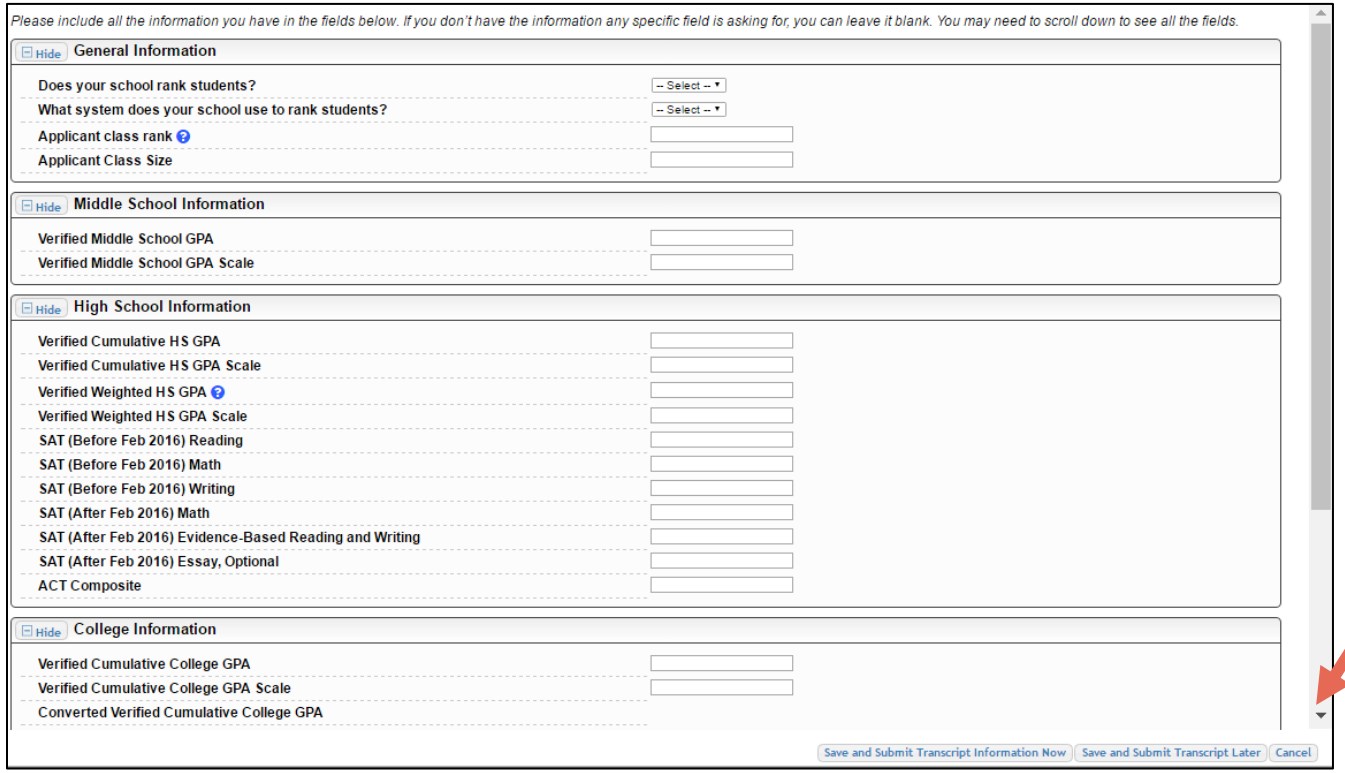
- The student name is listed at the top of the form.
- The Dollars for Scholars is listed along with the request type:
  - Transcript form

  OR

  - Transcript Form & Transcript Upload**

** The Transcript Upload is only available when required by the Dollars for Scholars.

Completing the Transcript Information Request

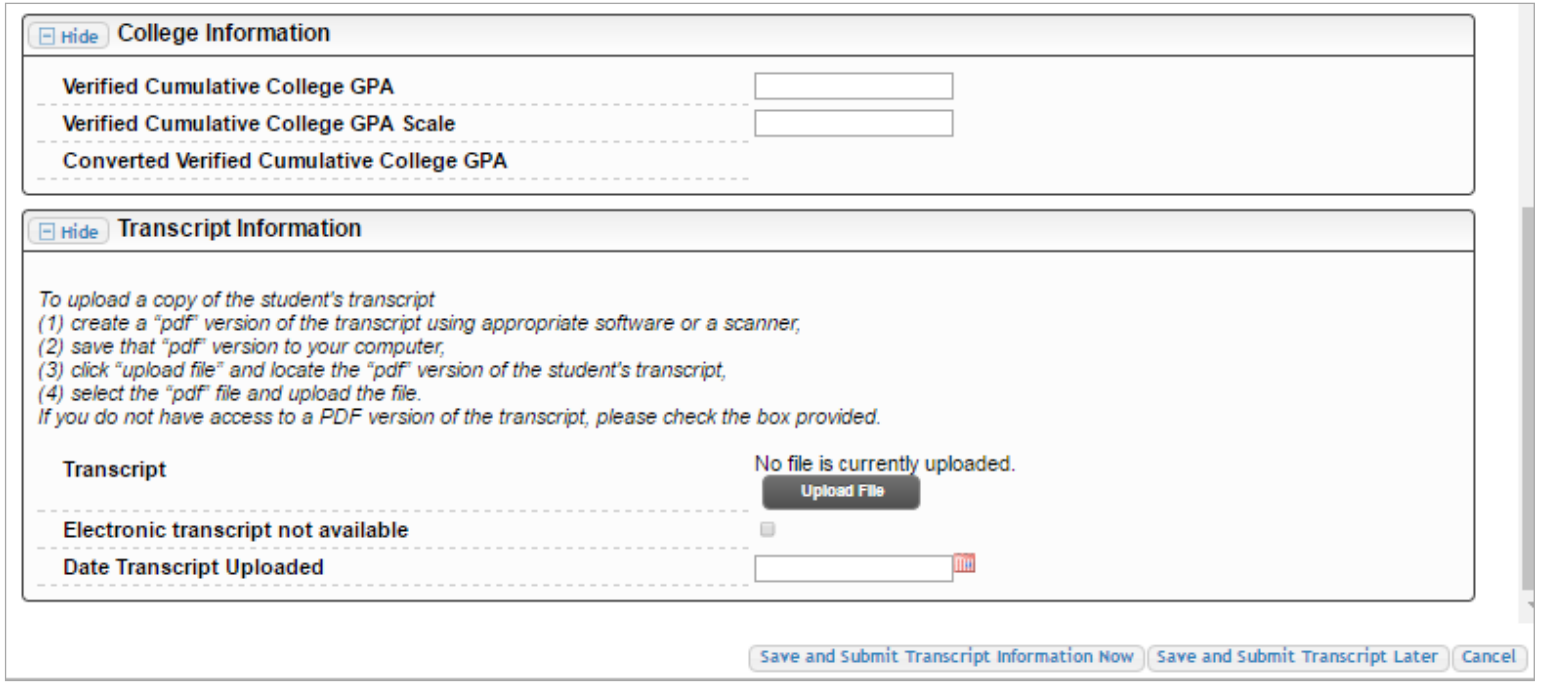


- Fill in the form as much as you are able, or otherwise directed to by the local chapter.
- You will need to scroll down to access all of the fields.

- NOTE: You will need to enter the GPA and GPA Scale

Uploading the Transcript**

**** The option to upload a transcript will NOT appear unless the local Dollars for Scholars requires the upload.**

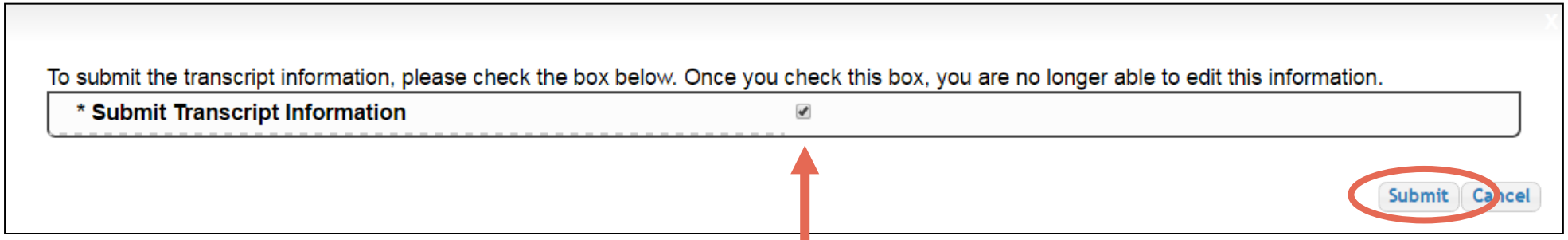


- At the bottom of the form you may either upload the transcript or check the box to indicate there is not one available.
- Please verify the transcript is for the correct student before uploading the document.

- When complete, click "Save and Submit Transcript Information Now"

- If you need to submit later, click "Save and Submit Transcript Later" to save your progress.

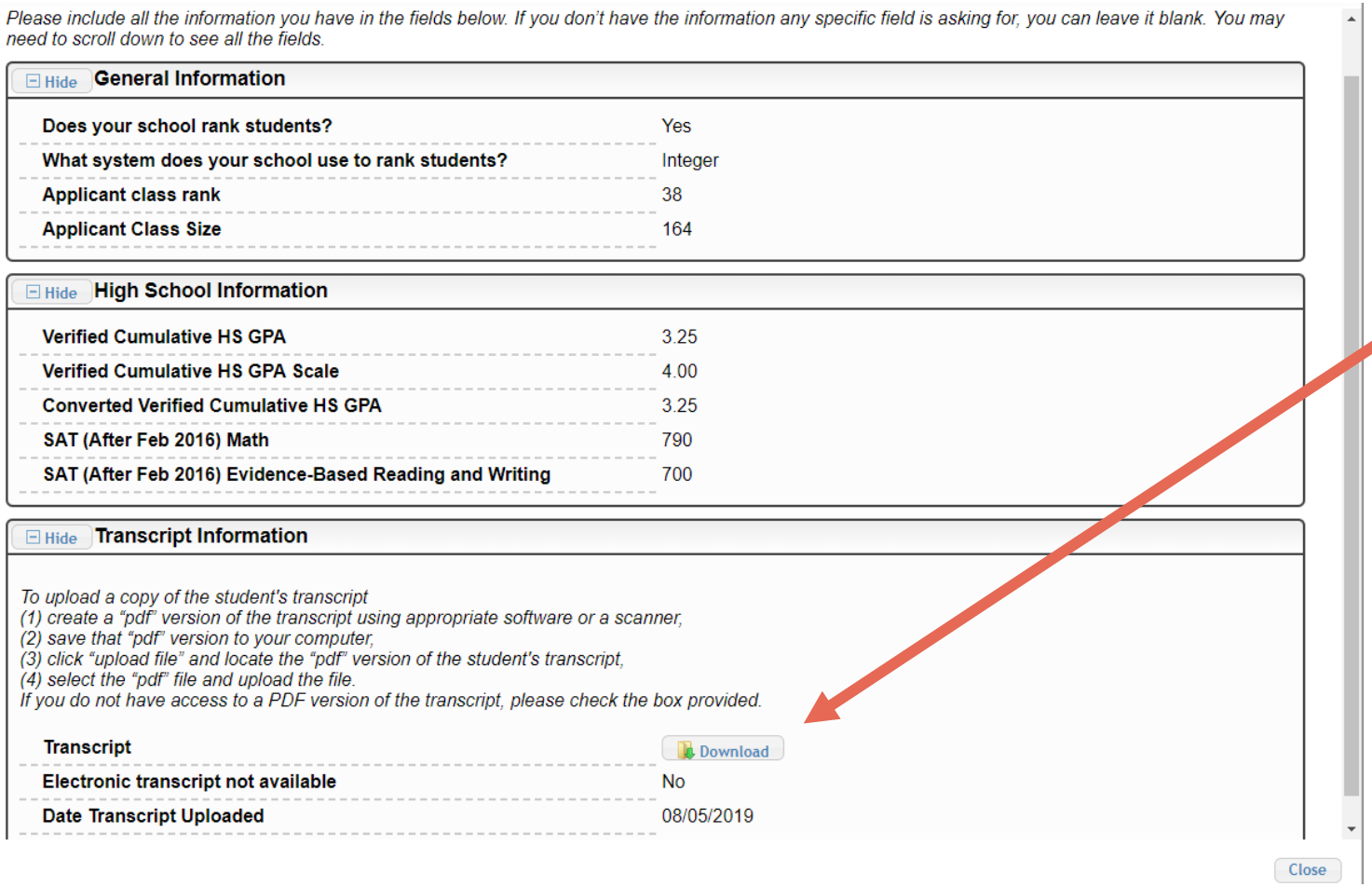
Submitting Transcript Information



After clicking “Save and Submit Transcript Information Now,” the above box appears.

- Check the box, then click “Submit” to complete the process.
- Once you click “Submit”, you may only review the information but not make changes.
- After submitting, you will receive a confirmation email.

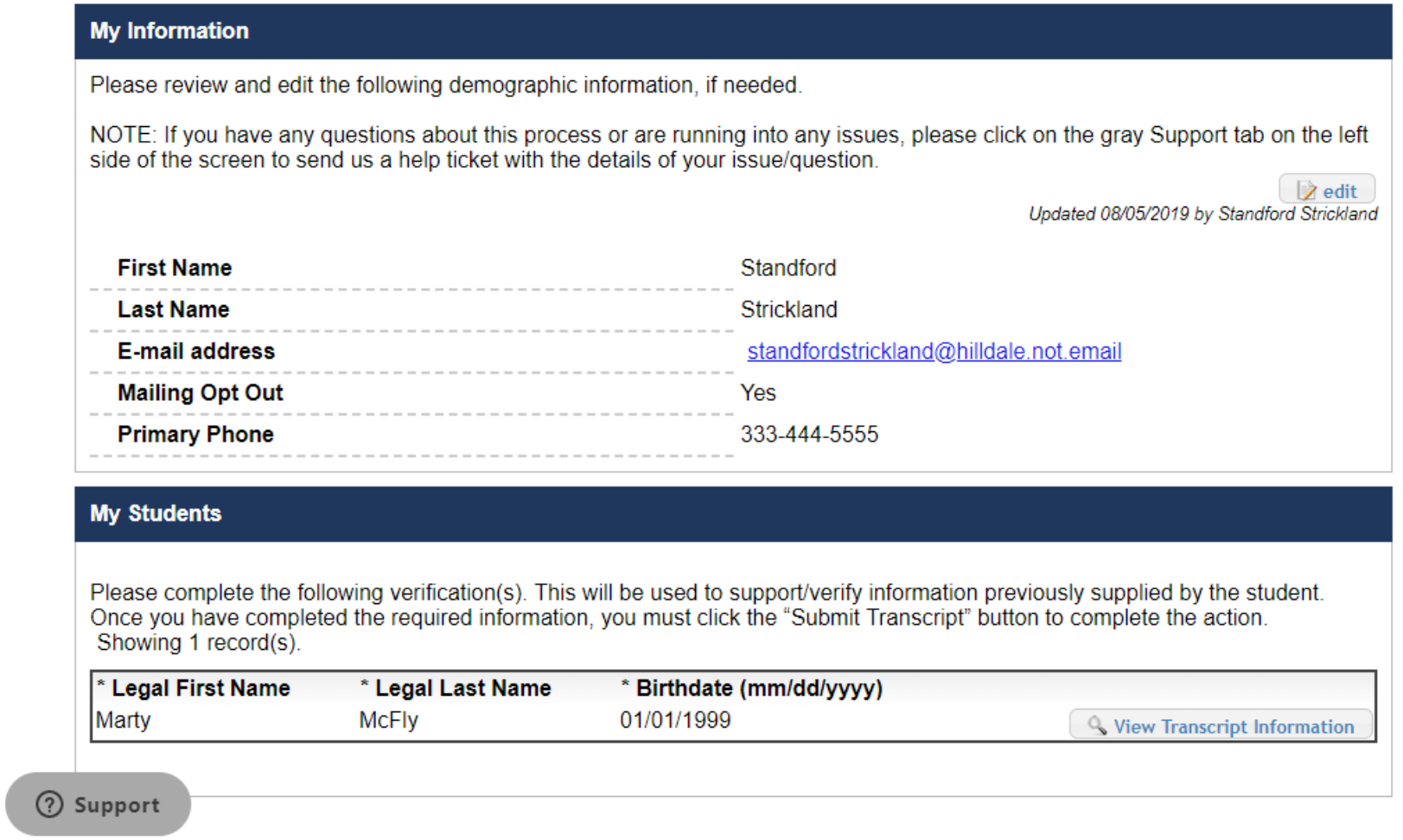
Reviewing the Information



If you need to view the transcript that was submitted, click "Download".

* The Transcript Information section is only available when required by a Dollars for Scholars.

Questions or Issues?



- Please click "Support" at the bottom of the page at any time for Help Desk assistance.

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