

# Parent Instruction Guide Granting Consent / Completing Financial Information

Granting Consent, Pages 2 – 5. If your student is 16 or over you do not need to grant consent.

Completing Financial Information, Pages 6 – 12. CSF Westfield does not require parent to complete this financial information. Scholarship America and other third party scholarships may require this information. Check their instructions if applying for those scholarships.



# Granting Consent

NOTE: If your student is over 16 or older, you do not need to grant your consent. You may skip to page 6.

Dear George McFly,

Marty McFly has listed you as his/her parent on his/her Scholarship America Dollars for Scholars profile. Because Marty is a minor, Marty may not submit to any

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 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.

**Login page:** <https://public.dollarsforscholars.org/index.php?section=parentLogin&action=home>

**Email:** [g.mcfly@not.an.email.com](mailto:g.mcfly@not.an.email.com)

**Temporary Password:** 029876f68a9baadb41f2

Please [click here](#) for an instructional guide or [click here](#) to watch a video 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.

Dollars for Scholars® Scholarship America®

- When your student is under 16 years of age and requests consent from you, you will receive an email with a link to the parent login along with a temporary password.
- Click on the link (or copy and paste the text) provided in the email in order to submit the proper information.

# Granting Consent

## Parents: Welcome to the Dollars for Scholars Student Center

Parental accounts are created when your student requests information from you. If your student has requested information from you, an email has been generated to you with your log in information. Use the information in that email to log in for the first time below. When you first log in you will establish a new password that you will use moving forward. If you aren't seeing the email, be sure to check spam and have your student double check they didn't mistype your email address.

If you forget your password, you can use the "Forgot Password?" link below to reset it.

If you have any questions or issues, click the gray Support tab on the left side of the screen to submit a help ticket to us with the details of your question/issue and we'll get back to you.

### Parent Login

E-mail address

Password

[Forgot Password?](#)

The link in the email will bring you here to the login page. Enter your email and the temporary password provided in the email and click "Login."

After clicking "Login," you will be prompted to set your password in a pop-up

### Set your password

\* Password

Enter the password you would like to use and click "Save Password."

# Granting Consent

## My Students

You have not completed all of the information necessary for your students!

[Click here to Grant Consent and/or Complete Financial Information](#)

## My Info

[Click here](#) to view and update all of your information.

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 08/08/2019 by George McFly*

First Name	George
Last Name	McFly
E-mail address	<a href="mailto:g.mcfly@hilldale.not.email">g.mcfly@hilldale.not.email</a>
Mailing Opt Out	No

- After setting your password, you will be taken to the parent home page. Here you can review or update your contact information and also access other useful information.
- To grant consent, click on the “Complete Permission and/or Financial Information” link.

# Granting Consent

**My Students**

**Grant Consent.** If your student is under 16, they cannot complete their scholarship application process without your permission. Please click the "grant consent" button below to allow your student to compete for scholarship money available through Scholarship America and its partners.

**Financial Info:** In order for your student to compete for scholarships based on financial need, you must provide family financial information. This information will be kept strictly confidential and will not be viewable by anyone but you. The information will be used in calculations (similar to the FAFSA) to develop a suggested parental contribution which will be used to determine relative need. The only number visible to anyone other than you will be that final suggested parental contribution amount.

\* Legal First Name \* Legal Last Name  
Marty McFly

This box will show your students requesting consent. Click "Grant Consent."

You will be prompted with a popup.

Check the consent box to confirm you wish to grant consent and then click "Submit."

You're all set! Your student can now apply for Dollars for Scholars scholarships.

\* I grant my consent for my student to provide the necessary information needed to complete the scholarship application process .

# Completing Financial Information

Dear George McFly,

Marty McFly has registered on the Scholarship America Dollars for Scholars website and requests you fill out financial information as his/her parent. This information will be used to determine eligibility for scholarships that take financial need into account.

Please click on the log in link and use the information below to get into your account. When you first log in with the temporary password, you will be prompted with a pop up window which point you can set it to whatever you wish.

**Login page:** <https://public.dollarsforscholars.org/index.php?section=parentLogin&action=home> - If the link is not active, you will need to copy/paste the url into your browser.

**Email:** [g.mcfly@not.an.email.com](mailto:g.mcfly@not.an.email.com)

**Temporary Password:** 7e27d9e4b75d688f4cee

Please note if Marty is under 18 years of age, you must also grant consent for him/her to be able to submit to scholarships.

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.

Dollars for Scholars® Scholarship America®

- When your student asks you to complete financial information, you will receive an email with a link to the parent login along with login information.
- Click on the link (or copy and paste the text) provided in the email to get to the login page.

**NOTE:** If you've already been in and set your parent account password, your email will look slightly different and you will not have the temporary password.

# Completing Financial Information

## Parents: Welcome to the Dollars for Scholars Student Center

Parental accounts are created when your student requests information from you. If your student has requested information from you, an email has been generated to you with your log in information. Use the information in that email to log in for the first time below. When you first log in you will establish a new password that you will use moving forward. If you aren't seeing the email, be sure to check spam and have your student double check they didn't mistype your email address.

If you forget your password, you can use the "Forgot Password?" link below to reset it.

If you have any questions or issues, click the gray Support tab on the left side of the screen to submit a help ticket to us with the details of your question/issue and we'll get back to you.

**Parent Login**

E-mail address

Password

[Forgot Password?](#)

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You have not completed all of the information necessary for your students!

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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 08/08/2019 by George McFly*

First Name	George
Last Name	McFly
E-mail address	<a href="mailto:g.mcfly@hilldale.not.email">g.mcfly@hilldale.not.email</a>
Mailing Opt Out	No

- After setting your password, you will be taken to the parent home page. Here you can review or update your contact information and also access other useful information.
- Click the “Complete Permission and/or Financial Information” link.



# Completing Financial Information

**Parent Center**

- [My Students](#)
- [My Information](#)
- [My Opportunities](#)
- [My Scholarship News](#)
- [My Resources](#)

**My Students**

**Grant Consent.** If your student is under 16, they cannot complete their scholarship application process without your permission. Please click the "grant consent" button below to allow your student to compete for scholarship money available through Scholarship America and its partners.

**Financial Info:** In order for your student to compete for scholarships based on financial need, you must provide family financial information. This information will be kept strictly confidential and will not be viewable by anyone but you. The information will be used in calculations (similar to the FAFSA) to develop a suggested parental contribution which will be used to determine relative need. The only number visible to anyone other than you will be that final suggested parental contribution amount.

* Legal First Name	* Legal Last Name	Grant Consent	Enter Financial Info	Submit Financial Info
Marty	McFly			

Click "Enter Financial Info" to enter your information.

The buttons you see may vary slightly if you also had another student who requested consent.

- **An active "Grant Consent"** button indicates you still need to grant consent.
- **A grayed out "Consent Granted"** button indicates you've already completed your consent.
- **No button listed at all** for consent indicates your student is over 18 and does not need consent.

# Completing Financial Information

Please complete the following information. If you do not have an amount to include in any box, please do not leave it blank, but insert a 0 (zero).

Relationship To Student	-- Select --
State of residence ?	-- Select --
Adjusted gross income (Form 1040 - Line 37)	
Total federal tax paid ? (Form 1040 - Line 63)	\$
Total income of father (or self if Independent Student) ? (On W-2)	\$
Total income of mother ? (On W-2)	\$
Yearly untaxed income and benefits sources	<input type="checkbox"/> Social Security <input type="checkbox"/> AFDC <input type="checkbox"/> Child Support <input type="checkbox"/> Other
Yearly untaxed income and benefits: Amount ?	\$
Medical/Dental expenses not paid by insurance (exclude insurance premium) ?	\$
Total cash, checking, savings, cash value of stocks, etc. ? (Exclude retirement plan funds, IRA, 401(k), 403(b))	\$
Total number of family members living in the household and primarily supported by the reported income ?	
Total number of family members attending a postsecondary school at least ½ time During the 2017-2018 school year, including applicant-do not include parent	
Marital status of parent/legal guardian or independent student's current marital status is ?	-- Select --
Do you have legal custody of the student	<input type="radio"/> Yes <input type="radio"/> No
Is the student your dependent?	<input type="radio"/> Yes <input type="radio"/> No

Be sure to scroll down to ensure that all questions are answered.

- When complete, click “Save and Submit Financial Information Now.”
- If you need to exit before the form is complete, click “Save and Submit Financial Information Later” to save your progress.

# Completing Financial Information

By pressing the submit button below, you are submitting this financial information. Please note, once you submit this information you can no longer edit it.

[Submit](#) [Cancel](#)

If you click “Save and Submit Now”, you will be prompted with this confirmation screen.

Click “Submit” and you’re all set! Information cannot be edited after this point.

Parent Center	My Students						
<a href="#">My Students</a>							
<a href="#">My Information</a>							
<a href="#">My Opportunities</a>							
<a href="#">My Scholarship News</a>							
<a href="#">My Resources</a>							
	<p><b>Grant Consent.</b> If your student is under 16, they cannot complete their scholarship application process without your permission. Please click the "grant consent" button below to allow your student to compete for scholarship money available through Scholarship America and its partners.</p> <p><b>Financial Info:</b> In order for your student to compete for scholarships based on financial need, you must provide family financial information. This information will be kept strictly confidential and will not be viewable by anyone but you. The information will be used in calculations (similar to the FAFSA) to develop a suggested parental contribution which will be used to determine relative need. The only number visible to anyone other than you will be that final suggested parental contribution amount.</p> <table border="1"><thead><tr><th>* Legal First Name</th><th>* Legal Last Name</th><th></th></tr></thead><tbody><tr><td>Marty</td><td>McFly</td><td><a href="#">Grant Consent</a> <a href="#">Enter Financial Info</a> <a href="#">Submit Financial Info</a></td></tr></tbody></table>	* Legal First Name	* Legal Last Name		Marty	McFly	<a href="#">Grant Consent</a> <a href="#">Enter Financial Info</a> <a href="#">Submit Financial Info</a>
* Legal First Name	* Legal Last Name						
Marty	McFly	<a href="#">Grant Consent</a> <a href="#">Enter Financial Info</a> <a href="#">Submit Financial Info</a>					

If you click “Save and Submit Later”, you can come back and click “Enter Financial Info” button to submit when ready.

# Questions or Issues?

At any time, you may click “Support” on the bottom of the page for Help Desk assistance.

The screenshot displays the 'Parent Center' interface. On the left, a sidebar contains navigation links: [My Students](#), [My Information](#), [My Opportunities](#), [My Scholarship News](#), and [My Resources](#). The main content area is titled 'My Students' and contains two paragraphs of text. The first paragraph, 'Grant Consent', explains that students under 16 need parental permission to apply for scholarships. The second paragraph, 'Financial Info', states that family financial information is required for need-based scholarships and is kept confidential. Below the text is a form with two input fields: '\* Legal First Name' (containing 'Marty') and '\* Legal Last Name' (containing 'McFly'). To the right of these fields are three buttons: 'Grant Consent', 'Enter Financial Info', and 'Submit Financial Info'. At the bottom of the page, there is a copyright notice: '© Copyright Scholarship America, Inc. 2019, All rights reserved. Powered by CiviCore'. To the right of the notice are social media icons for Facebook, Twitter, Email, Instagram, LinkedIn, and YouTube. A 'Support' button with a question mark icon is located in the bottom left corner.

