

DOLLARS FOR SCHOLARS PROFILE & APPLICATION TIPS
(2/6/2017)

IMPORTANT DATES

- **JAN 30 – FEB 17:** Complete student profile & start applications
- **FEB. 17 – MAR 31:** Continue submitting applications
- **MARCH 31:** FINAL DUE DATE to finish and submit all applications

***** IMPORTANT TO KNOW *****

- **PARENTAL CONSENT:** Must click if you are under 18
- **FINANCIAL INFO:** OPTIONAL (Disregard messages to the contrary.)
- **LIST MULTIPLE MAJORS** (IN PRIORITY ORDER)
- MAKE SURE YOU CLICK **APPLY** for **ALL** scholarships you want.
- **EVERY** STUDENT should click on **APPLY FOR ALL scholarships with no specific criteria** (on My Scholarships tab.)

BEGIN YOUR PROFILE

- Go to www.liverpooldfs.org
- Click on **STUDENTS & PARENTS** tab (at top of page)
- Click on **CLICK TO LOGIN** button.

CREATE AN ACCOUNT

- Go to “**Don’t have an account yet? Create one here.**”
- Type Liverpool High School, Liverpool, **NEW YORK** in the high school boxes.
- Under Records, click **choose this school** for Liverpool, **NY** (Not Liverpool, Ohio)
- Basic Information page will appear – please complete all boxes that apply.
- Click **SUBMIT** button on bottom of page
- **After a few minutes, check your email for a temporary password** to use for login. You will be asked to create a password and then confirm it. Select a password you will remember.

WORK on YOUR PROFILE

The **Work on Profile** page appears. This is where you will provide basic information, transcript information, recommendations, indicate parental consent (which is required if you are under 18 years of age), search for scholarships, and accept your scholarship if/when one is awarded.

BASIC INFO PAGE AND ADDITIONAL INFO PAGE

Note: Some scholarships are gender or ethnic specific, or designed for descendants of veterans. You must complete these boxes if you wish to qualify for scholarships that require that criteria.

SCHOOLS PAGE

The **COLLEGE INFORMATION** section of this page is VERY important. List **several POSSIBLE MAJORS** in PRIORITY order. Do NOT leave the majors area blank. Complete the section asking for your application status.

GPA PAGE

- GPA INFORMATION AVAILABLE: - Select, “I have high school **GPA information only.**”
- MY SCHOOL USES WEIGHTED GPAs: - **SKIP** this box and leave it BLANK.)
- USE SAME GPA SCALE FOR ALL GRADE LEVELS: - **CLICK on** this box. LHS DOES use the same GPA scale for all levels.
- GPA SCALE: - ENTER **100.**
- GRADE 9, 10, 11, 12 GPA BOXES: - **SKIP** these boxes and leave them BLANK.
- CUMULATIVE HIGH SCHOOL GPA: - Use a **CUMULATIVE UNWEIGHTED GPA.** (See top of LHS transcript.)
- CUMULATIVE HIGH SCHOOL GPA SCALE: - ENTER **100.**

CLASS RANK PAGE

- DOES LHS RANK STUDENTS: - Click **YES** on pull down menu.
- WHAT SYSTEM DOES LHS USE: - Click **INTEGER** on pull down menu.
- CLASS RANK & CLASS SIZE: - Use your **UNWEIGHTED** class rank. (See top of LHS transcript.)

DOLLARS FOR SCHOLARS PROFILE & APPLICATION TIPS – SPRING 2017 (continued)

TEST SCORES PAGE

- Click either **ENTER TEST INFORMATION** or **DON'T HAVE SCORES**
- **ENTER ALL TEST SCORES** (PSAT, SAT, ACT, AP, etc.), if applicable.
- Use the pull down menu each time you wish to enter another test/score.
- Click **"I HAVE ENTERED ALL MY SCORES"** when done.

ACTIVITIES & AWARDS PAGE

ACTIVITY NAME:

ACTIVITY TYPE:

YEARS OF ACTIVITY:

ACTIVITY HOURS:

DESCRIPTION/ORG/ADDRESS:

- Click either **ENTER ACTIVITY INFORMATION** or **DON'T HAVE ACTIVITIES**.
- Include **ALL ACTIVITIES**, if applicable.
- Use **SELECT** pull down menu to **IDENTIFY THE CATEGORY** for each activity.
- Indicate number of **HIGH SCHOOL YEARS** of activity.
- Enter **# OF HOURS** for each activity listed.
- Leave these boxes **BLANK**.
- Click **"I HAVE ENTERED ALL MY ACTIVITIES"** when done.

AWARDS, HONORS, OFFICES:

- Click either **ENTER AWARDS INFORMATION** or **DON'T HAVE AWARDS**.
- Include **ALL** your **AWARDS, HONORS, and OFFICES**, if applicable.
- Click on **"I HAVE ENTERED ALL MY AWARDS"** when done.
- Click **"I HAVE ENTERED ALL MY AWARDS"** when done.

EMPLOYMENT PAGE

- Click either **ENTER EMPLOYMENT INFO** or **DON'T HAVE EMPLOYMENT**.

PARENT/GUARDIAN INFO PAGE

Click **"REQUEST CONSENT"** from Parent /Guardian if you are under 18 years old. The system will not process scholarship applications for minors **WITHOUT PARENTAL CONSENT**, unless a student is legally emancipated. Note: If your parent/guardian does not have an email address, let your counselor know immediately.

FINANCIAL INFORMATION PAGE

All students should click **"I DO NOT WISH TO INCLUDE FINANCIAL INFO**. Liverpool Dollars for Scholars does not require or use financial information.

ESSAYS PAGE

Essays are **OPTIONAL**, but we recommend you **complete both essays**. (There is no minimum words requirement.) **Your original essay responses may be copied and pasted for multiple scholarship applications.**

****TRANSCRIPT REQUEST PAGE****

School Official, FIRST NAME:

School Official, LAST NAME:

School Official, EMAIL:

School Official PHONE #:

REFERENCES/TRANSCRIPT:

- Click on **ADD SCHOOL OFFICIAL INFORMATION**.
- **GUIDANCE** (DO NOT write YOUR counselor's first name here.)
- **DEPARTMENT** (DO NOT enter YOUR counselor's last name here.)
- **lhsguidance@liverpool.k12.ny.us** (DO NOT enter YOUR counselor's email.)
- **(315) 453- 1500**
- Make sure you click on **SAVE AND REQUEST TRANSCRIPT** button.
- Make sure you click on **SAVE AND REQUEST REFERENCE** button.

MY SCHOLARSHIPS PAGE:

- Click on **SAVE and SEARCH for SCHOLARSHIPS**.
- An **AFFILIATE CUSTOM ELIGIBILITY** box may appear. Most students will not be eligible and should click **NO**.
- A list of **YES/NO QUESTIONS** will appear on your screen. Answer all of them.
- You will be presented with a list of scholarships that match your qualifications/interests. Click **ON EACH SCHOLARSHIP** for which you would like to apply.
- Some scholarships will ask you to answer additional questions or write a written response. You will receive additional points for your response.
- You must apply for **EACH** scholarship you want - and **CLICK APPLY**.

DIRECTIONS TO APPLY FOR ONE OR MORE SCHOLARSHIPS
(2/6/2017)

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FOR WHICH SCHOLARSHIPS SHOULD YOU APPLY?

ANSWER: As many as possible. There are 200+ scholarships available for LHS seniors, so make sure you allow sufficient time to review them all – then apply for those that suit you best.

First, apply for all the “generic” scholarships that have **NO SPECIFIC QUESTIONS or REFERENCES**. Use the **APPLY FOR ALL SCHOLARSHIPS NO SPECIFIC QUESTIONS or REFERENCES** button located on the My Scholarships tab to do this. Do not leave this page until all the scholarships are uploaded and you receive an acknowledgement message.

Next, apply for those scholarships that match your specific interests and qualifications. *Use our **2017 SCHOLARSHIP LIST that is arranged by categories of interest/ability** to make things easier for you.*

CAN YOU MAKE CHANGES ON AN APPLICATION?

ANSWER: Yes, make as many changes as you want BEFORE you hit the apply button. Once you click APPLY, you cannot make any additional changes to your application for that one scholarship.

CAN YOU COPY and PASTE?

ANSWER: Absolutely! We encourage you to do so. Many scholarships have similar requirements. You should write one statement for scholarships with similar criteria, save your response, & then copy and paste it into the answer box. For example, a number of scholarships require students to write about community service or extenuating circumstances or obstacles overcome. (If this sounds familiar, you may wish to look at the essays page of your profile.)

*For additional information, go to www.liverpooledfs.org
or the **Liverpool Dollars for Scholars Facebook** page.*

APPLY, APPLY AND APPLY SOME MORE!

*When you click the **APPLY BUTTON**, your completed application for that scholarship is **ACTIVATED AND SENT**. **No changes can made for that one scholarship once you click the apply button.***

**REMEMBER TO CLICK APPLY FOR EACH SCHOLARSHIP
FOR WHICH YOU WAT TO APPLY.**