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Student Instruction Sheet for Nashoba Regional Dollars for Scholars Awards

*APPLY FOR NASHOBA REGIONAL DOLLARS FOR SCHOLARS SCHOLARSHIPS ON CHAPTERNET*

Students can apply for Nashoba Regional Dollars for Scholars (NRDfS) scholarships by following these instructions to set up an account on ChapterNet. ChapterNet is an online tool, developed by Scholarship America®, that allows students to store their information in one convenient place while going through the application process. At the end of the process, students may be “matched” to local NRDfS scholarships for which they can apply. By completing their profile on the Student Dashboard, students can explore scholarships and link to information and resources related to the college process.

Our process **begins on January 15th, 2018 and closes on March 1.** There are **NO** exceptions to the closing date. **Do not wait until the last minute to apply!**

Read and follow these instructions to set up your student account and complete your profile.

\*You will need the specific information provided below in order to answer application questions on Chapternet.

1. **Creating Your Account**

Create your account at [www.NashobaRegional.DollarsForScholars.org](http://www.nashobaregional.dollarsforscholars.org/)

* 1. Click the **“Students & Parents”** box in right hand corner of page.
	2. Find the red **“Click to Login”** button in the lower half of the page.
	3. You will be led to the Scholarship America: Dollars for Scholars Student Center.

Here, click “[**Don't have an account yet? Create one here.**](http://public.dollarsforscholars.org/index.php?section=newStudent&action=step1)**”**

* 1. In the High School Name box, type *Nashoba Regional High School.* Once the search has completed,

click “**Choose This School”**.

* 1. Complete the prompted information. You will receive an email once the information is completed. If you do not receive a confirmation email, check your spam or junk folder.
1. **Completing your profile**
	1. Use the link and temporary password provided in the email to login.
	2. Upon logging in, you will be prompted to make a new password. Then, you will be led to your Dashboard. Here under *My Information,* click on “**work on your profile, Click here.”**

c. Complete each required area. Each time you complete a section click **“Save and Continue.”**

*i. For GPA, use your* ***WEIGHTED GPA*** *from your Naviance account. The school scale is 5.*

*ii.For Class Rank, select* ***NO****. For**Class size enter 266.*

 *iii.Recommendation letters and transcripts: fill in exactly as shown in the boxes below.*

**DO NOT EMAIL YOUR GUIDANCE COUNSELOR REGARDING A TRANSCRIPT.**

If you have any questions about this, contact **NashobaRegionalDFS@gmail.com****.**



1. **Matching to Scholarships**
	1. From the Student Dashboard, you’ll see a *My Scholarships* section which allows you to search for and submit scholarships. “**Click Here**” to start the search.
	2. If you are matched to a particular scholarship, it will automatically populate this area with the name of the scholarship. You may match to several scholarships. You will then need to click on and read each scholarship description carefully. Check the eligibility requirements and custom questions to be sure you meet the scholarship criteria before applying.
	3. Complete the requirements and click “**submit**” to apply.

An incomplete application will not be considered for the award.

\*Note: During the application process, you may return to your *Welcome* page and go to the *My Scholarships* section to search for new scholarships and edit, submit, and check the status of scholarships you’ve already found, by selecting the button “**click here**”. Additional scholarships that you match to may appear.

**FAQs**

**Q. Where can I get help completing my profile?**

A. Check out the help section on Chapternet for instructional videos and documents. (“Help” is the last item in your “My Information” progress bar or click on the “Student Overview” link on the initial Nashoba student and parent login page.) “Completing the student profile” takes you step-by-step through the process with screen shots. If you need technical assistance with the application, please contact Scholarship America’s technical support by clicking on the grey “Support” button. You can also email us at **NashobaRegionalDFS@gmail.com**

**Q. Which items are required for my profile?**

A. All items marked with asterisks (\*\*) are required. All others are optional but may be important for additional scholarship opportunities beyond those awarded by our local chapter. As you complete a section the bars on the left will change from red (not started) to yellow (partially completed) to green (completed).

**Q. Do I need parental consent?**

A. Parents are required to grant consent for students under 18 only. You will be asked to enter a parent’s email address. Your parent will then be sent an email with instructions for giving consent. You will not be able to apply for scholarships until a parent has completed this task.

**Q. Do I need to provide financial information for need-based scholarships?**

A. Yes. Chapternet will prompt you for your FAFSA EFC information. If you are not applying for need-based scholarships you can check the box declining to submit your financial information.

**Q. Do I have to fill out the “Goals and Aspirations” tab?**

A. Yes. You answer will be scored by the selection committee. You can write your essay in a Word Document, then copy and paste it into the box. See below for length.

**Q. Do I have to fill out the “Unusual Circumstances” tab?**

 A. If you do not have any unusual circumstances, simply write “none” in the space provided in this tab.

**Q. My profile isn’t at 100%. Does that mean I'm missing something?**

**A.** Not necessarily! Depending on your answers your profile may not get to 100%. As long as you are matching to scholarships your profile should be sufficiently complete. After filling out your profile, you need to search for scholarships and then click “Apply” to formally be considered. Go into the My Scholarships section of your profile to see the list of scholarships you have met the requirements for and click Apply to all of them you want to be considered for.

**Q. How long should my essays be?**

A. In general, the essays are there for you to convey information about yourself to the selection committee in regard to the criteria for the specific scholarship. In terms of length, make it long enough to clearly describe how you meet that criteria. We recommend writing between three paragraphs and a page, but the important part is the content, not the length.