

High School Official/ Guidance Counselor Guide

Completing the Transcript Information

Instructions have been edited to meet CSF Westfield requirements for local scholarships when they differ from the standard Dollars for Scholars Student Profile

CSF Westfield Dollars for Scholars only requires School Officials/Counselors to enter the cumulative high school GPA and GPA scale and upload the high school transcript through last semester completed by the student.

If the student is also applying for Scholarship America or third party scholarships they may request the counselor to fill out other portions of the profile (Rank, SAT scores).

Most students will only need the CSF Westfield Dollars for Scholars requirements of GPA entered and transcript uploaded.



School Official Email and Link

When a student lists you as their High School Official/Counselor, you will receive an email with a link to the login page and your login information.

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

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.

Dollars for Scholars® Scholarship America®

School Official Login Page

School Officials: Welcome to the Dollars for Scholars Student Center

School Official 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.

School Official Login

E-mail address

Password

Login

[Forgot Password?](#)

- 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

My Information

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.

[edit](#)
Updated 08/05/2019 by Stanford Strickland

First Name	Stanford
Last Name	Strickland
E-mail address	stanfordstrickland@hildale.not.email
Mailing Opt Out	Yes
Primary Phone	333-444-5555

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).

* Legal First Name	* Legal Last Name	* Birthdate (mm/dd/yyyy)	
Marty	McFly	01/01/1999	+ Add Transcript Information

Click "Add Transcript Information".

Completing the Transcript Information Request

Student: Marty McFly

Test - Statewide request(s) you complete the form below for this student.

Test - Local request(s) you complete the form below and upload transcripts for this student.

Please include all the information you have in the fields below. If you don't have the information any specific field is asking for, you can leave it blank. You may need to scroll down to see all the fields.

Hide **General Information**

Does your school rank students?	-- Select --
What system does your school use to rank students?	-- Select --
Applicant class rank	<input type="text"/>
Applicant Class Size	<input type="text"/>

- The student name is listed at the top of the form.
- The local Dollars for Scholars chapter (CSF Westfield) is listed along with the request type:

Form

Transcript Upload

- CSF Westfield Dollars for Scholars requires the transcript upload and only the Cumulative High School GPA and GPA scale found further down on the form. None of the other boxes on the form need to be selected.

Completing the Transcript Information Request

Please include all the information you have in the fields below. If you don't have the information any specific field is asking for, you can leave it blank. You may need to scroll down to see all the fields.

Hide **General Information**

Does your school rank students?

What system does your school use to rank students?

Applicant class rank

Applicant Class Size

Hide **Middle School Information**

Verified Middle School GPA

Verified Middle School GPA Scale

Hide **High School Information**

Verified Cumulative HS GPA

Verified Cumulative HS GPA Scale

Verified Weighted HS GPA

Verified Weighted HS GPA Scale

SAT (Before Feb 2016) Reading

SAT (Before Feb 2016) Math

SAT (Before Feb 2016) Writing

SAT (After Feb 2016) Math

SAT (After Feb 2016) Evidence-Based Reading and Writing

SAT (After Feb 2016) Essay, Optional

ACT Composite

Hide **College Information**

Verified Cumulative College GPA

Verified Cumulative College GPA Scale

Converted Verified Cumulative College GPA

- The only field in the form that needs to be entered is the cumulative High School GPA and the GPA Scale

Uploading the Transcript

The screenshot shows a web form with two main sections: "College Information" and "Transcript Information".

College Information: Contains three input fields: "Verified Cumulative College GPA", "Verified Cumulative College GPA Scale", and "Converted Verified Cumulative College GPA".

Transcript Information: Includes instructions for uploading a PDF transcript. Below the instructions is a "Transcript" field with a "No file is currently uploaded." message and an "Upload File" button. There is also a checkbox for "Electronic transcript not available" and a "Date Transcript Uploaded" field with a calendar icon.

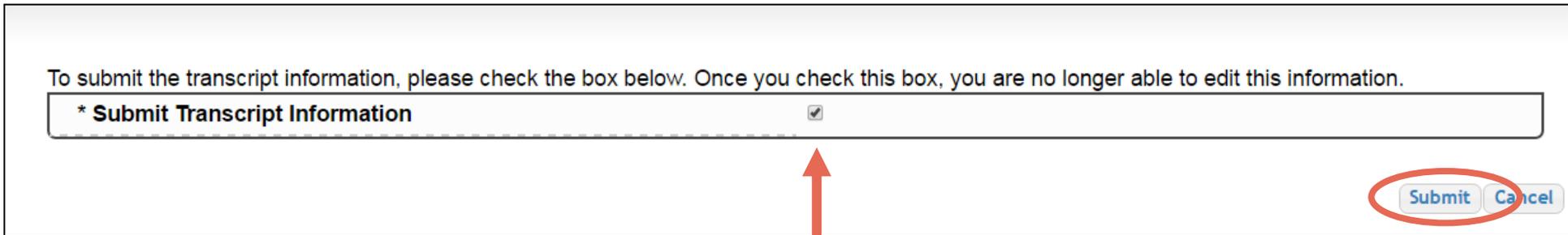
At the bottom of the form are three buttons: "Save and Submit Transcript Information Now", "Save and Submit Transcript Later", and "Cancel".

- 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



To submit the transcript information, please check the box below. Once you check this box, you are no longer able to edit this information.

*** Submit Transcript Information**

Submit **Cancel**

The screenshot shows a dialog box with a close button (X) in the top right corner. The main text reads: "To submit the transcript information, please check the box below. Once you check this box, you are no longer able to edit this information." Below this text is a form field containing the text "* Submit Transcript Information" followed by a checked checkbox. At the bottom right of the dialog box are two buttons: "Submit" and "Cancel". A red arrow points from the "Submit" button area down to the text box below. A red oval highlights the "Submit" and "Cancel" buttons.

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

Please include all the information you have in the fields below. If you don't have the information any specific field is asking for, you can leave it blank. You may need to scroll down to see all the fields.

General Information	
Does your school rank students?	Yes
What system does your school use to rank students?	Integer
Applicant class rank	38
Applicant Class Size	164

High School Information	
Verified Cumulative HS GPA	3.25
Verified Cumulative HS GPA Scale	4.00
Converted Verified Cumulative HS GPA	3.25
SAT (After Feb 2016) Math	790
SAT (After Feb 2016) Evidence-Based Reading and Writing	700

Transcript Information	
<i>To upload a copy of the student's transcript (1) create a "pdf" version of the transcript using appropriate software or a scanner, (2) save that "pdf" version to your computer, (3) click "upload file" and locate the "pdf" version of the student's transcript, (4) select the "pdf" file and upload the file. If you do not have access to a PDF version of the transcript, please check the box provided.</i>	
Transcript	Download
Electronic transcript not available	No
Date Transcript Uploaded	08/05/2019

Close

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

Questions or Issues?

My Information

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.

 edit

Updated 08/05/2019 by Stanford Strickland

First Name	Standford
Last Name	Strickland
E-mail address	standfordstrickland@hilldale.not.email
Mailing Opt Out	Yes
Primary Phone	333-444-5555

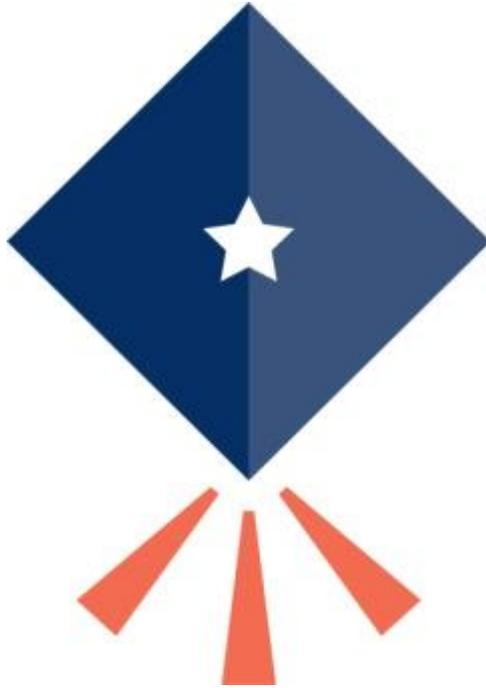
My Students

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).

* Legal First Name	* Legal Last Name	* Birthdate (mm/dd/yyyy)	
Marty	McFly	01/01/1999	 View Transcript Information

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

 Support



CSF Westfield

**Dollars for
Scholars®**