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.

CSF Westfield 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.

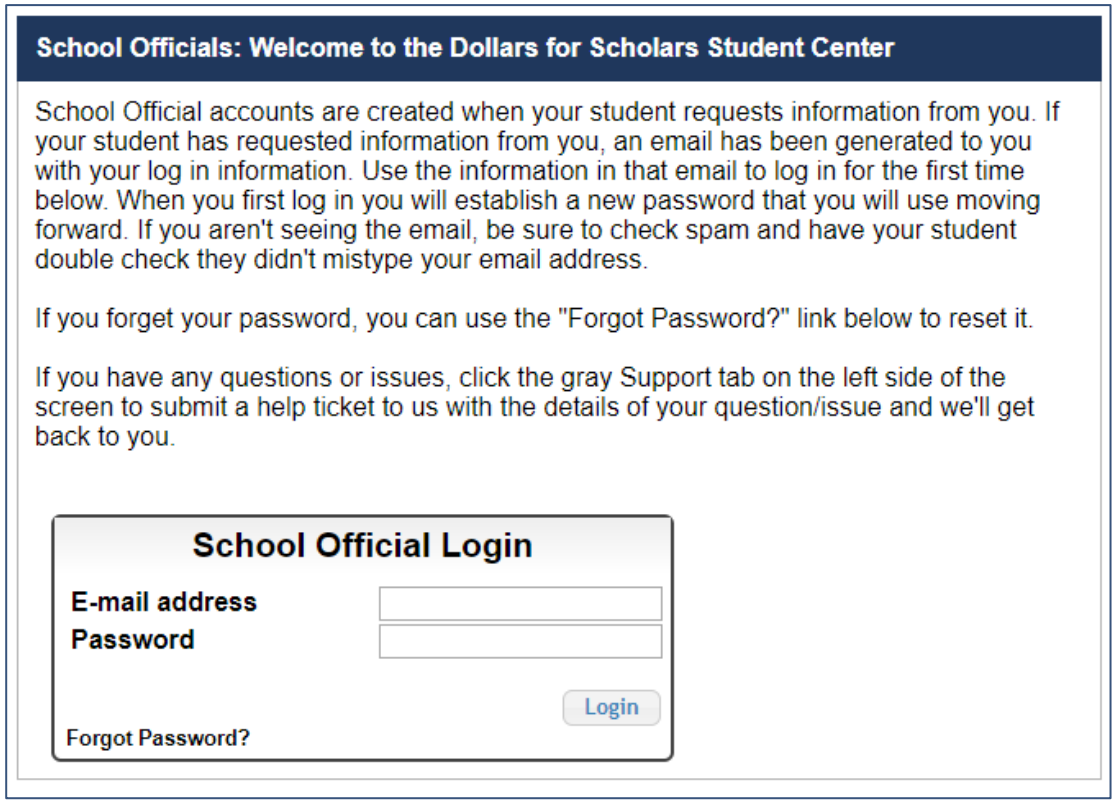
If you have any questions or run into any issues, reply to this email with the details and we will get back to you as soon as we can.

Dollars for Scholars® Scholarship America®

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.

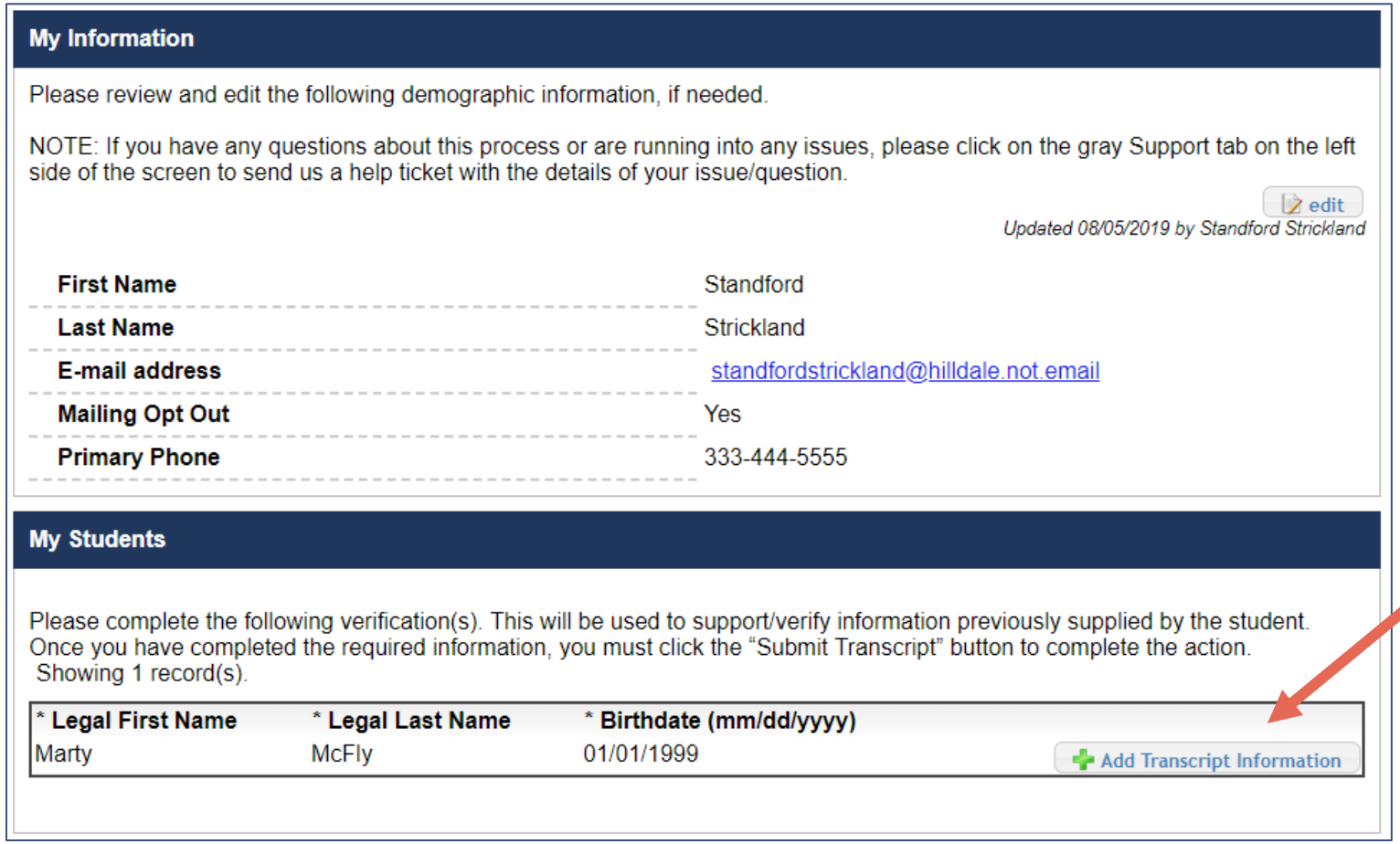
Click the link provided in the email to access the School Official login page.

School Official Login Page



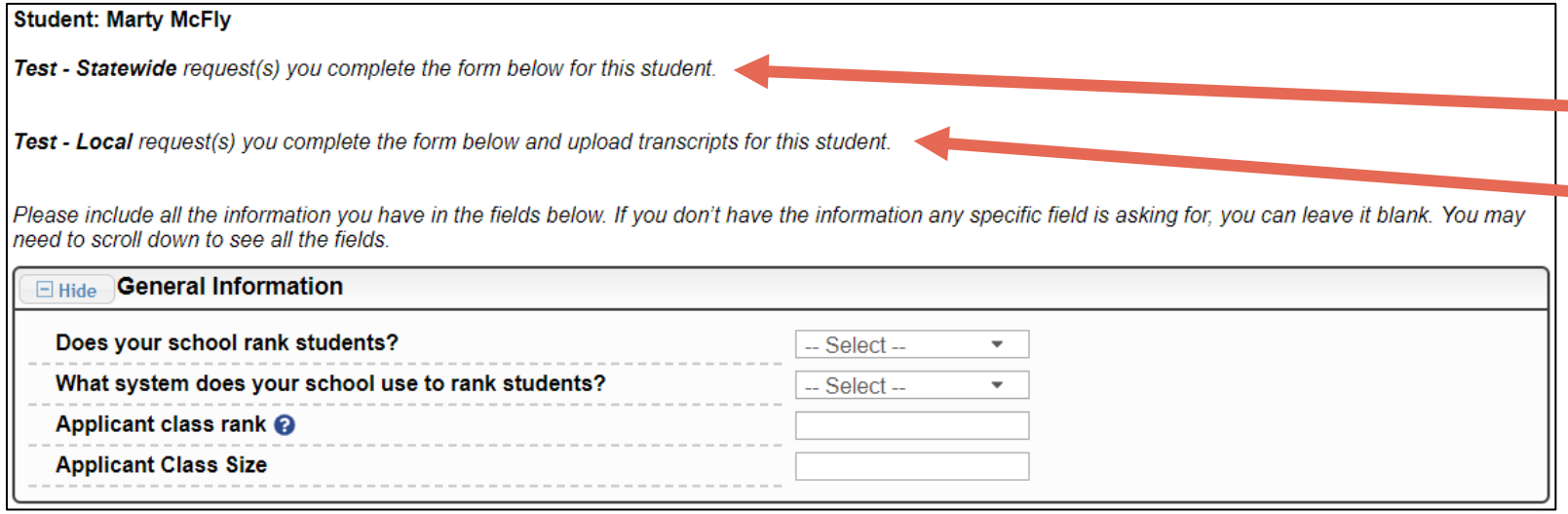
- Please log in using the information provided in the email.
- If a temporary password was not provided or you do not remember your password, click “Forgot Password?” to reset it.

Adding Transcript Information



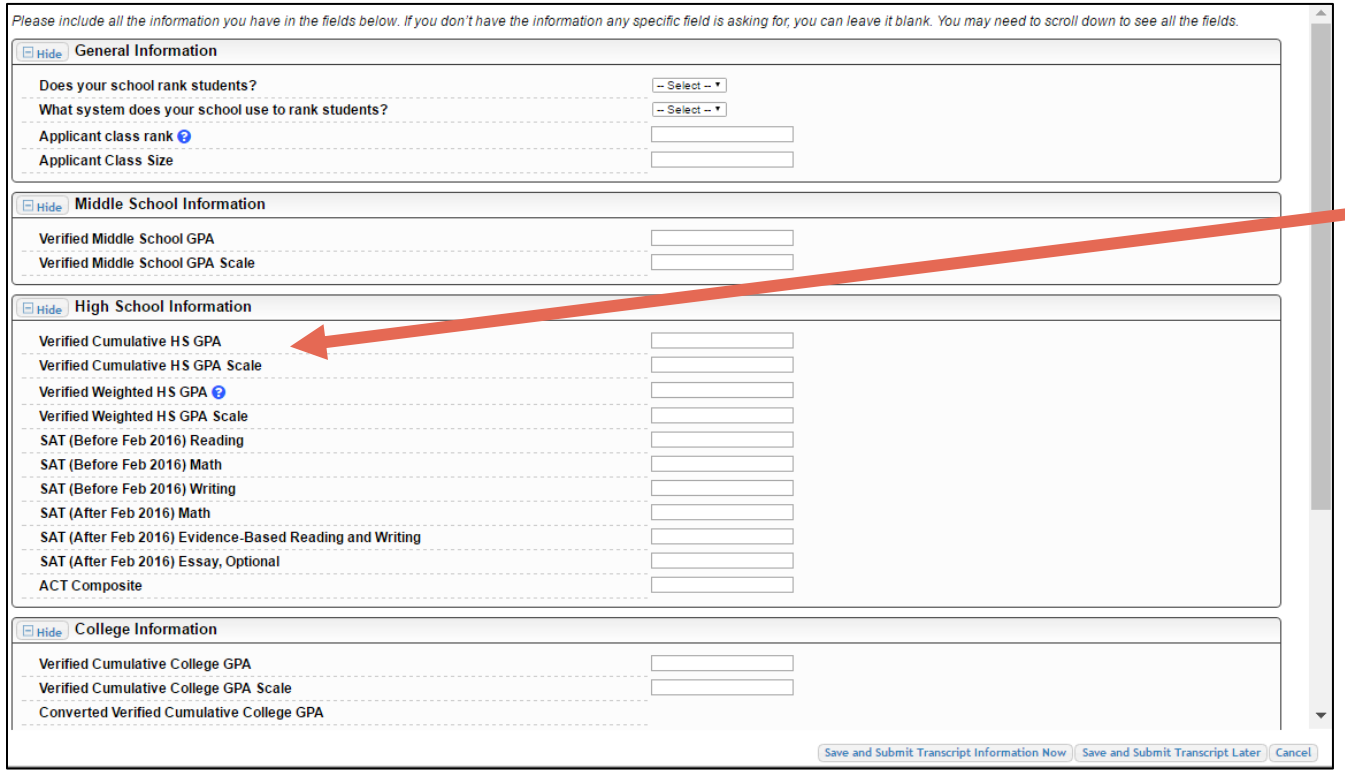
Click "Add Transcript Information".

Completing the Transcript Information Request



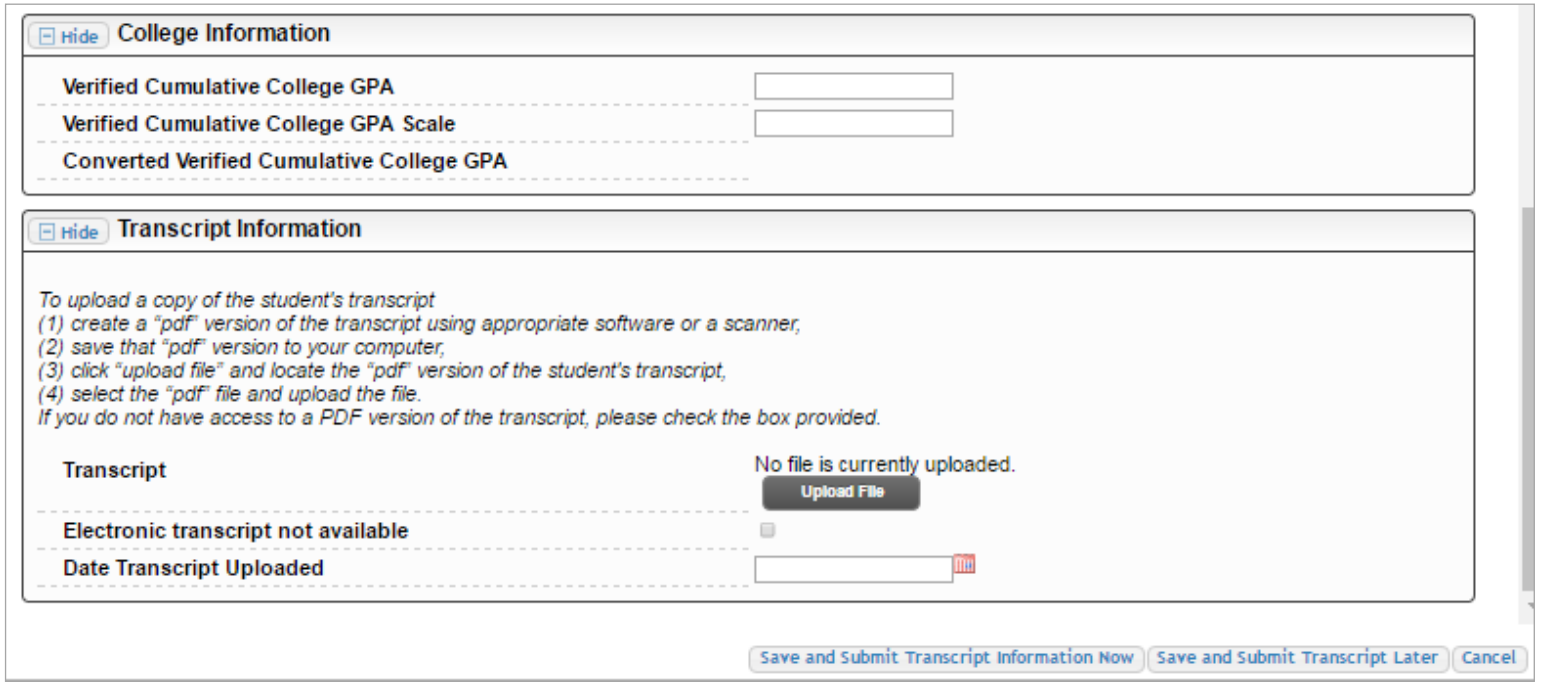
- The student name is listed at the top of the form.
- The local Dollars for Scholars chapter (CSF Westfield) is listed along with the request type:
  - Form
  - Transcript Upload
- CSF Westfield Dollars for Scholars requires the transcript upload and only the Cumulative High School GPA and GPA scale found further down on the form. None of the other boxes on the form need to be selected.

Completing the Transcript Information Request



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

Uploading the Transcript

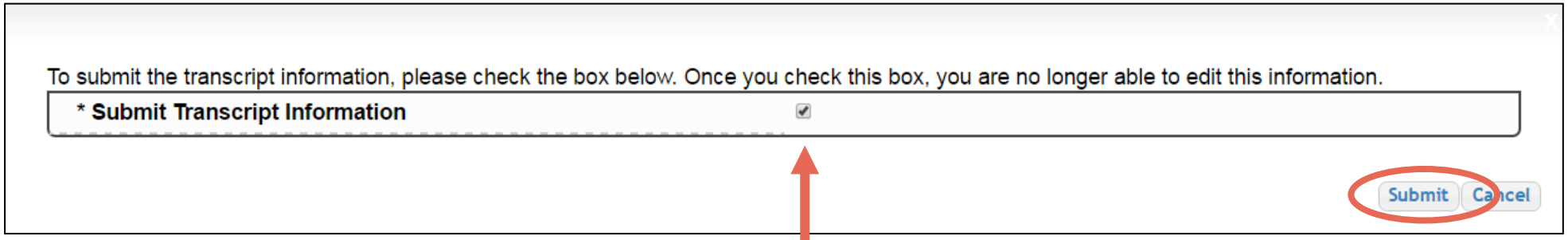


- At the bottom of the form you may either upload the transcript or check the box to indicate there is not one available.
- Please verify the transcript is for the correct student before uploading the document.

- 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.

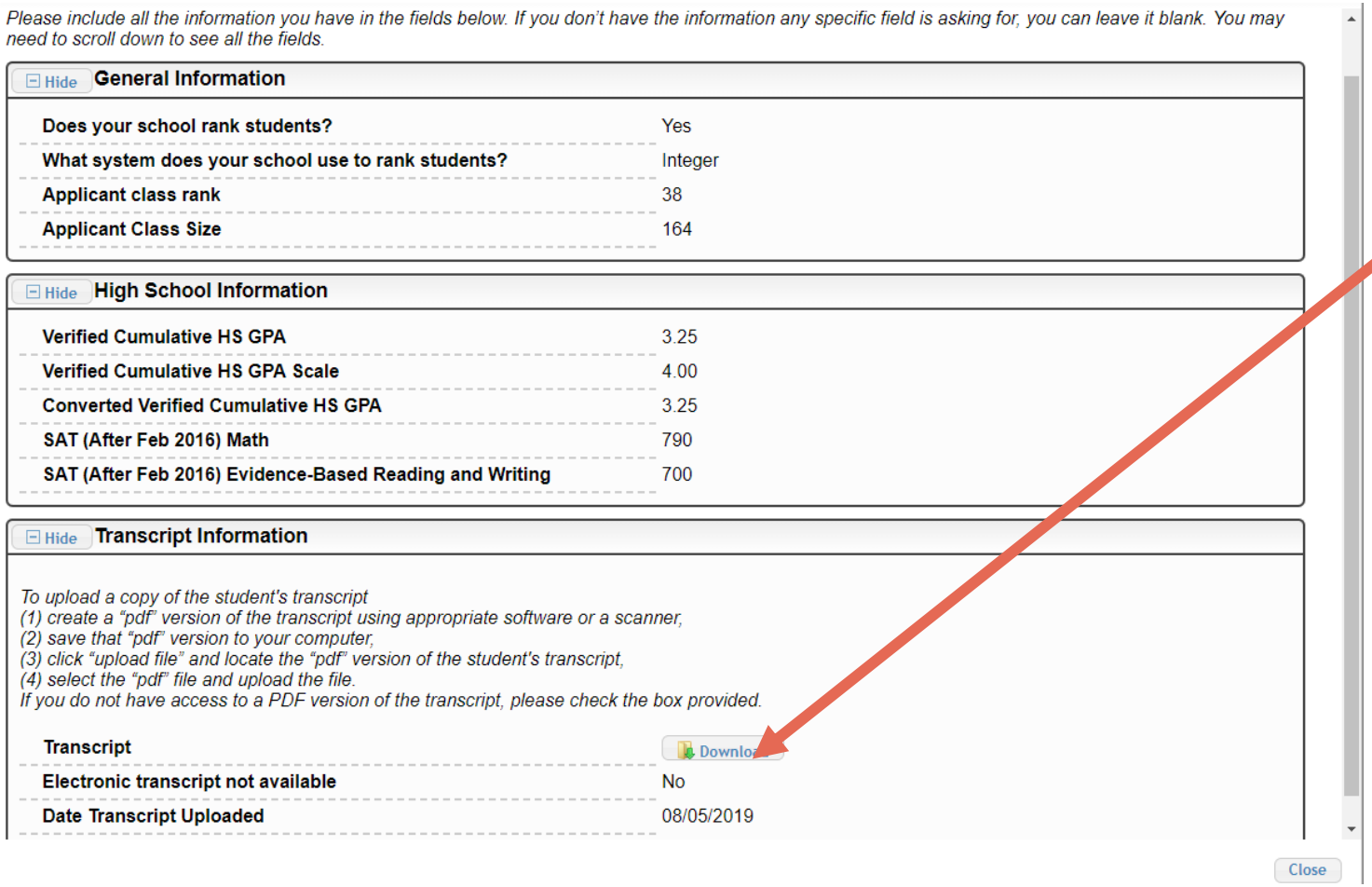
Submitting Transcript Information



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.

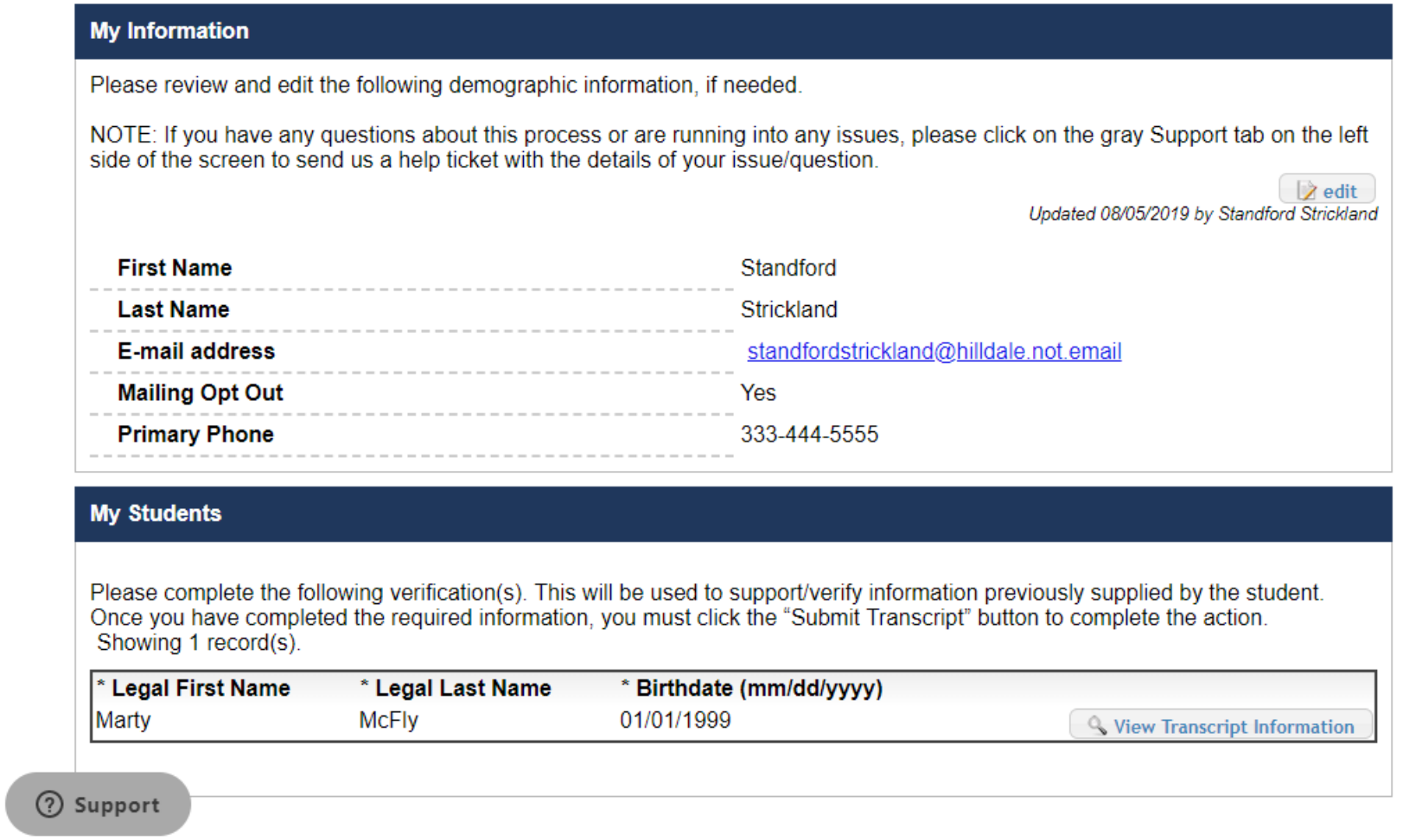
Reviewing the Information



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

.

Questions or Issues?



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

CSF Westfield

Dollars for Scholars®