Completing the Transcript Information
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: a5fe7d7a1afd85d5eb44f

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®

Click the link provided in the email to access the 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

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.

Updated 08/05/2019 by Standford 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).

<table>
<thead>
<tr>
<th>* Legal First Name</th>
<th>* Legal Last Name</th>
<th>* Birthdate (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marty</td>
<td>McFly</td>
<td>01/01/1999</td>
</tr>
</tbody>
</table>

Click “Add Transcript Information”.

Scholarship America 4
Completing the Transcript Information Request

- The student name is listed at the top of the form.
- The Dollars for Scholars is listed along with the request type:
  - Transcript form
  OR
  - Transcript Form & Transcript Upload**

** The Transcript Upload is only available when required by the Dollars for Scholars.
Completing the Transcript Information Request

• NOTE: You will need to enter the GPA and GPA Scale

• Fill in the form as much as you are able, or otherwise directed to by the local chapter.

• You will need to scroll down to access all of the fields.
Uploading the Transcript**

** The option to upload a transcript will NOT appear unless the local Dollars for Scholars requires the upload.

- 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.
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.

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

* The Transcript Information section is only available when required by a Dollars for Scholars.
Questions or Issues?

<table>
<thead>
<tr>
<th>My Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>E-mail address</td>
</tr>
<tr>
<td>Mailing Opt Out</td>
</tr>
<tr>
<td>Primary Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>My Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Marly</td>
</tr>
</tbody>
</table>

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