# 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: 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®

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

# 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.

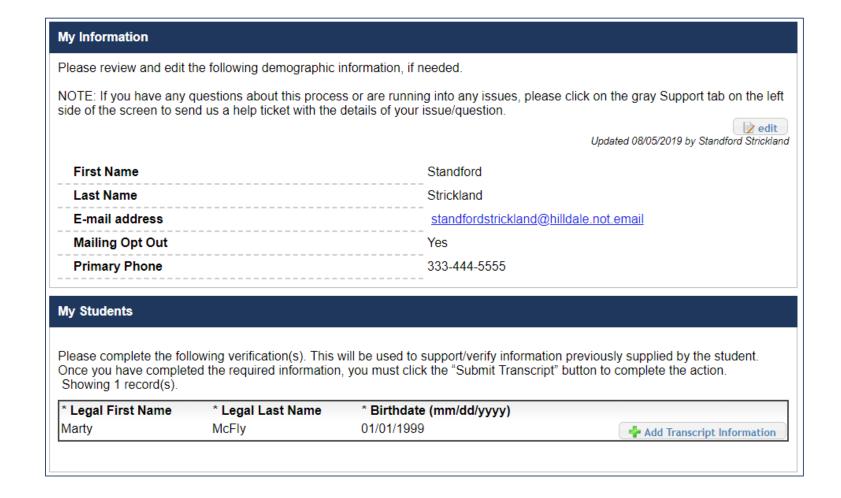
If you forget your password, you can use the "Forgot Password?" link below to reset it.

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			
Forgot Password?	Login		

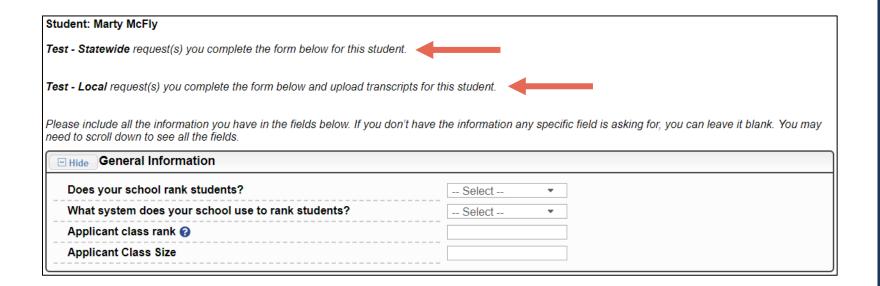
- Please log in using the information provided in the email.
- If a temporary
  password was not
  provided or you do not
  remember your
  password, click "Forgot
  Password?" to reset it.

# Adding Transcript Information



Click "Add Transcript Information".

# Completing the Transcript Information Request



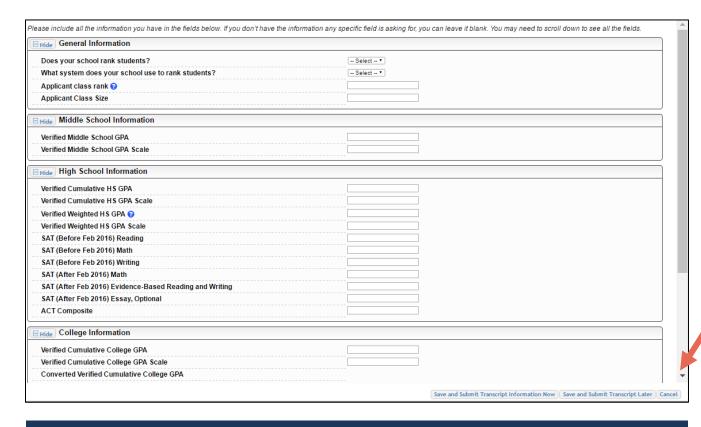
\*\* The Transcript Upload is only available when required by the Dollars for Scholars.

- 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\*\*

# Completing the Transcript Information Request

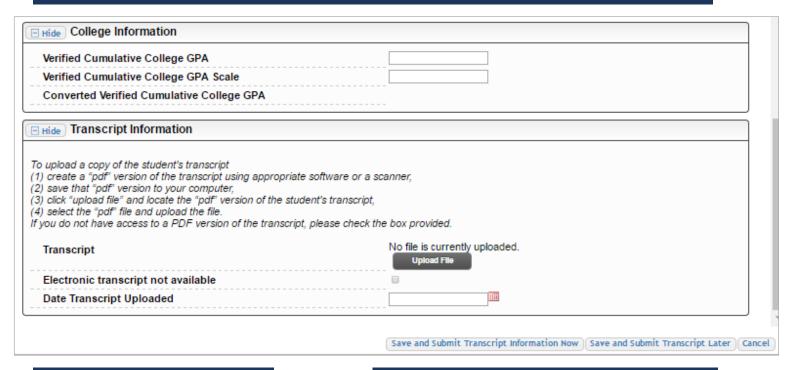


- Fill in the form as much as you are able, or otherwise directed to by the local chapter.
- You will need to scroll down to access all of the fields.

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

# Uploading the Transcript\*\*

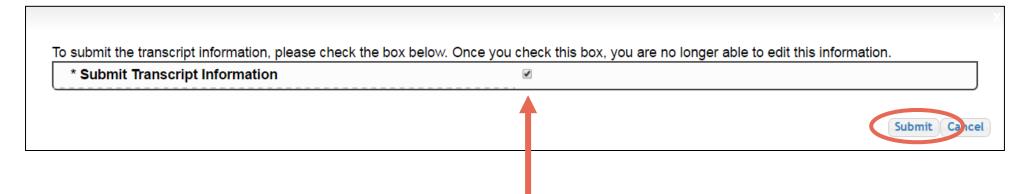
\*\* The option to upload a transcript will NOT appear unless the local Dollars for Scholars requires the upload.



 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.

- 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.

## **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

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? Yes What system does your school use to rank students? Integer Applicant class rank **Applicant Class Size** Hide 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 To upload a copy of the student's transcript 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 Transcript **Download** Electronic transcript not available Date Transcript Uploaded 08/05/2019 Close

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?

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#### 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	

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

? Support

