**St. Peter-Kasota Dollars for Scholars Scholarship Application Process**

**Step 1: Log in or create an account**

* Go to [www.stpeter-kasota.dollarsforscholars.org](http://www.stpeter-kasota.dollarsforscholars.org)
	+ Click on the "Students & Parents" tab.
	+ Scroll down and click the maroon button "Click to Login".

***\*\*2014-2019 SPHS grads who received a St. Peter-Kasota Dollars for Scholars scholarship already have an account. If you cannot remember your username or password, click the gray support tab for assistance.***

* Click on "Don't have an account yet? Create one here."
	+ Enter “Saint Peter Senior High” in High School Name. Click on "Choose This School."
* Complete Step 2: Fill Out Your Basic Information.
	+ MAKE SURE YOU USE A VALID EMAIL ACCOUNT THAT YOU CHECK OFTEN.  **DO NOT USE YOUR SCHOOL EMAIL ADDRESS** - THESE ADDRESSES OFTEN HAVE STRONG SPAM FILTERS AND DO NOT ALLOW OUTSIDE EMAILS.
	+ Read the terms and conditions and check the box to agree.
	+ Click "Submit."
* After submitting this information, an email will be generated that contains your login information. Log in on <https://public.dollarsforscholars.org/> using your email and the temporary password. Create a password you will remember. You will need to log back into your account several times during the application process.

**Step 2: UPDATE or create your Profile**

* Once logged in, click on the "Work on Profile" button to get started.
* **Specific Sections**: Each item corresponds to the left-hand menu on the student dashboard. REMEMBER TO CLICK **SAVE AND CONTINUE** AS YOU MOVE THROUGH THE PROFILE TO SAVE YOUR INFORMATION. (extra hints are in parenthesis)
	+ Basic Info: (update Email & Phone!)
	+ Additional Info: complete required fields
	+ Schools: (update Current Grade Level & College Info)
	+ GPA: (use most current cumulative COLLEGE GPA)
	+ Class Rank: (you can skip this section, or leave as is)
	+ Test Scores: (you can skip this section, or leave as is)
	+ Activities: Each activity should be entered separately. (add activities you are involved in at COLLEGE-no need to delete high school activities, awards, or employment – just add new info)
	+ Awards: (add awards you earned while in COLLEGE)
	+ Employment: (add jobs you have had while in COLLEGE)
	+ Documents: (uploading your college transcript is helpful, but not required to apply)
	+ Parent/Guardian Info: REQUIRED IF YOU ARE UNDER 18
	+ **Financial Info: (enter EFC from your FAFSA – this is REQUIRED)**
	+ Goals Essay: (you can skip this section, or leave as is
	+ Unusual Circumstances Essay: (you can skip this section, or leave as is)
	+ Transcripts: (you can skip this section, or leave as is – upload college transcripts in Documents Section)
	+ References: (you can skip this section, or leave as is)

**Step 3:  Apply for Scholarships**

* On your dashboard page, look under the Yellow bar: My Scholarships. Click “Search for Scholarships”.
* Click the "Apply" button next to the Roger & Sharon Bakken/Scholarship America Renewable Scholarship)
* You will be prompted to “Briefly describe your college experience and goals for completing your degree. Include academic accomplishments, community leadership and volunteerism, and any barriers to school success you have overcome.”
* **You must SEARCH and APPLY for ALL SCHOLARSHIPS listed BY August 15 AT 11:59 PM.** The system will not allow you to apply after this time, so plan accordingly.