

Completing the Counselor Portion of the Student Profile



HOW STUDENTS CAN REQUEST AND COUNSELORS CAN
COMPLETE GPA AND TRANSCRIPT INFORMATION.

Scholarship America®

Dollars for
SCHOLARS®

CSF Westfield Dollars for Scholars Requirements



- **CSF Westfield Dollars for Scholars only requires, for their local scholarships, Counselors to enter the high school student GPA and download the high school transcript through last semester completed by the student.**
- **Instructions have been edited to meet CSF Westfield requirements.**
- **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 and transcript downloaded.**

Counselor Email & Link



Dear Bill McNeil.

A student from your school, **Jeffrey Lebowski**, has registered on the Scholarship America Dollars for Scholars website and listed you as his/her school counselor/registrar.

Please click on the log in link and use the information below to get into your account. [If the link is not active, you will need to copy/paste the url into your browser] When you first log in with the temporary password, you will be prompted with a popup asking you to set your password at which point you can set it to whatever you wish.

➔ Link to login: <https://public.dollarsforscholars.org/index.php?section=counselorsLogin&action=home>

➔ Email: dbearth5@scholarshipamerica.org

➔ Temporary Password: 792f0da2e25fe4b4ab67

- When a student listed you as their counselor, you will receive an email with a link to the log in page and your login info.
- Click on the link provided to get to the counselor log in page.

Counselor Log-in Page



Scholarship America®

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Counselors: Welcome to the Dollars for Scholars Student Center

If you already have an account, enter your email address and password below to login. If you do not remember your password, please click "Forgot Password?" to retrieve your password.

To receive an account, you must first receive an email request from a student in the system. Please talk with your students to see if they have created an account for themselves to begin accessing available scholarships.

Counselor Login

E-mail address

Password

Login

[Forgot Password?](#)

Parents

Parents: [Click Here](#)

Students

Students: [Click Here](#)

References

References: [Click Here](#)

Support

- The link provided in the email will send you to the log-in page.
- If this is your first request, you will need to log in with the temporary password that was included in the email you received.
- If you have already completed other requests in the past, you can log in using the password you created at that time.

• If you don't remember your password, click the [Forgot Password?](#) link to reset it.

Adding the Transcript



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 02/27/2014 by Gary Johnson

First Name	Gary
Last Name	Johnson
E-mail address	dbearth5@scholarshipamerica.org
Mailing Opt Out	No

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)	
Jeffrey	Lebowski	10/10/1990	

- After logging in, click on the Add Transcript Information button.

Adding the Transcript



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 /4.0

Hide High School Information

Verified Cumulative High School GPA /4.0

Verified Weighted GPA

SAT Math

SAT Reading

SAT Writing

ACT Composite

Counselors need to enter:
Cumulative High School GPA as of the first half of senior year for high school seniors

Do not need to enter
(unless requested by student applying for other scholarships):

- If school ranks students.
- System used – most schools use integer
- Rank information.
- Middle School GPA
- SAT scores
- College information

Note: scroll down to see other fields, if necessary.

Adding the Transcript



Hide **Transcript Information**

*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.*

Transcript No file is currently uploaded.

Electronic transcript not available

- At the bottom of the form you can either upload the transcript or check the box to indicate there isn't one available.

- When complete, click the Save and Submit Transcript Information Now button.
- If you need to exit and come back later to complete, hit the Save and Submit Transcript Later button to save your progress for now and complete later.

Submitting the Transcript



The screenshot shows a web browser window with several tabs open: 'Student', 'Sandbox', 'Portal', 'ZENDESK', 'DEV Admin', 'DEV Public', and 'DTS Contacts'. A modal dialog box is displayed in the foreground. The dialog has a title bar with a close button (X) and a 'Logout' link. The main text inside the dialog 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 checkbox labeled '* Submit Transcript Information'. A blue arrow points to the checkbox, which is checked. At the bottom right of the dialog, there are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in blue. Below the dialog, a portion of the main page content is visible, showing the text 'e review and edit the following demographic information, if needed.'

- When you hit the Save and Submit Transcript Information Now button, this box will appear.
- Check the box, then click Submit to complete the process.
- Once you click Submit you will be able to review the information, but you cannot make changes.
- After submitting, you will receive a confirmation email.

Reviewing the Information



specific field is asking for, you can leave it blank. You may need to scroll down to see all the fields.

High School Information	
SAT Math	400
SAT Reading	400
SAT Writing	400
ACT Composite	24

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

Close

- This is what you see when you go back to review the information for the student.
- If you need to see the transcript that you submitted, click Download.

Questions? Issues?



Support

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 10/01/2014 by Dave Bearth

First Name	Bill
Last Name	McNeil
E-mail address	dbearth5@scholarshipamerica.org
Mailing Opt Out	No
Primary Phone	234-567-3212

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)	+ Add Transcript Information
Jeffrey	Lebowski	10/10/1999	

- If at any point you have any questions, run into any issues or need to change the info you submitted please click on the grey Support tab on the left hand side of the page. A form will pop up for you to fill in the details of your question/issue and upon submission will be sent into our help desk. We will get back to you as soon as possible.