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 Requirments



- 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



Parents

Students

Students: Click

References

References: C

Scholarship America® Dollars for 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 talk with your students to see if they have created an account for themselves to be available scholarships. **Counselor Login** E-mail address Password Login Forgot Password?

> If you don't remember your password, click the Forgot Password? link to reset it.

- 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.

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 <u>dbearth5@scholarshipamerica.org</u>

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).

Add Transcript Information

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

Adding the Transcript



Hide General Information			
Does your school rank students?	Select ▼		
What system does your school use to rank students?	Select ▼		
Applicant class rank 👩			
Applicant Class Size			
Hide Middle School Information Verified Middle School GPA] /4.0	
		/4.0	
Verified Middle School GPA		/4.0	
Verified Middle School GPA			
Verified Middle School GPA Hide High School Information Verified Cumulative High School GPA			
Verified Middle School GPA Hide High School Information Verified Cumulative High School GPA Verified Weighted GPA			

Counselors need to enter:

Cumulative High School GPA as of the first half of senior year for high school seniors

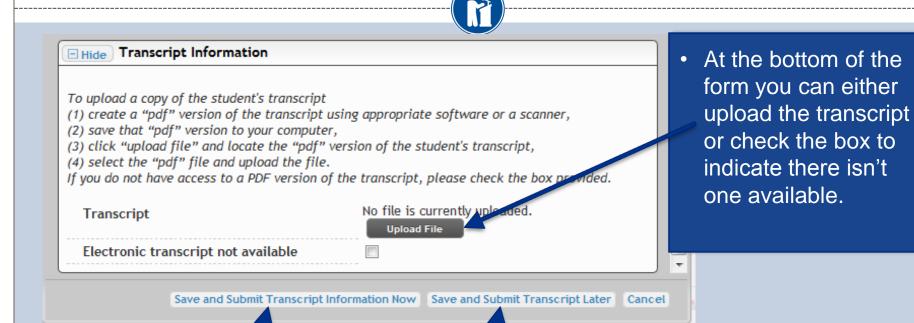
Do not need to enter

(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

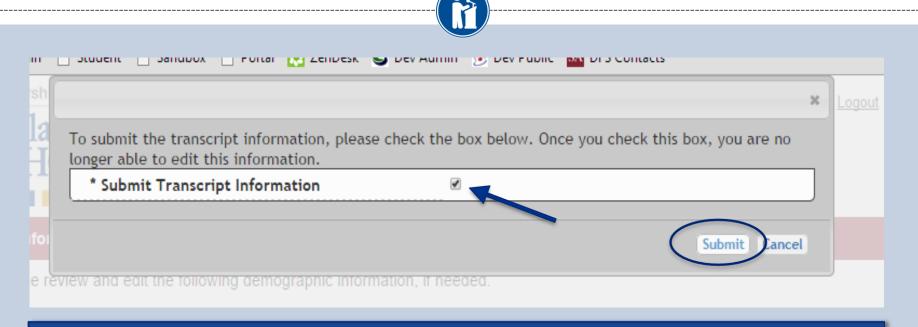
Note: scroll down to see other fields, if necessary.

Adding the Transcript



- 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.

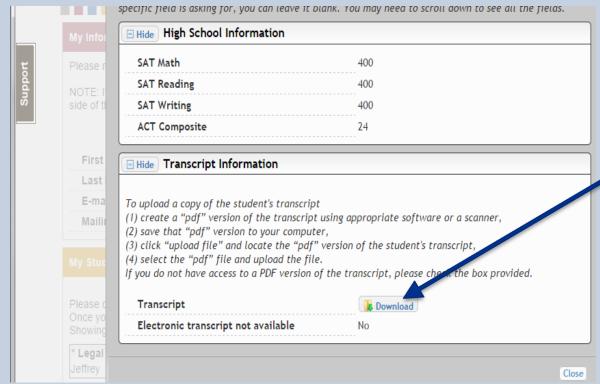
Submitting the Transcript



- 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

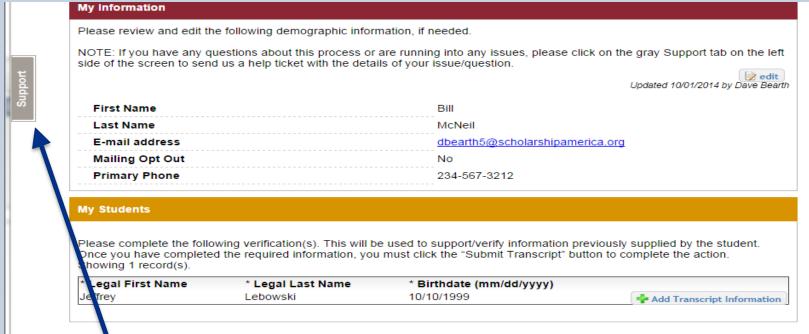




- This is what you see when you go back to review the information for the student.
- If you need to see the transcript that you submitted, click Download.

Questions? Issues?





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.