

Instructions to Create a new Dollars for Scholars Profile:

(IMPORTANT: When asked for your email address, you MUST input your school email address)

GET HELP: Either click on the “support” tab at the bottom left of the screen.

or

Contact **Kathy Waite at 317-340-3410**
scholarships@hendricks.k12.in.us

- 1) Log into the [TWHS Webpage](#)
- 2) Click on [Dollars For Scholars](#) in the menu on the left of the home page.
- 3) Click on the [Students & Parents](#) tab
- 4) “Click to login”
- 5) Just above the Login box, select this link “[Don't have an account yet? Create one here.](#)”
- 6) Enter “[Tri-West](#)” (hyphen required) in the High School name field. Tri-West Senior High School will pop up, select it. Next, click on “choose this school.”

Fill out your Basic Information on this page. **** items are required.**

- 7) For “School District you reside in,” input “North West” (must be two words with a space in between) and [North West Hendricks School Corporation](#) will populate, select it.
- 8) For email address, type in [your school email address \(@hendricks.k12.in.us\)](#).
Important: To insure it is correct, type it in twice, don't copy and paste.
- 9) After completing this page, [check the little box at the bottom next to the red paragraph](#). Click submit.
- 10) Open your email, (Click the “M” icon on your screen)
- 11) Open the email from Scholarship America.
- 12) [Highlight only the password in that email, be sure not to include a blank space before or after it, copy that password.](#)
- 13) Click on the login link within that email. Login to Dollars for Scholars using your [school email](#) and paste in the provided password you copied.
- 14) **[CHANGE YOUR PASSWORD](#)** to your school password followed **\$4S**. Type your password into the Password and Confirm Password fields. Your school password plus this extension is now your password.
- 15) Complete the remaining Basic Info fields.
- 16) Click “Save and Continue” at the bottom of the page.

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- 17) On the “My Dashboard” page, just under the first paragraph, click on [Work on Profile](#)
- 18) Under the “My Information” heading:
 - a) Add entries into these three tabs: (Activities, Awards & Employment). Input only activities, awards and employment that happen during your high school years. Activities, awards and employment that occurred prior to your 9th grade year are not valid for your profile. In addition to what's listed in the drop down menu, Activities also include Community Service.
 - b) As best you can, complete information in the first three tabs (Basic Info, Additional Info, Schools). [Do not complete](#) these tabs until your senior year: GPA, Class Rank, Test Scores, Parent/Guardian, Financial Info, Goals Essay, Unusual Circumstances Essay, Transcripts and References.

This profile is similar to a working resume. It will be very beneficial to you to keep it up-to-date throughout high school. During the next four years, as you participate in activities, earn awards, and become employed, be sure to note those changes in your profile. If updated, this profile is a great and necessary tool to use when applying for scholarships within our chapter as well as outside of our chapter.

Many of our scholarships are funded by our annual Phone-a-thon.

PLEASE VOLUNTEER FOR THE PHONE-A-THON!

Volunteering at the Phone-a-thon not only raises money for this year's seniors, but your volunteer hours count heavily as you are applying for scholarships during your senior year.

Sign-ups will begin after the first of the year.

Updated 10/14/2020