

GET HELP: Either click on the “support” tab at the bottom left of the screen, Text or call **Kathy Waite** at 317-340-3410 Email: scholarships@hendricks.k12.in.us or see **Cheryl Cora** or **Tammy Smith**.

Instructions to Create a Dollars for Scholars Profile:

★ **Use your **school email address** for creating profile**

Use your **school password followed by @\$4Sch*

- 1) Open the TWHS Webpage, Click on Menu
- 2) Click on About TWHS, then Click on Dollars for Scholars
- 3) Open the Students & Parents tab - “Click to login”
- 4) Just above the Login box, select this link “Don't have an account yet? Create one here.”
- 5) 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.”
- 7) Fill out your Basic Information on this page. **All ** items are required.**
- 8) For Primary City, click the search box, input your hometown, then click the bubble that populates.
- 9) 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. If you live in a different district, that is okay, just input the correct district.
- 10) Your birthday must be in this format: **MM/DD/YYYY**.
- ★ 11) 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.
- 12) After completing this page, check the little box at the bottom next to the red paragraph. Click submit.
- 13) Open your email, (Click the “M” icon on your screen)
- 14) Open the email from Scholarship America.
- ★ 15) Highlight only the password in that email, **Be sure NOT to include a blank space before or after it, copy that password.** This is your temporary password, that you will change in Step 17.
- 16) 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.
- ★ 17) **CHANGE YOUR PASSWORD to your school password followed by this extension: @\$4Sch**
Type your password into the Password and Confirm Password fields. Your school password plus this extension is now your password.
- 18) Complete the remaining Basic Info fields.
- 19) Click “Save and Continue” at the bottom of the page.
- 20) On the “My Dashboard” page, just under the first paragraph, click on **Work on Profile**
- 21) Under the “My Information” heading:
 - a) **Fully list entries into these three tabs: (Activities, Awards & Employment).** Input activities, awards and employment that occurred only during your high school years. Activities, awards and employment prior to your 9th grade year are not valid for your profile. Community Service/volunteerism is an Activity!
 - b) As best you can, complete information in the first three tabs (Basic Info, Additional Info, Schools). Your school ‘Tri-West Senior HS’ must be selected. Add any ‘Awards, Honors or Offices’ in the Activities Tab.
Seniors: Before submitting your applications, complete all remaining tabs: GPA, Class Rank, Test Scores, Parent/Guardian, and Financial Info. Complete the Transcripts tab (Guidance Counselor email required) in January of your senior year.
 - c) **Seniors:** To be eligible for awards that consider need, **your FAFSA SAI number is required.** If you don't know your SAI yet, input 99999 and **correct it once you know your number.** A valid FAFSA is required to receive need-based awards. You'll also need to **upload the first two pages of your FAFSA Submission Summary form into the Documents Tab.**

This profile is similar to a working resume. As you participate in activities, volunteer, earn awards, and become employed, be sure to note them in your profile. A full and complete profile is very important in the application process.

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 are considered and counted when you are applying for scholarships.

If you volunteer, remember to record it in your Activities Tab.

Sign-ups for the Phone-a-Thon will be posted after January 1.