Completing the Primary Reference portion of the Student Profile



Step-by-step guide for completing primary references using the online student profile.

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Dollars for SCHOLARS®

Updated 8/22/2017

Reference Email and Link



Doc Brown,

A student, Marty McFly, has requested you complete a recommendation for him/her for Scholarship America Dollars for Scholars Scholarships.

Please click on the link below to log into your account and complete the recommendation.

Link to login: https://public.dollarsforscholars.org/index.php?section=referencesLogin&action=home - If this link is not active, you will need to copy/paste the URL into your browser..

Email: 1.21gigawatts@hilldale.not.email
Temporary Password: 80bb1b3718e08c83723e

Use your current login and password to complete the required information for that student as soon as possible. If you do not remember your password, please click the "Forgot Password?" link

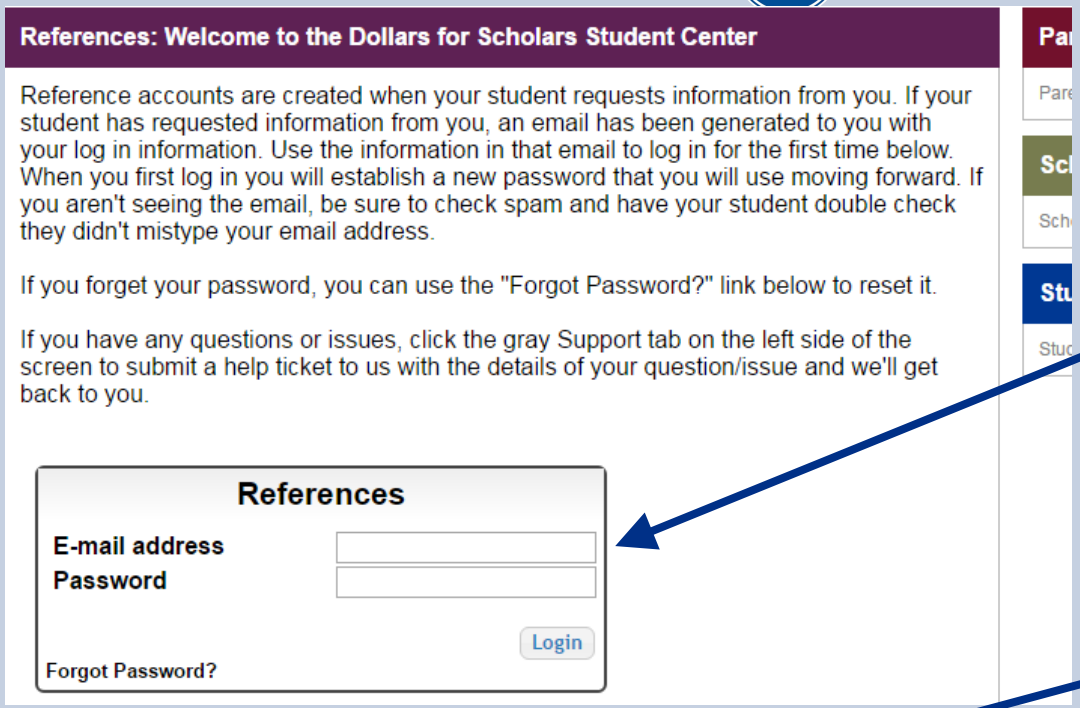
Please click here for an instructional guide on this process.

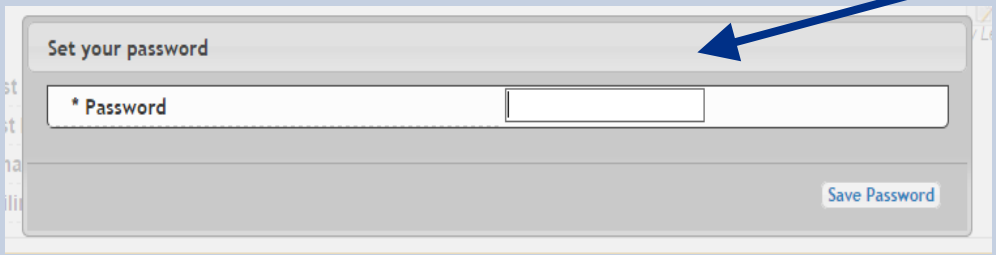
If you have any questions or run into any issues, reply to this email with the details and we will get back to you as soon as we can.

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

Reference Log-in Page



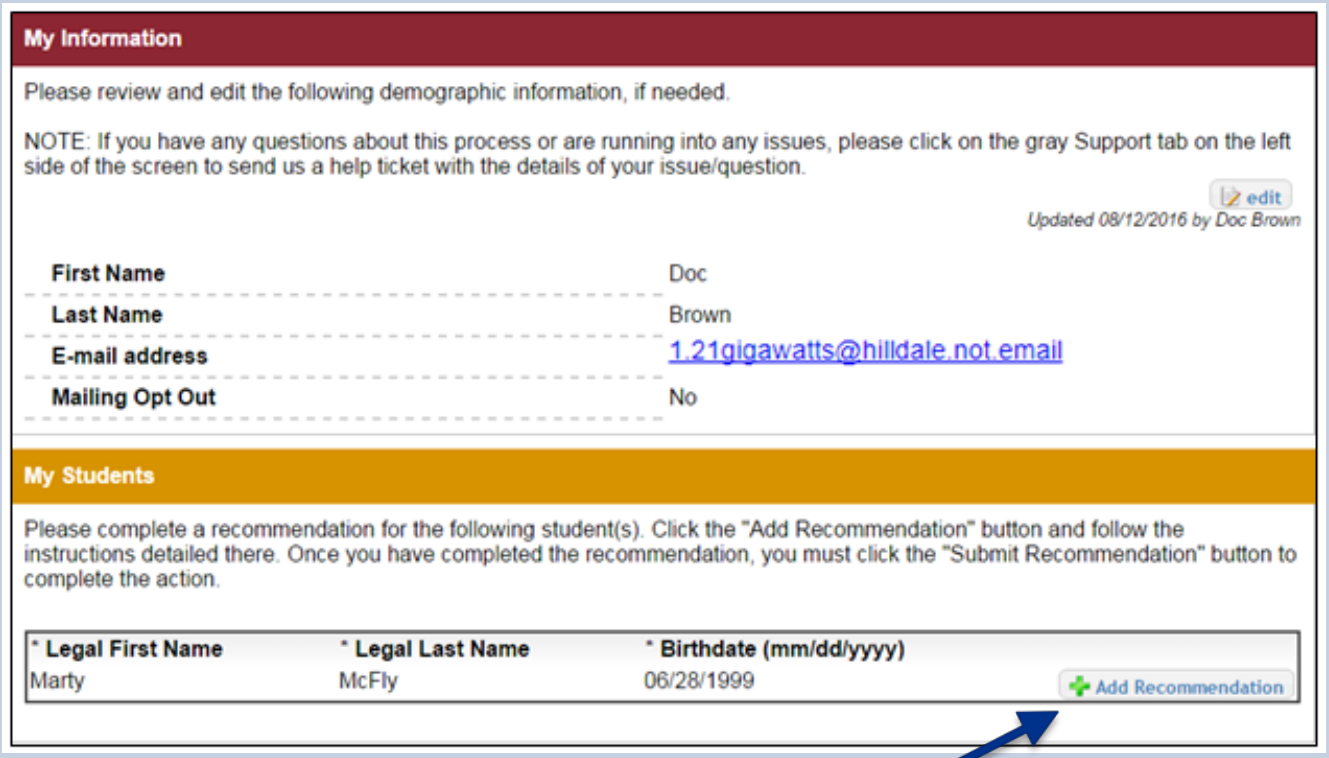


- The link in the email will bring you to the log in page.
- Enter your email and the temporary password given in the email and click Login.

- After clicking the Login button, a popup will prompt you to set your password.
- Enter the password you would like to use and click the Save Password button.

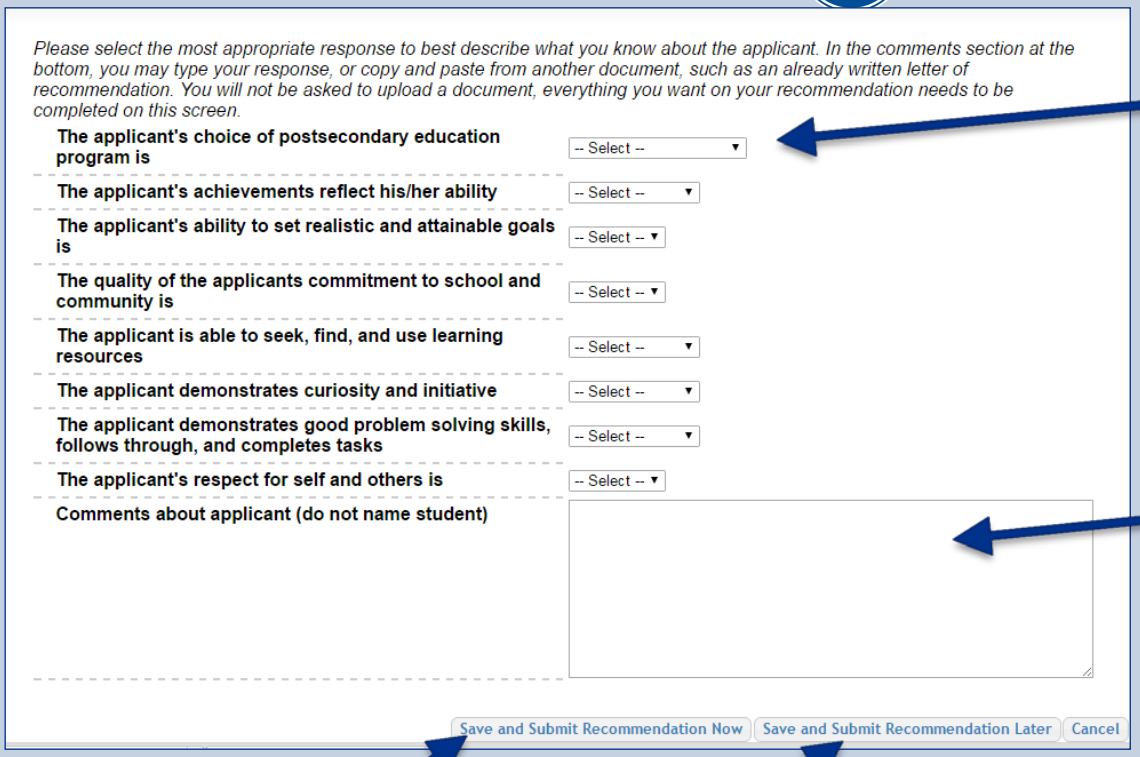
Adding a Recommendation





- After logging in, click the Add Recommendation button.

Submitting a Recommendation

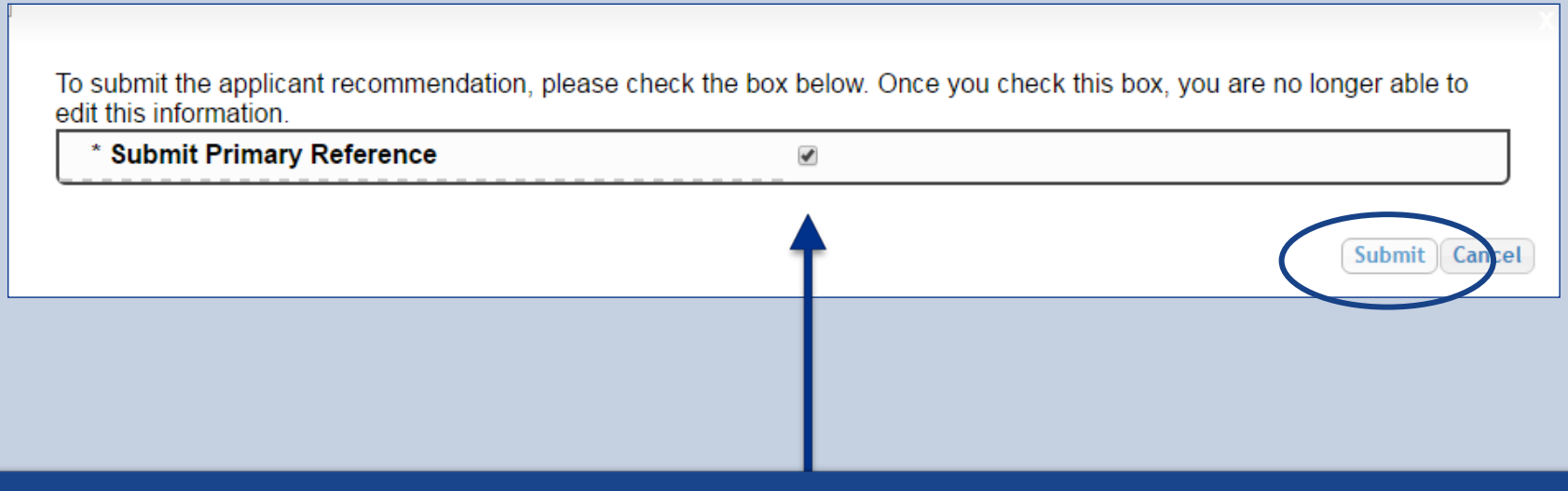


- Enter the information using the drop down boxes.
- Be sure to scroll down to ensure that all questions are answered.
- Add any additional comments. (If you have a letter already prepared for the student, copy and paste it in this box.)
- NOTE: Do NOT name the student in your comments.

- When complete, click Save and Submit Recommendation Now.

- If you need to finish later, click Save and Submit Recommendation Later.

Submitting a Recommendation



- After clicking the Save and Submit Recommendation Now button, the above box appears.
  - Check the box, then click Submit to complete the process.
  - Once you click Submit, you may only review the information but not make changes.
  - After submitting, you will receive a confirmation email.

Reviewing the Information



Please select the most appropriate response to best describe what you know about the applicant. In the comments section at the bottom, you may type your response, or copy and paste from another document, such as an already written letter of recommendation. You will not be asked to upload a document, everything you want on your recommendation needs to be completed on this screen.

The applicant's choice of postsecondary education program is	extremely appropriate
The applicant's achievements reflect his/her ability	extremely well
The applicant's ability to set realistic and attainable goals is	excellent
The quality of the applicants commitment to school and community is	excellent
The applicant is able to seek, find, and use learning resources	extremely well
The applicant demonstrates curiosity and initiative	extremely well
The applicant demonstrates good problem solving skills, follows through, and completes tasks	extremely well
The applicant's respect for self and others is	excellent
Comments about applicant (do not name student)	Outstanding

Close

- Reviewing the information for your student will be similar to what is shown here.

Questions? Issues?



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Logout

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 08/18/2017 by Adam Specht

First Name	Doc
Last Name	Brown
E-mail address	1.21gigawatts@hilldale.not.email
Mailing Opt Out	No
Primary Phone	222-333-4444

My Students

Please complete a recommendation for the following student(s). Click the "Add Recommendation" button and follow the instructions detailed there. Once you have co
complete the action.

Support

Legal First Name * **Legal Last Name**

- At any time, you may click on the Support tab on the bottom of the page for Help Desk assistance.