# Completing the Primary Reference portion of the Student Profile

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

Scholarship America®

## Dollars for
## SCHOLARS®

# 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

## References: Welcome to the Dollars for Scholars Student Center

Reference accounts are created when your student requests information from you. If your student has requested information from you, an email has been generated to you with your log in information. Use the information in that email to log in for the first time below. When you first log in you will establish a new password that you will use moving forward. If you aren't seeing the email, be sure to check spam and have your student double check they didn't mistype your email address.

If you forget your password, you can use the "Forgot Password?" link below to reset it.

If you have any questions or issues, click the gray Support tab on the left side of the screen to submit a help ticket to us with the details of your question/issue and we'll get back to you.

### References

**E-mail address**

**Password**

Login

**Forgot Password?**

Set your password

**\* Password**

Save Password

- 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



**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 08/12/2016 by Doc Brown*

| First Name | Doc |
| --- | --- |
| Last Name | Brown |
| E-mail address | 1.21gigawatts@hilldale.not.email |
| Mailing Opt Out | No |

**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 completed the recommendation, you must click the "Submit Recommendation" button to complete the action.

| * Legal First Name | * Legal Last Name | * Birthdate (mm/dd/yyyy) | |
| --- | --- | --- | --- |
| Marty | McFly | 06/28/1999 | ✚ Add Recommendation |

- After logging in, click the Add Recommendation button.

# Submitting a Recommendation

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    -- Select --

The applicant's achievements reflect his/her ability    -- Select --

The applicant's ability to set realistic and attainable goals is    -- Select --

The quality of the applicants commitment to school and community is    -- Select --

The applicant is able to seek, find, and use learning resources    -- Select --

The applicant demonstrates curiosity and initiative    -- Select --

The applicant demonstrates good problem solving skills, follows through, and completes tasks    -- Select --

The applicant's respect for self and others is    -- Select --

Comments about applicant (do not name student)

Save and Submit Recommendation Now    Save and Submit Recommendation Later    Cancel

- 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

To submit the applicant recommendation, please check the box below. Once you check this box, you are no longer able to edit this information.

* **Submit Primary Reference** ☑

Submit   Cancel

- 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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**Dollars for SCHOLARS®**

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.

⑦ 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.