Completing the School Official Portion of the Student Profile



How students can request, and School Officials can complete, transcript information.

Scholarship America*

Dollars for SCHOLARS*

School Official Email and Link



Dear Stanford Strickland.

A student from your school, Marty McFly, has registered on the Scholarship America Dollars for Scholars website and listed you as his/her high school School Official with access to transcripts. Please click on the link below and log back into your account to complete this request.

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

The login email is: adamspecht3@scholarshipamerica.org.

Temporary Password: a5fe7d7a1afd85deb44f

If you do not remember your password, please click the Forgot Password? link on the login page.

Please click here for an instructional guide on completing this process.

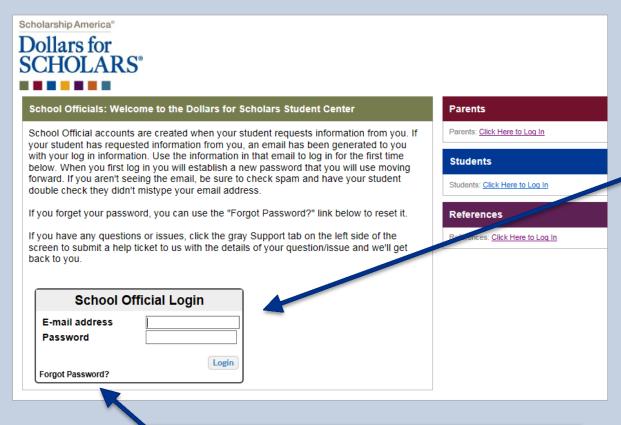
If you have any questions or run into any issues, reply to this email with the details and we will get back to you as soon as we can.

Dollars for Scholars® Scholarship America®

- When a student lists you as their school official, you will receive an email with a link to the login page and your login info.
- Click on the link provided to access the counselor login page.

School Official Log-in Page





 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 provided 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



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.

Updated 08/15/2016 by Stanford Strickland

First Name	Stanford
Last Name	Strickland
E-mail address	adamspecht3@scholarshipamerica.org
Mailing Opt Out	No

My Students

Please complete the following verification(s). This will be used to support/verify information previously supplied by the stude Once you have completed the required information, you must click the "Submit Transcript" button to complete the action. Showing 2 record(s).

* Legal First Name	* Legal Last Name	* Birthdate (mm/dd/yyyy)	
Marty	McFly	06/28/2000	4 Add Transcript Information

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

Adding the Transcript



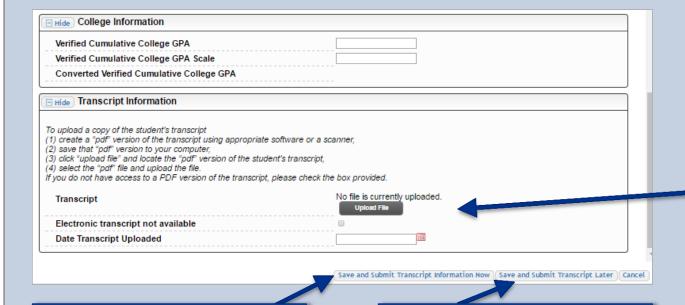
Hide General Information		
Does your school rank students? What system does your school use to rank students? Applicant class rank ②	_ Select _ v	
Applicant Class Size		
Hide Middle School Information		
Verified Middle School GPA		
Verified Middle School GPA Scale		
Hide High School Information		
Verified Cumulative HS GPA		
Verified Cumulative HS GPA Scale		
Verified Weighted HS GPA ?		
Verified Weighted HS GPA Scale		
SAT (Before Feb 2016) Reading		
SAT (Before Feb 2016) Math		
SAT (Before Feb 2016) Writing		
SAT (After Feb 2016) Math		
SAT (After Feb 2016) Evidence-Based Reading and Writing		
SAT (After Feb 2016) Essay, Optional		
ACT Composite		
Hide College Information		
Verified Cumulative College GPA		
Verified Cumulative College GPA Scale		<u> </u>
Converted Verified Cumulative College GPA		-
		Save and Submit Transcript Later Cancel

- Enter as
 much of the
 information in
 the boxes as
 you are able.
- You will need to scroll down to access all the fields.

- NOTE: You will need to enter the GPA and GPA Scale
- NOTE: The new SAT test was first given in March 2016. SAT test scores older than this date will go in SAT (Before Feb 2016) fields.

Adding the Transcript



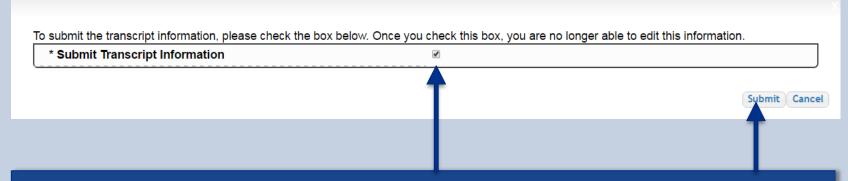


 When complete, click the Save and Submit Transcript Information Now button. If you need to return later to complete, click Save and Submit Transcript Later to save your progress for now.

- At the bottom of the form you may either upload the transcript or check the box to indicate there is not one available.
- Please verify the transcript is for the correct student before uploading the document.

Submitting the Transcript





- Once you click Save and Submit Transcript Information Now, this box will appear.
 - Check the box, then click Submit to complete the process.
 - Once you click Submit, you can review the information but you cannot make changes.
 - After submitting, you will receive a confirmation email.

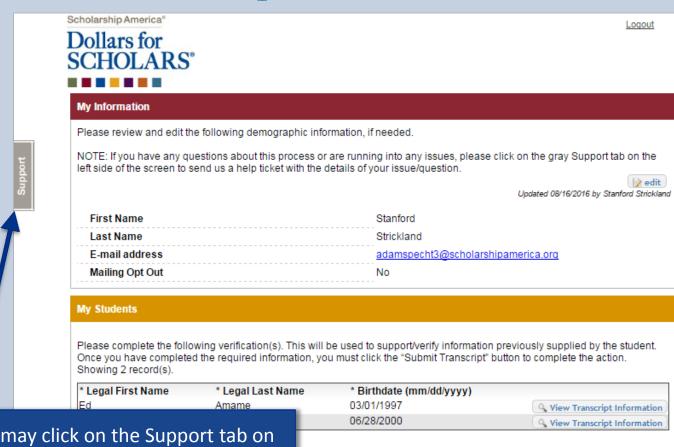
Reviewing the Information



Updated 09/20/2016 by Stanford Strickland Please include all the information you have in the fields below. If you don't have the information any specific field is asking for, you can leave it blank. You may need to scroll down to see all the fields. Hide General Information Does your school rank students? What system does your school use to rank students? Integer Applicant class rank • The information is only Applicant Class Size Hide High School Information viewable once you Verified Cumulative HS GPA 3.82 **Submit Transcript** Verified Cumulative HS GPA Scale 4.00 Converted Verified Cumulative HS GPA 3.82 Information. SAT (Before Feb 2016) Reading 700 SAT (Before Feb 2016) Math 780 SAT (Before Feb 2016) Writing 680 If you need to view SAT (After Feb 2016) Math 790 SAT (After Feb 2016) Evidence-Based Reading and Writing 700 the transcript that SAT (After Feb 2016) Essay, Optional ACT Composite was submitted, □ Hide Transcript Information click Download. To upload a copy of the student's transcript (1) create a "pdf" version of the transcript using appropriate software or a scanner, (2) save that "pdf" version to your computer, (3) click "upload file" and locate the "pdf" version of the student's transcript. (4) select the "pdf" file and upload the file. If you do not have access to a PDF version of the transcript, please check the box provided. Transcript Download Electronic transcript not available Date Transcript Uploaded 08/20/2016

Questions? Issues?





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