<u>How to complete the Online Dollars for Scholars form for Dracut Scholarship</u> Foundation Scholarship.

Notes:

- > Do not use your Dracut High School email address.
- ➤ Students should use their personal email address; not their parent's email address.
- ➤ Both the online application and the Google form need to be submitted to Guidance on or before the cutoff date of April 10th by 6pm Applications submitted after that date will not be accepted.
- ➤ Please make a note of the email address and password you used when creating your account.
- ➢ If you have any questions, please email us at dracutSF@gmail.com

NOTE: BOTH THE GOOGLE FORM AND ONLINE APPLICATION NEED TO BE DONE

Guide

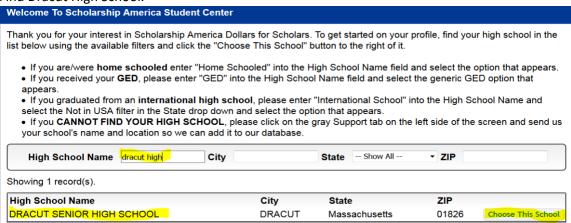
- 1. Go to DSF web page (click here) go to "Student and Parents"
- 2. Go to the bottom of the page and click on "Click to Login"
- 3. This will re-direct you to Dollars for Scholars page (click here)



4. You will need to set up an account. Click on "Don't have an account yet? Create on here."

(YOU MUST USE A PERSONAL EMAIL, NOT YOUR DRACUT HIGH EMAIL)

5. Find Dracut High School.

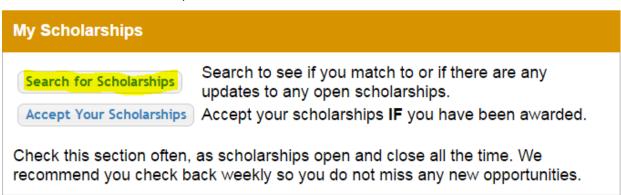


6. **NOTE** DO NOT USE YOUR SCHOOL EMAIL.

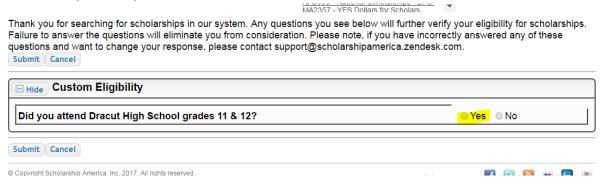
Fill in all the information. Make sure you select Dracut for the school district.



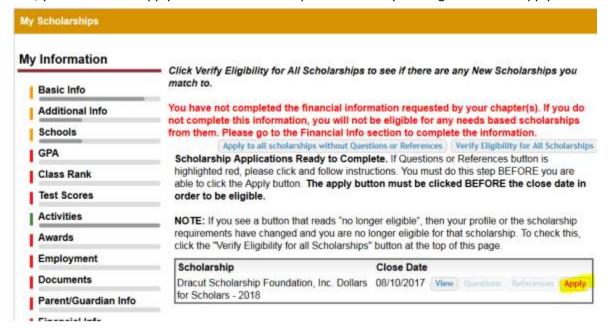
- 7. They will email you with a computer-generated password. It will ask you to change the password.
- 8. You now need to work on your profile. Fill out as much as you can. For the DSF Scholarship you will need Employment, Activaties, Awards, Class Rank, and GPA. NOTE: The Dracut Scholarship Foundation does not require your Financial Information, Essays, or References. It is always best practice to complete as much information as possible, as you may qualify for other scholarships.
- 9. Click on "Search for Scholarships"



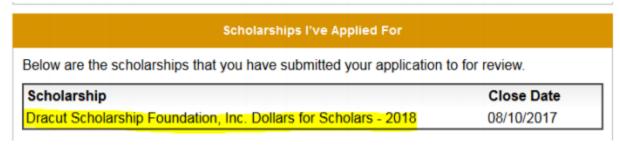
10. The DSF customized questions will come up. If you have been a student at Dracut High for grades 11 & 12, click YES, then Submit



11. Next, you will need to apply for Dracut Scholarship Foundation by clicking on the RED Apply



12. In the Dashboard section, if you click on "Search for Scholarships", you will see which scholarships you have applied for.



That's it! You're done!