

Counselor Portion of the Student Profile



**HOW STUDENTS CAN REQUEST AND
COUNSELORS CAN COMPLETE TRANSCRIPT
INFORMATION.**

**Scholarship
AMERICA[®]**

Because College Doesn't Happen by Chance[®]

Counselor Email & Link



From: Scholarship America [dollarsforscholars=scholarshipamerica.org@sendgrid.me] on behalf of Scholarship America [dollarsforscholars@scholarshipamerica.org] Sent: Wed 3/14/2012 2:19 PM
To: Paul Gemscheid
Cc:
Subject: Another Student requested information for a Scholarship America Application

Dear Jim Spring --

A student from your school, Test Twelve has registered on the Scholarship America-Dollars for Scholars scholarship program website and listed you as their high school counselor. Please click on the link below, or copy and paste the URL below in your browser, to visit the site, view their profile, upload a copy of their most recent transcript, and an appraisal of the student.

<http://public.dollarsforscholars.org/index.php?section=counselorHome&action=home&autologinKey=24f42e05d990253e41ad782d8b385cab.4.14542b3d34e88560926ac651bb233af6.141815>

Click here to verify your relationship and login to the system.

- As a counselor you have received this email with instructions. (If you did not receive this email, please check your spam folder.)
- The counselor must click on the link provided in the email (or copy and paste the entire text) in order to submit the proper information.

Counselor Log-in Page



- The link provided in the email will send the counselor to the log-in page.
- If it is the first time, they will need to create a password.
- If the person has been a reference in the past, he/she will already have an account set up and can log in here.

Adding the Transcript



The screenshot shows the Dollars for Scholars website interface. The top navigation bar includes the logo and a 'Logout' link. The main content area is divided into two sections: 'My Information' and 'My Students'. The 'My Information' section contains a form with fields for First Name, Last Name, E-mail address, and Mailing Opt Out. The 'My Students' section contains a table with columns for Legal First Name and Legal Last Name. The 'Add Transcript Information' button is circled in blue, and an arrow points to it from a callout box.

* Legal First Name	* Legal Last Name
Michelle	Yu

- After logging in, click on the “Add Transcript Information” button

Adding the Transcript



We need you to verify the academic information about this applicant. Please use a current copy of the student's transcript to provide the following. Please complete the appropriate GPA and test score section for this student based on the information you have access to.

General Information

Applicant class rank

Applicant Class Size

Middle School Information

Verified Middle School GPA

High School Information

Verified Cumulative High School GPA /4.0

Verified Weighted GPA

SAT Math

SAT Reading

SAT Writing

Save Cancel

- Enter the as much of the information in the boxes as you are able.

Adding the Transcript



My Info

First
Last
E-mail
Mailing

My Info

Please click on any of the following links to view more information.

Legal
Debit

SAT Reading	
SAT Writing	
ACT Composite	28

Hide **College Information**

Verified Cumulative College GPA /4.0

Hide **Transcript Information**

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 No file is currently uploaded.

Electronic transcript not available

- Scroll down to enter additional information.
- Either complete the pertinent fields and check the “electronic transcript not available” box, or upload the current transcript.
- Click Save.

Submitting the Transcript



The screenshot shows the Dollars for Scholars website interface. The 'My Information' section contains a form with the following details:

First Name	Test Counselor
Last Name	Counselor-Last
E-mail address	deb08@scholarshipamerica.org
Mailing Opt Out	No

The 'My Students' section contains a table with one student record:

Legal First Name	Legal Last Name
Debtest	Debtest

Below the table are three buttons: 'Edit Transcript Information', 'Submit Transcript' (circled in blue), and 'Add Appraisal'. An arrow points from the text box on the right to the 'Submit Transcript' button.

- After saving the transcript information, you'll be brought back to this page.
- To complete the process, click the "Submit transcript" button.

Submitting the Transcript



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

Submit Transcript Information

Submit **Cancel**

First Name: Test Counselor
Last Name: Counselor-East
E-mail address: deb09@scholarshipamerica.org
Mailing Opt Out: No

My Students

Please complete the following verifications: This will be used to support/verify information previously supplied by the student. Once you have completed the required information, you must click the "Submit Transcript" button to complete the action. Showing 1 record(s)

Legal First Name	Legal Last Name
Debra	Debra

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- When you hit the “Submit Transcript” button, this box will appear.
- Check the box, then click “Submit” to complete the process.
- Once you click “Submit” you will be able to review the information, but you cannot make changes.
- After submitting, you will receive a confirmation email.

Reviewing the Information

The screenshot shows a web browser window with the URL http://public.dollarsforscholars.org/index.php?option=com_content&view=article&layout=edit. The page title is "Scholarship America Chapterlet". The main content area contains the following information:

We need you to verify the academic information about this applicant. Please use a current copy of the student's transcript to provide the following. Please complete the appropriate GPA and test score section for this student based on the information you have access to.

General Information	
Applicant class rank	25
Applicant Class Size	200

High School Information	
Verified Cumulative High School GPA	3.10/4.0

Transcript Information

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	
Electronic transcript not available	<input type="checkbox"/>

A blue circle highlights the "Download" button in the Transcript section, and a black arrow points from the text on the right to this button.

- This is what the counselor will see when they go back to review the information for the student.
- If you need to see the transcript that you submitted, click "Download."
- If you wish to make changes to the submitted information, email:
dollarsforscholars@scholarshipamerica.org