References & Recommendations

Jordan-Elbridge
Dollars for SCHOLARS®
A Program of Scholarship America®

STEP-BY-STEP GUIDE ON REFERENCES AND RECOMMENDATIONS USING THE ONLINE STUDENT PROFILE

Scholarship AMERICA®
Because College Doesn't Happen by Chance ®

Reference Email & Link

From: Scholarship America [dollarsforscholars=scholarshipamerica.org@sendgrid.me] on behalf of Scholarship America [dollarsforscholars@scholarshipamerica.org]

Sent: Tue 4/3/2012 11:32 AM

To: Paul Germscheid

Cc:

Subject: Another Student requested information for a Scholarship America Application

Paul Germscheid

A student, Test twentysix, has named you as a reference for a Scholarship America. You have been a reference in the past so your account is still open.

Please click on the link below, or copy and paste the URL below in your browser.

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 "forgot password".

http://public.dollarsforscholars.org/index.php?
section=referenceHome&action=home&autologinKey=3f844b7f5c1278838493d646d0e734e2.5.c1e58661d1dc78a6d4e1a1d460f21be7.1419874335

- As a reference, you have received this email with instructions. (If you did not receive this email, please check your spam folder.)

- The reference must click on the link provided in the email (or copy and paste the text) in order to submit the proper information.

Reference Log-in Page

- The link provided in the email will send the reference 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 a Recommendation

Upon logging in, to add a recommendation, select 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.

Submitting a Recommendation

- After clicking Save, you will be returned to this screen.

- To complete the process, click on "Submit Recommendation"

- After submitting, you will receive a confirmation email.