Counselor Portion of the Student Profile
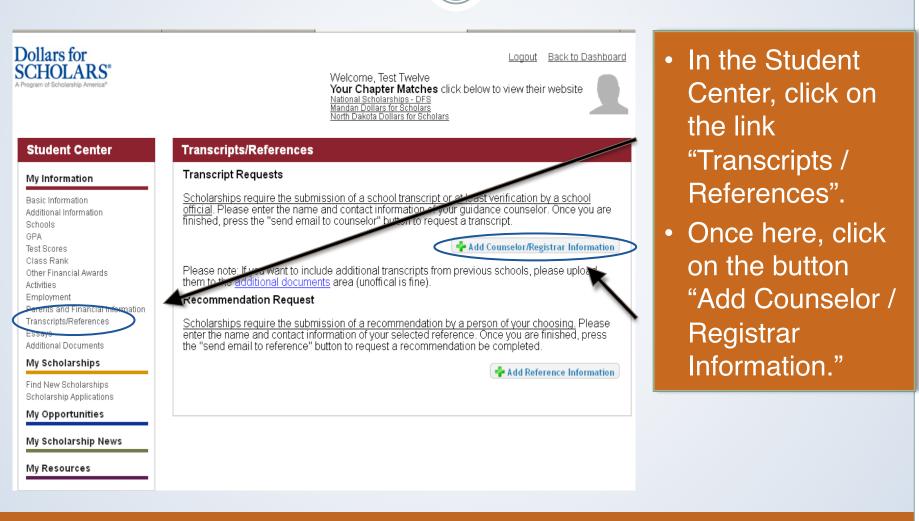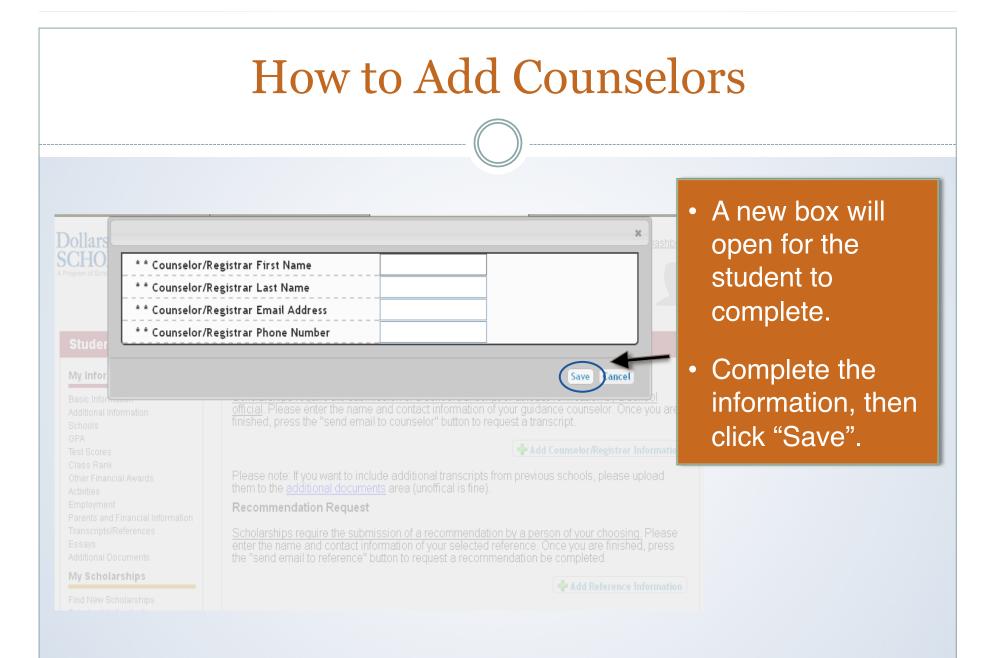
HOW STUDENTS CAN REQUEST AND COUNSELORS CAN COMPLETE TRANSCRIPT INFORMATION.

Scholarship AMERICA®

Because College Doesn't Happen by Chance ®

How Students Connect with Counselors

- In the Student Center, click on the link "Transcripts / References".
- Once here, click on the button "Add Counselor / Registrar Information."

How to Add Counselors

- A new box will open for the student to complete.

- Complete the information, then click "Save".

Requesting Transcript Information

- The counselor information will now appear on the Transcript / References page.

- Click on the button "Request Transcript Information." (This will prompt an email to be sent to the counselor with instructions.)

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 Germscheid

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.

- The counselor will now receive an 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 in order to submit the proper information.

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Counselor Log-in Page

- The link provided in the email will send the counselor to the log-in page.

Adding the Transcript

- After logging in, click on the link Add Transcript Information."

Adding the Transcript

- Enter the information in the boxes.

Adding the Transcript

- 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

- After saving the transcript information, you'll be brought back to this page.
- Submit the transcript.

Submitting the Transcript

- 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

- 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