

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

The screenshot shows the Dollars for Scholars website interface. At the top left is the logo "Dollars for SCHOLARS® A Program of Scholarship America®". At the top right are links for "Logout" and "Back to Dashboard". Below the logo, a welcome message reads "Welcome, Test Twelve" followed by "Your Chapter Matches" and a list of matches: "National Scholarships - DFS", "Mandan Dollars for Scholars", and "North Dakota Dollars for Scholars". A user profile icon is shown to the right. The main content area is divided into two columns. The left column, titled "Student Center", contains a list of links: "My Information", "Basic Information", "Additional Information", "Schools", "GPA", "Test Scores", "Class Rank", "Other Financial Awards", "Activities", "Employment", "Parents and Financial Information", "Transcripts/References", "Essays", and "Additional Documents". The "Transcripts/References" link is circled in blue. The right column, titled "Transcripts/References", contains two sections. The first section, "Transcript Requests", includes a paragraph about submitting transcripts and a button labeled "+ Add Counselor/Registrar Information". The second section, "Recommendation Request", includes a paragraph about submitting recommendations and a button labeled "+ Add Reference Information". Arrows point from the circled "Transcripts/References" link in the left column to the "Add Counselor/Registrar Information" button in the right column.

Student Center

My Information

- Basic Information
- Additional Information
- Schools
- GPA
- Test Scores
- Class Rank
- Other Financial Awards
- Activities
- Employment
- Parents and Financial Information
- Transcripts/References**
- Essays
- Additional Documents

My Scholarships

- Find New Scholarships
- Scholarship Applications

My Opportunities

My Scholarship News

My Resources

Transcripts/References

Transcript Requests

Scholarships require the submission of a school transcript or at least verification by a school official. Please enter the name and contact information of your guidance counselor. Once you are finished, press the "send email to counselor" button to request a transcript.

+ Add Counselor/Registrar Information

Please note: If you want to include additional transcripts from previous schools, please upload them to the [additional documents](#) area (unofficial is fine).

Recommendation Request

Scholarships require the submission of a recommendation by a person of your choosing. Please enter the name and contact information of your selected reference. Once you are finished, press the "send email to reference" button to request a recommendation be completed.

+ Add Reference Information

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

How to Add Counselors

The screenshot shows a web application interface for 'Dollars to Scholars'. A modal window titled 'Add Counselor/Registrar Information' is open, displaying a form with four input fields: 'Counselor/Registrar First Name', 'Counselor/Registrar Last Name', 'Counselor/Registrar Email Address', and 'Counselor/Registrar Phone Number'. Below the fields are 'Save' and 'Cancel' buttons. An arrow points to the 'Save' button. The background shows a sidebar with navigation links like 'My Information', 'Basic Information', 'Additional Information', 'Schools', 'GPA', 'Test Scores', 'Class Rank', 'Other Financial Awards', 'Activities', 'Employment', 'Parents and Financial Information', 'Transcripts/References', 'Essays', 'Additional Documents', 'My Scholarships', and 'Find New Scholarships'. The main content area contains instructions for adding a guidance counselor and a section for 'Recommendation Request' with a link to 'Add Reference Information'.

** Counselor/Registrar First Name	<input type="text"/>
** Counselor/Registrar Last Name	<input type="text"/>
** Counselor/Registrar Email Address	<input type="text"/>
** Counselor/Registrar Phone Number	<input type="text"/>

- A new box will open for the student to complete.
- Complete the information, then click "Save".

Requesting Transcript Information

**Dollars for
SCHOLARS®**
A Program of Scholarship America®

[Logout](#) [Back to Dashboard](#)

Welcome, Test Twelve
Your Chapter Matches click below to view their website
[National Scholarships - DFS](#)
[Mandan Dollars for Scholars](#)
[North Dakota Dollars for Scholars](#)

Student Center

My Information

Basic Information
Additional Information
Schools
GPA
Test Scores
Class Rank
Other Financial Awards
Activities
Employment
Parents and Financial Information
Transcripts/References
Essays
Additional Documents

My Scholarships

Find New Scholarships
Scholarship Applications

My Opportunities

My Scholarship News

My Resources

Transcripts/References

Transcript Requests

Scholarships require the submission of a school transcript or at least verification by a school official. Please enter the name and contact information of your guidance counselor. Once you are finished, press the "send email to counselor" button to request a transcript.

[Edit Counselor/Registrar Information](#) [Request Transcript Information](#)

* Counselor/Registrar First Name	Jim
* Counselor/Registrar Last Name	Spring
* Counselor/Registrar Email Address	paulg3@scholarshipamerica.org
* Counselor/Registrar Phone Number	123-123-1234

Please note: If you want to include additional transcripts from previous schools, please upload them to the [additional documents](#) area (unofficial is fine).

Recommendation Request

Scholarships require the submission of a recommendation by a person of your choosing. Please enter the name and contact information of your selected reference. Once you are finished, press the "send email to reference" button to request a recommendation be completed.

[+ Add Reference 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]
To: Paul Gernscheid
Cc:
Subject: Another Student requested information for a Scholarship America Application

Sent: Wed 3/14/2012 2:19 PM

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.

Counselor Log-in Page

Dollars for SCHOLARS
A Program of Scholarship America®

Counselors: Welcome to the Dollars for Scholars Student Center

If you already have an account, enter your email address and password below to login. If you do not remember your password, please click "Forgot Password?" to retrieve your password.

To receive an account, you must first receive an email request from a student in the system. Please talk with your students to see if they have created an account for themselves to begin accessing available scholarships.

Counselor Login

E-mail address

Password

[Login](#)

[Forgot Password?](#)

Parents
Parents: [Click Here to Log In](#)

Students
Students: [Click Here to Log In](#)

References
References: [Click Here to Log In](#)

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

Adding the Transcript



Mozilla Firefox

File Edit View History Bookmarks Tools Help

ChapterNet x Scholarship A... x Dollars for Sch... x Scholarship A... x http://...erLogin x Email Marketin... x Scholarship A... x ChapterNet Iss... x http://...n=home x

public.dollarsforscholars.org/index.php?section=counselorHome&action=home

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Logout

My Information

Please review and edit the following demographic information, if needed.

Updated 02/01/2012 by Test Counselor Counselor-Last [Edit](#)

First Name	Test Counselor
Last Name	Counselor-Last
E-mail address	deb08@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 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
Michelle	Yu

[+ Add Transcript Information](#)

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start ChapterNet Help... Mozilla Firefox Document2 - M... 10:24 AM

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

Adding the Transcript



Mozilla Firefox

File Edit View History Bookmarks Tools Help

ChapterNet x Scholarship A... x Dollars for Sch... x Scholarship A... x http://...erLogin x Email Marketin... x Scholarship A... x ChapterNet Iss... x http://...n=home x +

public.dollarsforscholars.org/index.php?section=counselorHome&action=home

Logout

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

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- Enter the information in the boxes.

Adding the Transcript

The screenshot shows the Dollars for Scholars website interface in a Mozilla Firefox browser. The page is titled "Dollars for Scholars" and includes a sidebar with "My Information" and "My Student" sections. The main content area has three expandable sections: "SAT Information", "College Information", and "Transcript Information". The "Transcript Information" section is expanded, showing instructions for uploading a transcript PDF. Below the instructions, there are two options: "Transcript" (with a "No file is currently uploaded." message and an "Upload File" button) and "Electronic transcript not available" (with a checked checkbox). At the bottom of the form, there are "Save" and "Cancel" buttons. A blue circle highlights the "Save" button, and a black arrow points to it from the instructions box. Another black arrow points from the "Electronic transcript not available" checkbox to the instructions box.

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. Upload File

Electronic transcript not available ☒

Save Cancel

- 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



Mozilla Firefox

File Edit View History Bookmarks Tools Help

ChapterNet : ... x Scholarship A... x Dollars for Sch... x Scholarship A... x http://...erLogin x Email Marketin... x Scholarship A... x ChapterNet Iss

public.dollarsforscholars.org/index.php?section=counselorHome&action=home&autologinKey=700338f7ea4829964c01a6c2f219c16d.4.b4e3c9r ☆ Google

Dollars for SCHOLARS
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Logout

My Information

Please review and edit the following demographic information, if needed.

Updated 02/01/2012 by Test Counselor Counselor-Last [Edit](#)

First Name	Test Counselor
Last Name	Counselor-Last
E-mail address	deb08@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 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	Edit Transcript Information	Submit Transcript	Add Appraisal
Debtest	Debtest			

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

Submitting the Transcript

Mozilla Firefox

File Edit View History Bookmarks Tools Help

ChapterNet : ... x Scholarship A... x Dollars for Sch... x Scholarship A... x http://...erLogin x Email Marketn... x Scholarship A... x ChapterNet Iss... x http:

public.dollarsforscholars.org/index.php?section=counselorHome&action=home&autologinKey=700338f7ea4829964c01a6c2f219c16d.4b4e3c9x Google

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Logout

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-Last

E-mail address deb08@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 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
Debtst	Debtst

Edit Transcript Information Submit Transcript Add Appraisal

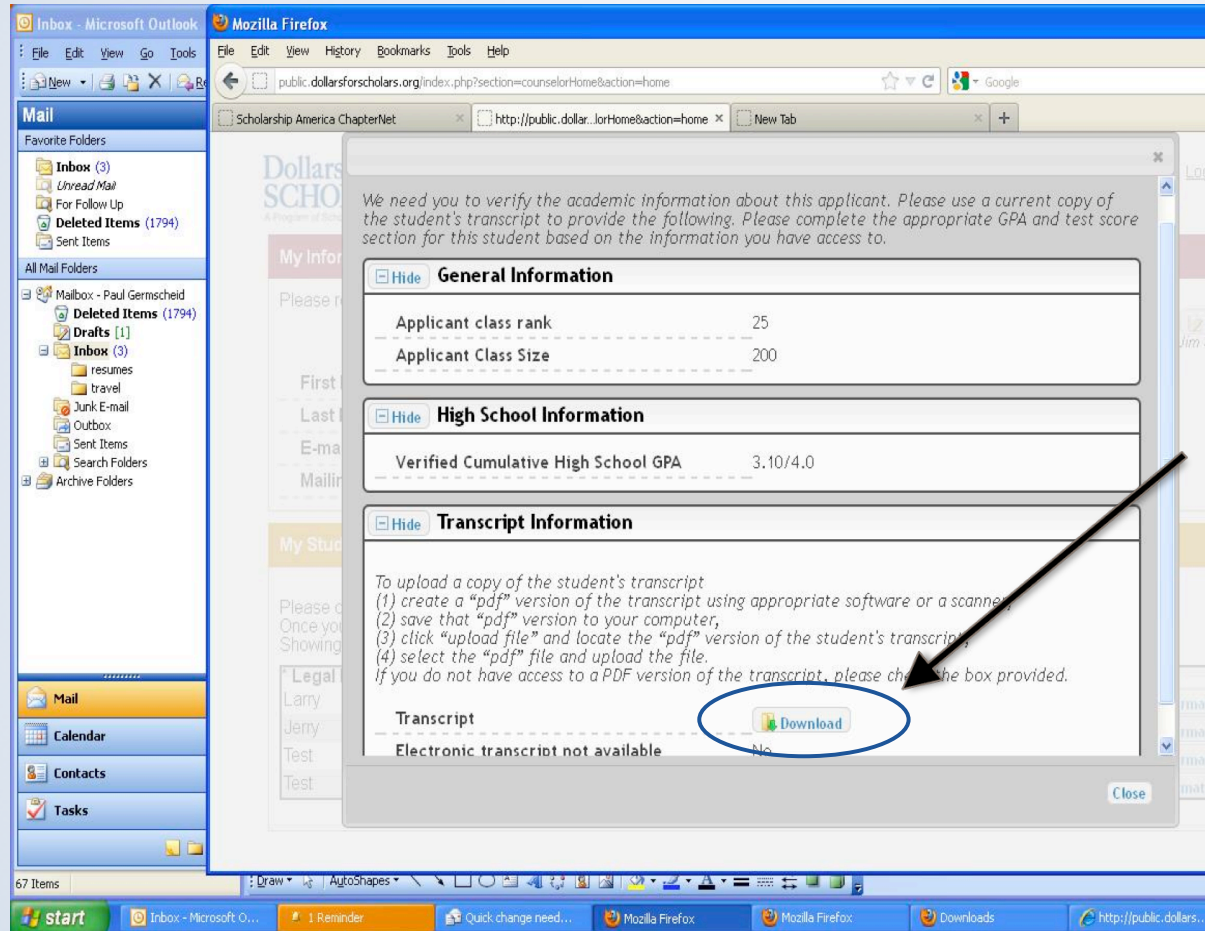
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start ChapterNet Help... Microsoft Access... Mozilla Firefox Document1 - Mi...

- 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