

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



Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

From: Scholarship America <support=scholarshipamerica.zendesk.com@civicore.com> on behalf of Scholarship America <support@scholarshipamerica.zendesk.com> Sent: 10/22/14 10:00 AM
To: Paul Germscheid
Cc:
Subject: One of your students requested information for a Scholarship America Application

Dear Test Counselor --

A student from your school, **test number 2**, has registered on the Scholarship America-Dollars for Scholars scholarship program web site. Please contact the student and let them know you are their school counselor/registrar.

Please click on the link below, or copy and paste the URL below in your browser, to visit the site and view their profile and upload a copy of their most recent transcript information.

When you open the link you will be asked to create your own unique password (*be aware that the password is entered via a popup*). Please read the instructions for completing this task. [please click here](#)

<https://public.dollarsforscholars.org/index.php?section=counselorHome&action=home&autologinKey=02afcddb6505398a4452fd383335d84.4.105cf4a4efb08df9a6de750d1decc>

The system does not support Internet Explorer 6. If you are currently using IE6, please [upgrade your system](#) before following the link.

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

Scholarship America®
Dollars for SCHOLARS®

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](#)

Students
Students: [Click Here](#)

References
References: [Click Here](#)

Support

- The link provided in the email will send you to the log-in page.
- If this is your first request, you will need to log in with the temporary password that was included in the email you received.
- If you have already completed other requests in the past, you can log in using the password you created at that time.

- If you don't remember your password, click the [Forgot Password?](#) link to reset it.

Adding the Transcript

Scholarship America®

Dollars for
SCHOLARS®



[Logout](#)

My Information

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

NOTE: If you have any questions about this process or are running into any issues, please click on the gray Support tab on the left side of the screen to send us a help ticket with the details of your issue/question.

[edit](#)

Updated 02/27/2014 by Gary Johnson

First Name	Gary
Last Name	Johnson
E-mail address	dbearth5@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	* Birthdate (mm/dd/yyyy)	Add Transcript Information
Jeffrey	Lebowski	10/10/1990	

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

Adding the Transcript

Please include all the information you have in the fields below. If you don't have the information any specific field is asking for, you can leave it blank. You may need to scroll down to see all the fields.

Hide General Information

Does your school rank students?	-- Select -- ▾
What system does your school use to rank students?	-- Select -- ▾
Applicant class rank [?]	<input type="text"/>
Applicant Class Size	<input type="text"/>

Hide Middle School Information

Verified Middle School GPA /4.0

Hide High School Information

Verified Cumulative High School GPA	<input type="text"/> /4.0
Verified Weighted GPA [?]	<input type="text"/>
SAT Math	<input type="text"/>
SAT Reading	<input type="text"/>
SAT Writing	<input type="text"/>
ACT Composite	<input type="text"/>

- Enter as much of the information in the boxes as you are able.
- Please note you will need to scroll down to get to all the fields

Adding the Transcript

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

- At the bottom of the form you can either upload the transcript or check the box to indicate there isn't one available

- When complete, click the Save and Submit Transcript Information Now button.
- If you need to exit and come back later to complete, hit the Save and Submit Transcript Later button to save your progress for now and complete later.

Submitting the Transcript

A screenshot of a web form. At the top, there is a navigation bar with links for 'Student', 'Sandbox', 'Portal', 'Zimbra', 'Dev Admin', 'Dev Public', and 'DPS Contacts'. Below this is a modal dialog box with a close button (X) and a 'Logout' link. The dialog contains the text: 'To submit the transcript information, please check the box below. Once you check this box, you are no longer able to edit this information.' Below the text is a checkbox labeled '* Submit Transcript Information' which is checked. An arrow points to the checked box. At the bottom right of the dialog are two buttons: 'Submit' and 'Cancel'. The 'Submit' button is circled in red. Below the dialog, there is a faint text prompt: 'Please review and edit the following demographic information, if needed.'

- When you hit the “Save and Submit Transcript Information Now” 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



specific field is asking for, you can leave it blank. You may need to scroll down to see all the fields.

Hide High School Information	
SAT Math	400
SAT Reading	400
SAT Writing	400
ACT Composite	24

Hide Transcript Information	
<i>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.</i>	
Transcript	Download
Electronic transcript not available	No

- This is what you see when you go back to review the information for the student.
- If you need to see the transcript that you submitted, click "Download."
- If you need to make changes, please click on the grey Support tab on the left side of the screen to send us a help ticket. Be sure to include the student's name whose info needs to be updated.

Support