References & Recommendations

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

Dear Bill McNeil,

A student, Jeffrey Lebowski, has requested that you complete a reference for him/her for Scholarship America Dollars for Scholars scholarships.
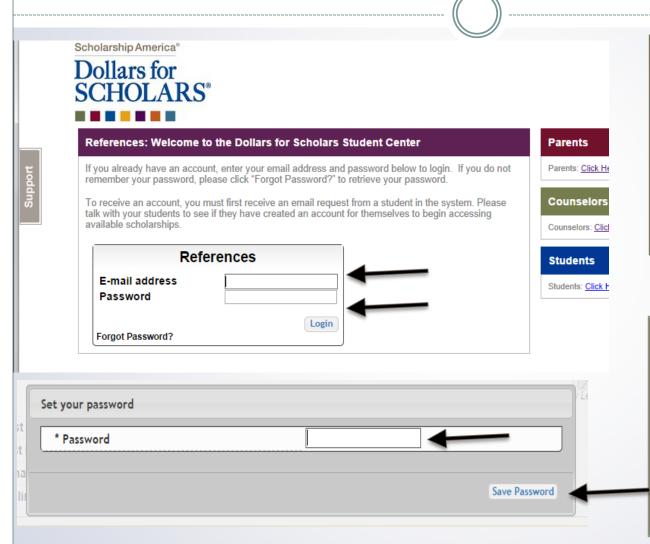
Please click on the log in link and use the information below to get into your account. [If the link is not active, you will need to copy/paste the url into your browser] When you first log in with the temporary password, you will be prompted with a popup asking you to set your password at which point you can set it to whatever you wish.

Link to login: https://public.dollarsforscholars.org/index.php?section=referencesLogin&action=home

Email: : dbearth5@scholarshipamerica.org
Temporary Password: 792f0da2e25fe4b4ab67

- When a student lists you as his/her counselor, you will receive an email with a link to the log in page and your login info.
- Click on the link provided to get to the reference log in page.

Reference Log-in Page

- The link in the email will bring you here to the log in page. Enter your email and the temporary password given in the email and click Login.

- After clicking the Login button, you will be prompted to set your password. Enter the password you would like to use and click the Save Password button.

Adding a Recommendation

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 a recommendation for the following student(s). Click the "Add Recommendation" button and follow the instructions detailed there. Once you have completed the recommendation, you must click the "Submit Appraisal" button to complete the action.

48634

* Legal First Name	* Legal Last Name	* Birthdate (mm/dd/yyyy)	
Jeffrey	Lebowski	10/10/1990	➕ Add Recommendation

After logging in, click the Add Recommendation button.

Submitting a Recommendation

Please select the most appropriate response to best describe what you know about the applicant. In the narrative section at the bottom, you may type your response, or copy and paste from another document.

The applicant's choice of postsecondary education program is	-- Select --
The applicant's achievements reflect his/her ability	-- Select --
The applicant's ability to set realistic and attainable goals is	-- Select --
The quality of the applicants commitment to school and community is	-- Select --
The applicant is able to seek, find, and use learning resources	-- Select --
The applicant demonstrates curiosity and initiative	-- Select --
The applicant demonstrates good problem solving skills, follows through, and completes tasks	-- Select --
The applicant's respect for self and others is	-- Select --
Comments about applicant (do not name student)	

Save and Submit Appraisal Now   Save and Submit Appraisal Later   Cancel

- 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.)
- NOTE: Do NOT name the student in your comments
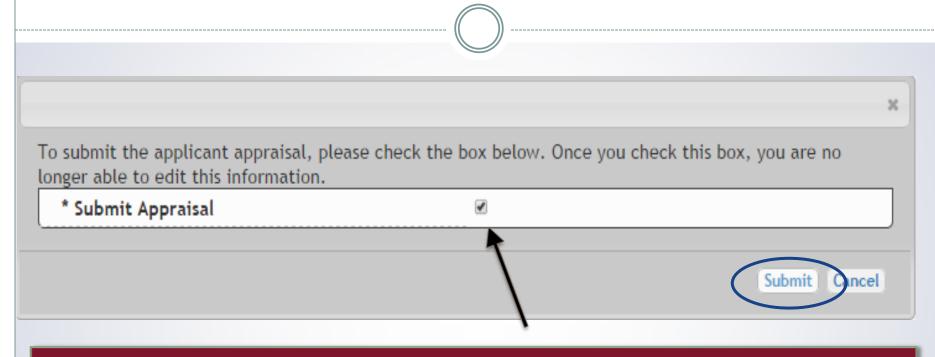
- When complete, click on the Save and Submit Appraisal Now button.
- If you need to come back to finish later, click the Save and Submit Appraisal Later button.
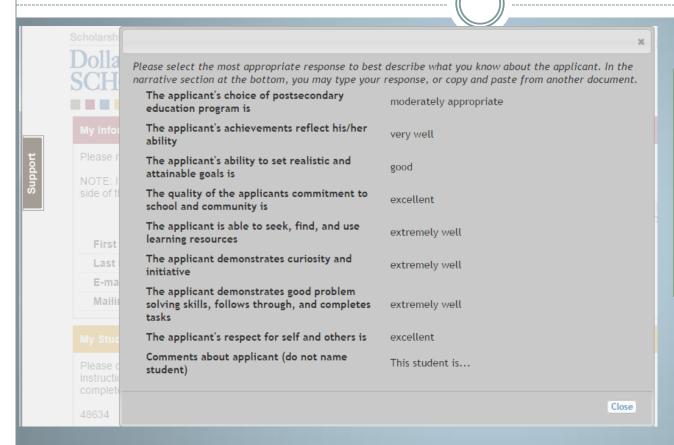
Submitting a Recommendation

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

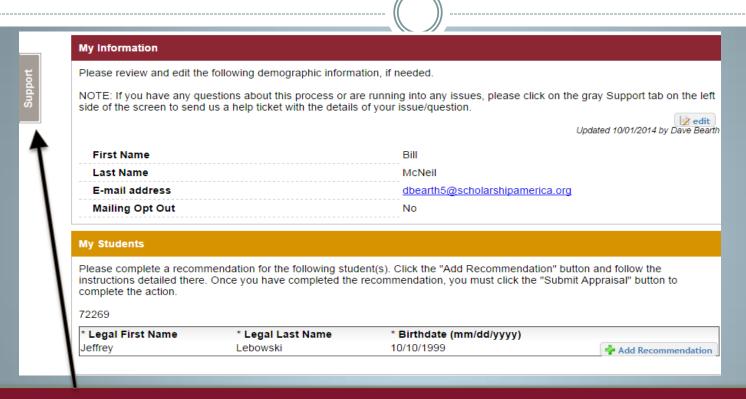| * Submit Appraisal	☑

Submit   Cancel

- 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

Please select the most appropriate response to best describe what you know about the applicant. In the narrative section at the bottom, you may type your response, or copy and paste from another document.

The applicant's choice of postsecondary education program is	moderately appropriate
The applicant's achievements reflect his/her ability	very well
The applicant's ability to set realistic and attainable goals is	good
The quality of the applicants commitment to school and community is	excellent
The applicant is able to seek, find, and use learning resources	extremely well
The applicant demonstrates curiosity and initiative	extremely well
The applicant demonstrates good problem solving skills, follows through, and completes tasks	extremely well
The applicant's respect for self and others is	excellent
Comments about applicant (do not name student)	This student is...

Close

- This is what you see when you go back to review the information for the student.

Questions? Issues?

- If at any point you have any questions, run into any issues or need to change the info you submitted please click on the grey Support tab on the left hand side of the page. A form will pop up for you to fill in the details of your question/issue and upon submission will be sent into our help desk. We will get back to you as soon as possible.