York City Dollars For Scholars ChapterNet Student Profiles

Creating Your
Student Scholarship Profile

Adapted from presentation by
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Scholarship
AMERICA®
Because College Doesn't Happen by Chance®

Introduction

Use this Guide to:
1. Learn how to access the student profiles section of the YCDFS website
2. Learn the parts of the student profile
3. View the parent, counselor and reference views and learn how to request them

Scholarship
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"How Can I Get A Scholarship?"

Scholarship opportunities through our chapter are listed on our website. Complete a FREE online profile to find out for which chapter scholarships you are eligible AND as a bonus, you'll receive a list of some additional scholarships from across the nation that you may also be eligible for.

You will only need to complete one scholarship profile. It becomes your basic application for any of the scholarships listed on this site for which you are elibgible. ONE PROFILE – MULTIPLE OPPORTUNITIES.

As a registered student, you will also receive notification and feedback regarding scholarship deadlines, requirements, and the status of your applications. Registered students also receive access to exclusive financial aid and college success resources.

We provide this handout to help you complete your online profile. Please see your guidance counselor if you need further assistance, or contact the Chair of the Awards Committee of York City Dollars For Scholars by email: **ycdfs1@gmail.com**.

Student Access
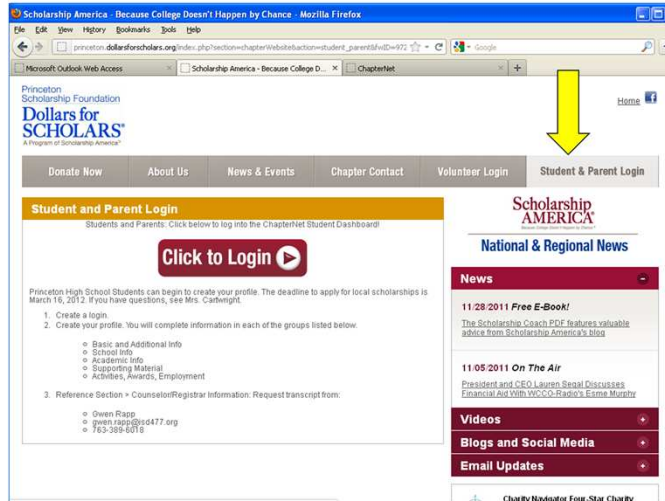
☐ Click on the Student & Parent Login tab on the right hand side of the chapter website

Student Access

- To initiate a profile, students click here

- Once established, students log in here

To Students At William Penn Senior High School: We strongly recommend that you use the same log-in name and password that you have used on the school district's other student/family web-sites and for the College Board. This will reduce the problems of remembering your login and password.

Student Access

□ Students start by identifying their school.

□ Notice how we include homeschool students

Type the name of your high school OR the city in which it is located into the "search" line. You do not need to complete each of the blanks in the line.

Find the name of the high school from which you will graduate in the list that appears (see sample above).

Click "Choose this school"

Student Access

Step 2: Fill Out Your Basic Information

* - Required field

Submit Cancel

- * * Legal First Name
- * * Legal Last Name
- * * Primary State or Province
- * * Primary City — Search
- Primary City (if not found in above list)
- * Primary County
- * * ZIP or Postal Code
- * * Which school district do you reside in? — Search
- * * Email Address
- * Confirm Email Address
- * Race
- * Ethnicity

* * I understand that my online profile contains confidential personal data. I hereby authorize Dollars for Scholars to review the information in my profile for the purpose of determining my eligibility for scholarships. I also understand and agree that Dollars for Scholars may transfer, store and process my profile data in any of its offices in conjunction with the selection process for a scholarship. I verify that I have read, understand, and agree to the guidelines for this program. By registering for an account, I consent to the statement above and to the guidelines for the Dollars for Scholars program.

- ❏ Students complete the preliminary profile.

- ❏ Once this is complete, the students then receive an email to verify their profile and create a password

One important note: To be matched as eligible for York City Dollars For Scholars scholarship funds, you must live within the boundaries of York City and the School District of the City of York. Please be sure to answer the question about which school district you reside in, even if you are attending a different Pennsylvania public school.

Student Dashboard
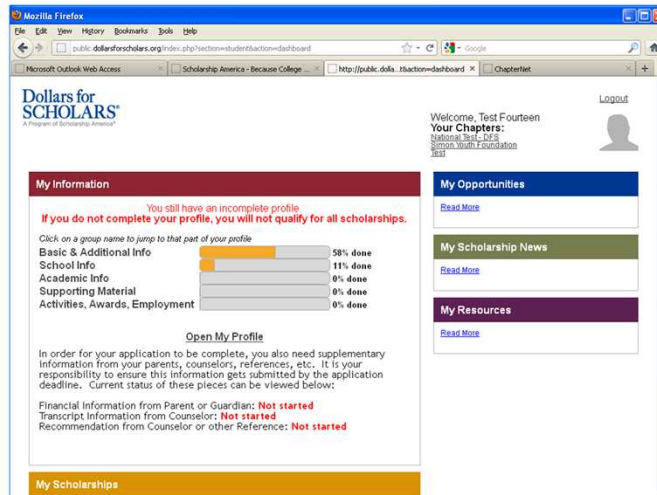
When you've registered on the site, your "dashboard" will appear. It is a web-page that summarizes how much of your scholarship profile you have completed and that links you to the profile pages and other information.

Student Profile

The "menu" under the heading, Student Center, allows you to move back and forth from page to page within your profile easily.

As you click on a menu item, the appropriate information will appear on the right hand side of the page. To add new info or to change something you've entered previously, click the "Edit This Information" button and use the textbox fields to make the appropriate changes. Don't forget to look for the "submit" or "save" button before leaving a page on which you've made additions or changes.

Student Profile

☐ Double starred (**) items are required to complete a section

☐ Single starred (*) are part of the dashboard status bars

This is the "Basic Information" page – start there.

This is "Additional Information" page of your profile. Remember that you must answer any item with a double asterisk (**).

The "Schools" page will ask you to summarize your current grade level, where you go to high school, and some information about the status of your college application(s) and expectations.

The first college question asks about your "application status." You may only select one of the following answers:

"Not Yet Applied" – if you haven't applied to any colleges or post-secondary schools

"Applied" – if you have applied to at least one college or post-secondary school and if none of the other answers apply

"Accepted/Attending" – if one of the places to which you've applied has offered you admission AND if you have agreed to attend that institution

"Waiting List" – if you have heard from all of the schools and the best offer to you is to put you on the "wait list"

"Denied" – if you have been specifically rejected by all of the places to which you've applied

"Other" – if none of the above apply, you should choose "other" and give a brief explanation in the accompanying text box.

Student Profile

Please note: Please be as accurate as is possible. The information that you enter will be compared with the information on your transcript when it becomes available to us from your guidance counselor.

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Student Profile

When you see a blue circle with a question mark inside, please scroll the cursor over the circle without clicking. You'll see a pop-up box with clarifying information.

Note that you should complete the requested information for each activity in which you've participated. After completing one activity description, click the "Save and Add Additional Activity" button at the bottom of the screen, until you've added all of your activities. Then click "save" to be sure to keep the last activity entered.

Each activity will be "scored." Please be complete. You will be asked the start and end dates of each activity. Please make a best guess – the exact day isn't important so long as we can see the approximate length of time (in weeks or months).

Make a reasonable estimate of the "Total Hours Spent On The Activity Per Year." If your involvement changed from year to year, estimate the annual average.

Student Profile

Just as on the "Activity" page, use this template to enter the information for one employment situation. If you have worked in more than one situation, use the "Save and Add Another" button at the bottom of the page.

Each employment situation will be "scored." Please be complete. You will be asked the start and end dates of each position that you list. Please make a best guess – the exact day isn't important so long as we can see the approximate length of time (in weeks or months).

Make a reasonable estimate of the "Hours Per Week." If your "Hourly Rate" for a specific position has changed over time, list the most recent rate.

Please note: This information is important. Unless you are an "emancipated minor," your parent/guardian should provide the information.

We strongly encourage you and your family to file a Free Application For Federal Student Aid (FAFSA) – expected by nearly every college or post-secondary school if you are seeking financial aid. See your Guidance Counselor for assistance if you are unfamiliar with the FAFSA.

If your parent/ guardian does not have access to email, please discuss with your Guidance Office how they can help you have this information completed.

YOUR APPLICATION WILL NOT BE "COMPLETE" WITHOUT THIS INFORMATION AND CANNOT BE CONSIDERED WITHOUT IT.

You must list a counselor and his or her email so that your school can enter transcript information into your profile.

You must also list a reference (it is good practice to speak with that person first) and his or her email address. Your reference will be asked (by email) to complete a brief questionnaire about you.

YOUR APPLICATION WILL NOT BE COMPLETE WITHOUT THIS INFORMATION FROM YOUR GUIDANCE OFFICE AND YOUR REFERENCE. PLEASE GIVE THEM SUFFICIENT TIME TO COMPLETE THE INFORMATION – DON'T WAIT UNTIL THE DAY BEFORE THE APPLICATION IS DUE.

After you have sent the request through the application site, you will be able to see on your Dashboard whether the information has been completed.

Student Profile

Essays

You must provide a response to the first Essay on Goals and Aspirations.

We recommend that you refer to such items as:

- your possible major,
- what level of post-secondary education you hope to complete, and
- your career aspirations related to your educational goals and aspirations.
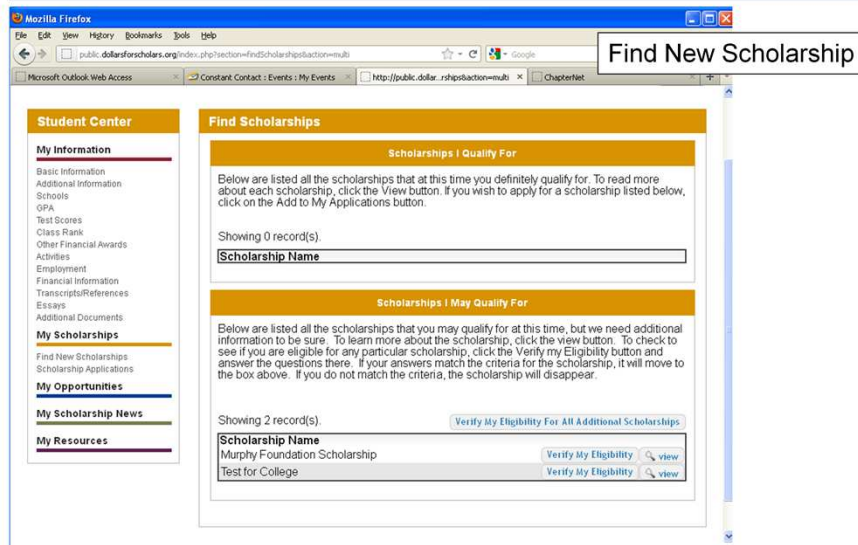
On the Dashboard, you'll see the "My Scholarships" section of the menu. If you click the "Find new Scholarships" link, this important page will appear.

In order to be listed as an "applicant" for any scholarship that is listed, you'll need to do one of two things:

- If it is listed in the top section, please click "Add to My Applications." You can do this before finishing your application.

- If it is listed in the bottom ("May Qualify For"), click on the "Verify My Eligibility" button and respond to any questions that appear. For these scholarships, there are additional eligibility requirements. Based on your responses, the web system will be able to determine if you are eligible to apply. If so, it will move the listing into the top section of this page and you will have to click "Add to My Applications" to become an active applicant.

People across the nation are adding scholarship information into the Scholarship America online system regularly. It is worth your while to revisit this page periodically to refresh the list of possible scholarships – especially the "Verify My Eligibility for Additional Scholarship" button.

Student Profile

The "Scholarship Applications" button in the "My Scholarships" menu will allow you to see the status of your application(s) – those for which you still need to submit further information and those for which you have completed the application.
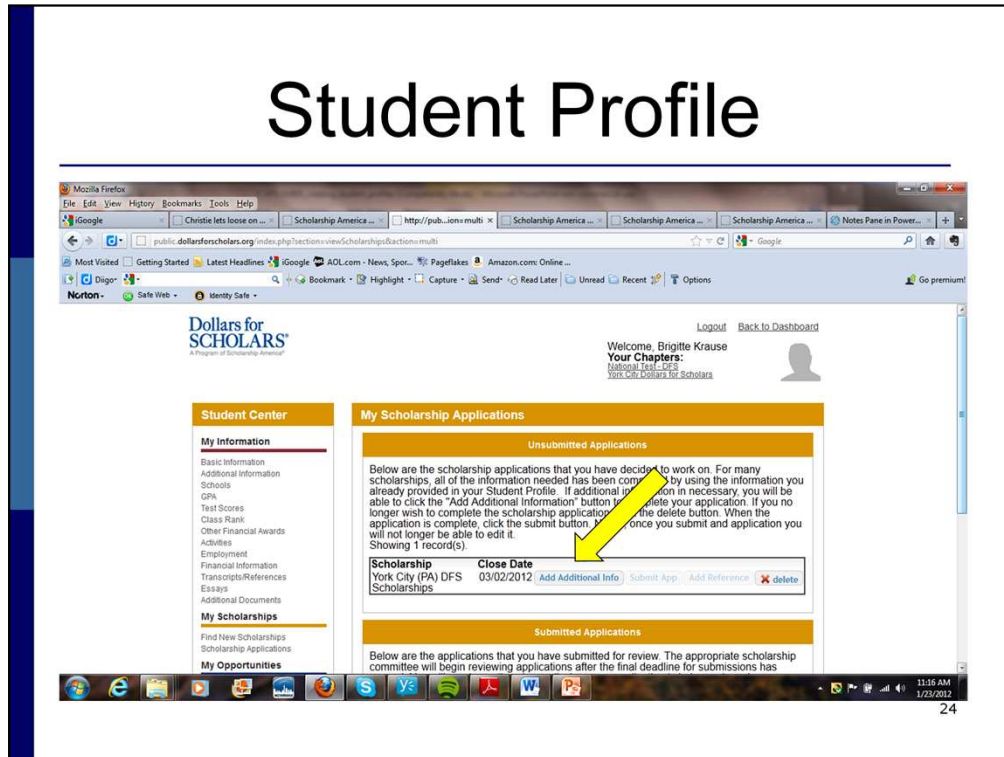
Before submitting your application for any scholarship, click to "Add Additional Information" if this box appears. These are questions that have been added to the basic application form that you must also answer for your application to be complete.

FOR YORK CITY DOLLARS FOR SCHOLARS APPLICATIONS, the "Add Additional Information" button will bring you to several questions related to the colleges to which you've applied and several other questions related to the different sources of funding that we may be able to use to give you a scholarship. IT IS VERY IMPORTANT THAT YOU COMPLETE THESE QUESTIONS.
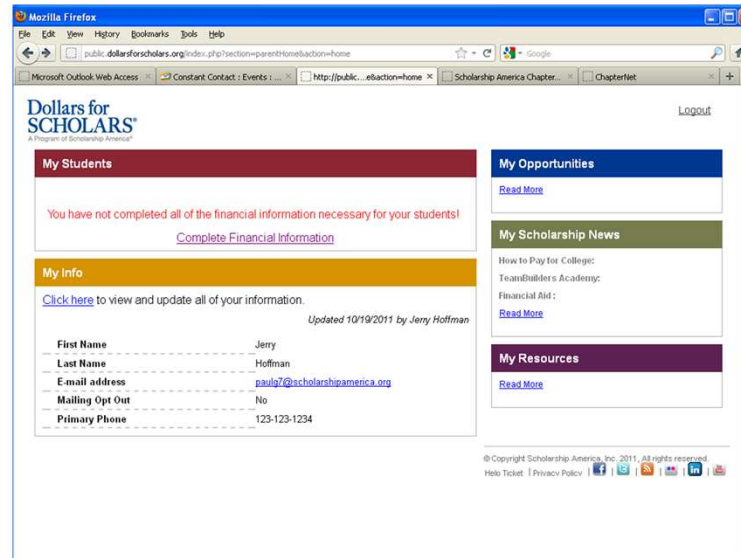
Your parent will also be able to use the web-site to review this information. They will need to create a simple profile registration to do so.

Your parent will need an email separate from the one you have used to create your own student profile. If your parent does not have an email address, please discuss with your Guidance Office how to get one.

PARENTS SHOULD NOT USE THE SAME LOG-IN AND PASSWORD THAT THEIR CHILD HAS USED TO CREATE A STUDENT PROFILE.

This is the financial information screen that a parent/guardian will be asked to complete when they receive an email from the website. Don't forget to scroll down to see a few more questions.

REMEMBER, YOUR APPLICATION WILL NOT BE "COMPLETE" UNTIL THIS INFORMATION IS SUBMITTED.

When emailed, your counselor will see this screen and the next one.

Counselor view

When emailed, your reference will see this page and will be asked to complete the information on the next slide.

Reference view

Questions?

□ If you need assistance while completing your student profile, please ask your Guidance Office for help.

□ If your Guidance Office is unable to assist you, please contact Awards Committee Chair of York City Dollars For Scholars, email: **ycdfs1@gmail.com**

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