

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



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 Gemscheid
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.

- As a counselor you have received this 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 (or copy and paste the entire text) in order to submit the proper information.

Counselor Log-in Page



- The link provided in the email will send the counselor to the log-in page.
- If it is the first time, they will need to create a password.
- If the person has been a reference in the past, he/she will already have an account set up and can log in here.

Adding the Transcript



The screenshot shows the Dollars for Scholars website interface. The top navigation bar includes the logo and a 'Logout' link. The 'My Information' section contains a form with fields for First Name, Last Name, E-mail address, and Mailing Opt Out. Below this is the 'My Students' section, which includes a table with columns for 'Legal First Name' and 'Legal Last Name'. The 'Add Transcript Information' button is circled in blue, and an arrow points to it from a callout box.

* Legal First Name	* Legal Last Name
Michelle	Yu

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

Adding the Transcript



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

- Enter the as much of the information in the boxes as you are able.

Adding the Transcript



My Info

First
Last
E-mail
Mailing

My Info

Please click on any of the following links to view more information:

Legal
Debit

SAT Reading	
SAT Writing	
ACT Composite	28

Hide **College Information**

Verified Cumulative College GPA /4.0

Hide **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

- 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



The screenshot shows the Dollars for Scholars website interface. The 'My Information' section contains a form with the following details:

First Name	Test Counselor
Last Name	Counselor-Last
E-mail address	deb08@scholarshipamerica.org
Mailing Opt Out	No

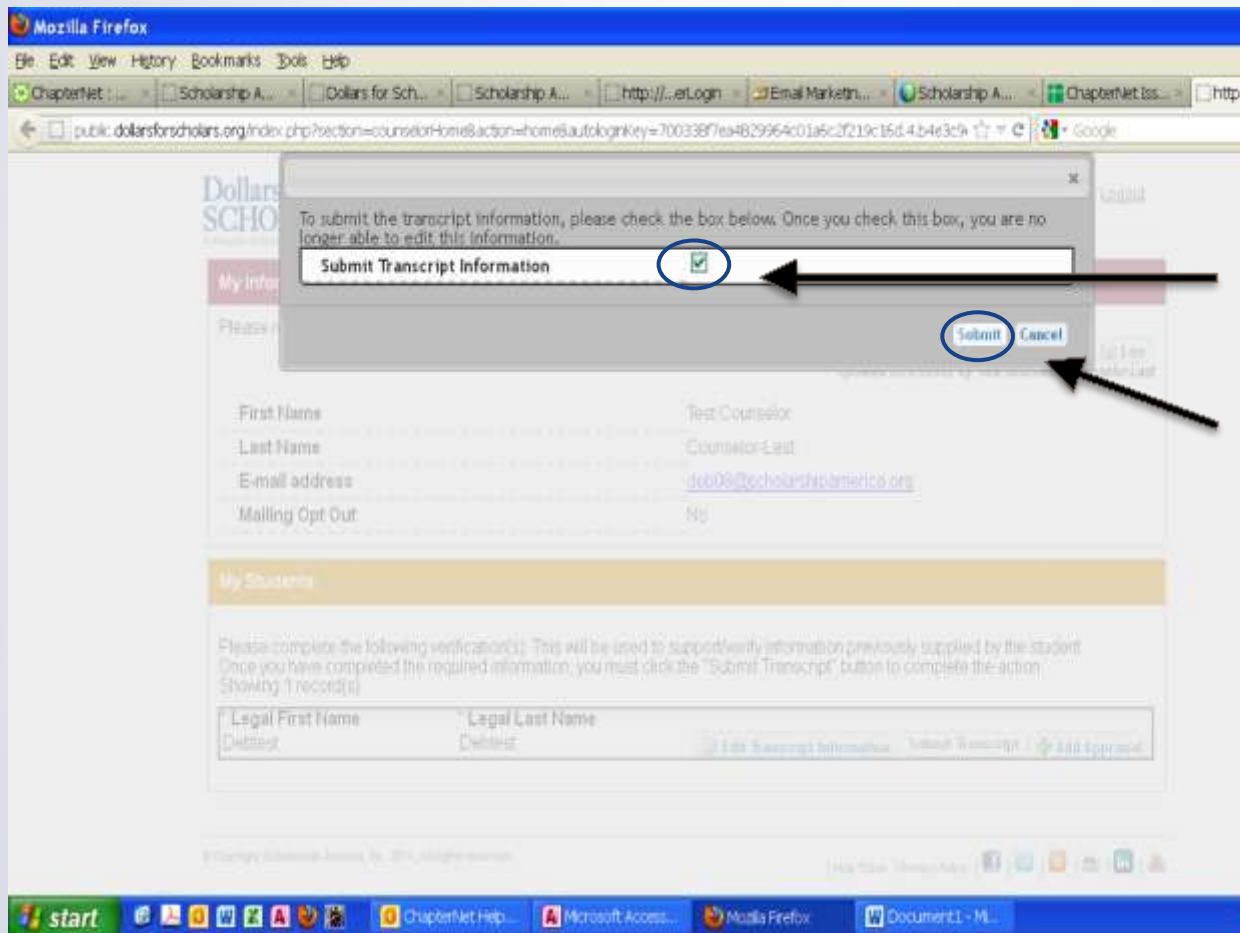
The 'My Students' section contains a table with the following information:

Legal First Name	Legal Last Name
Debtest	Debtest

The 'Submit Transcript' button is circled in blue, and an arrow points to it from the text box on the right.

- After saving the transcript information, you'll be brought back to this page.
- To complete the process, click the "Submit transcript" button.

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

The screenshot shows a Mozilla Firefox browser window displaying a verification page for Dollars for Scholars. The page title is "Scholarship America Chapterlet" and the URL is "http://public.dollar.scholarshipamerica.org/home". The page content includes a message: "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." Below this message are three sections:

- General Information**

Applicant class rank	25
Applicant Class Size	200
- High School Information**

Verified Cumulative High School GPA	3.10/4.0
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- 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
Electronic transcript not available	No

A blue circle highlights the "Download" button in the Transcript Information section, and a black arrow points from the text on the right to this button.

- 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