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

From: Scholarship America [dollarsforscholars=scholarshipamerica.org@sendgrid.me] on behalf of
Scholarship America [dollarsforscholars@scholarshipamerica.org]

To: Paul Germscheid

Cc:

Subject: Another Student requested information for a Scholarship America Application

Sent: Tue 4/3/2012 11:32 AM

Paul Germscheid

A student, Test twentysix, has named you as a reference for a Scholarship America. You have been a reference in the past so your account is still open.

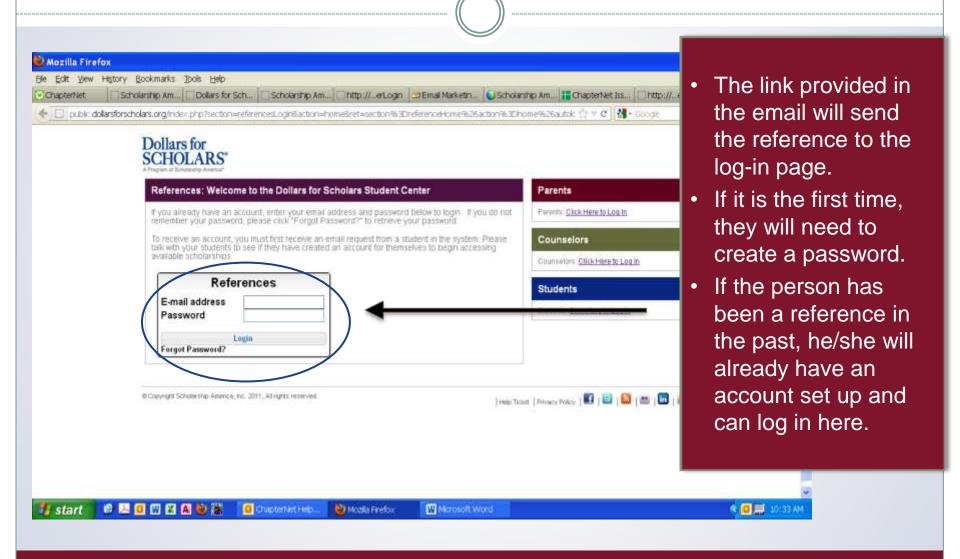*Please click on the link below, or copy and paste the URL below in your browser.*

Use your current login and password to complete the required information for that student as soon as possible. If you do not remember your password, please click "forgot password".

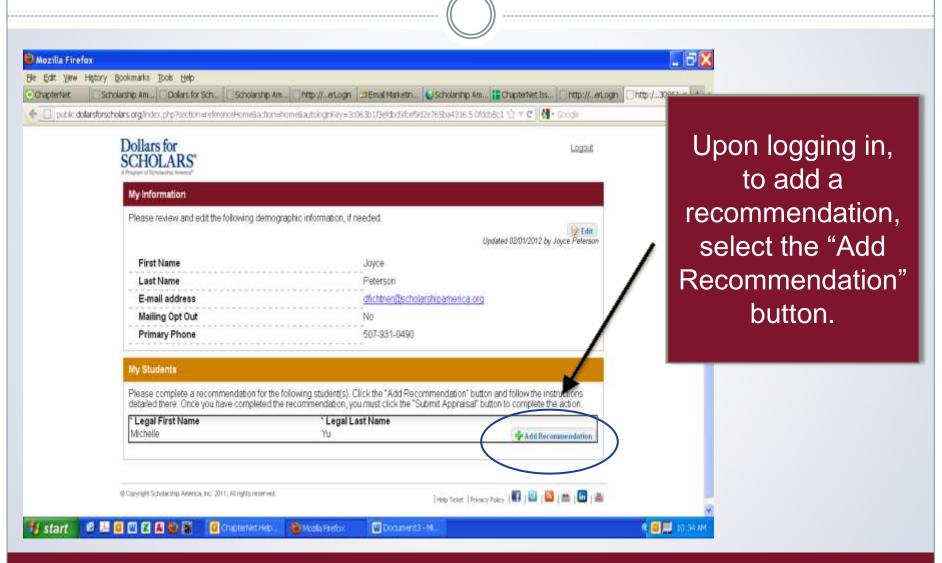http://public.dollarsforscholars.org/index.php?
section=referenceHome&action=home&autologinKey=3f844b7f5c1278838493d646d0e734e2.5.c1e58661d1dc78a6d4e1a1d460f21be7.1419874335

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

- The reference must click on the link provided in the email (or copy and paste the text) in order to submit the proper information.

Reference Log-in Page

- The link provided in the email will send the reference 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 a Recommendation

Upon logging in, to add a recommendation, select the "Add Recommendation" button.

Submitting a Recommendation

- 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.

Submitting a Recommendation

- After clicking Save, you will be returned to this screen.

- To complete the process, click on "Submit Recommendation"

- After submitting, you will receive a confirmation email.