

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] Sent: Tue 4/3/2012 11:32 AM
To: Paul Germscheid
Cc:
Subject: Another Student requested information for a Scholarship America Application

Paul Germscheid

A student, Test twenty-six, 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

References: 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.

References

E-mail address

Password

[Login](#)

[Forgot Password?](#)

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- 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



The screenshot shows the Dollars for Scholars website interface. The top navigation bar includes the logo and a 'Logout' link. Below this is a 'My Information' section with a form for demographic data. The form is titled 'Please review and edit the following demographic information, if needed.' and includes an 'Edit' button. The data shown is: First Name: Joyce, Last Name: Peterson, E-mail address: dlichtner@scholarshipamerica.org, Mailing Opt Out: No, Primary Phone: 507-931-0490. Below the 'My Information' section is a 'My Students' section with a table of students. The table has two columns: 'Legal First Name' and 'Legal Last Name'. The first row contains 'Michelle' and 'Yu'. To the right of the table is a green button with a plus sign and the text 'Add Recommendation', which is circled in blue. An arrow points from this button to a text box on the right. The bottom of the page shows a copyright notice and social media icons.

* Legal First Name	* Legal Last Name
Michelle	Yu

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

Submitting a Recommendation



The screenshot shows a Mozilla Firefox browser window with the URL `public.dollarsforscholars.org/index.php?section=referenceHome&action=home&autoLoginKey=30063b1f3efbd9f0ef9d2e7655ba431650fdcb8c1`. The page title is "Dollars for Scholars". The form contains the following questions and options:

- The applicants choice of postsecondary education program is: -- Select --
- The applicants achievements reflect his/her ability: -- Select --
- The applicants 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 --

Below the questions is a large text area for additional comments. An arrow points to this text area from the instructions on the right.

- 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



The screenshot shows the Dollars for Scholars website interface. At the top, there are browser tabs and the URL 'dollarsforscholars.org/index.php?section=referenceHome&action=home'. The main content area is divided into two sections: 'My Information' and 'My Students'. The 'My Information' section contains a form with fields for First Name, Last Name, E-mail address, and Mailing Opt Out. The 'My Students' section contains a table with columns for Legal First Name and Legal Last Name, and two buttons: 'Edit Recommendation' and 'Submit Recommendation'. The 'Submit Recommendation' button is circled in blue, and an arrow points to it from the text box on the right.

Legal First Name	Legal Last Name
Debtest	Debtest

- 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.