

Instructions for updating a LCDFS Student Profile:

Log in to your account by going to the “students and parents” tab at lakecentral.dollarsforscholars.org

On your dashboard, under the “MY INFORMATION”, click the “CLICK HERE” button to work on your profile

- On the BASIC INFO page, you can change your email, and update your address, etc.
- On the ADDITIONAL INFO page you can add your demographics and other info
- On the SCHOOLS page, you need to **update** your “CURRENT GRADE LEVEL” each year
 - If you are a SENIOR, be sure to enter COLLEGE INFORMATION
- On the GPA page, be sure to **update** your “CUMULATIVE WIEGHTED GPA”
 - Remember, grade level GPAs are not required
- On the CLASS RANK page, just click the NO box and move on
- On the TEST SCORES page, enter/update any tests you have taken (ACT, SAT, AP, etc.)
- On the ACTIVITIES page, you will enter/update ALL ACTIVITIES in your high school career (and college), even those you did as a member of DFS. We do not keep track of any of your DFS “points”; it is up to you to enter your activities and volunteer service.
 - Click “+ ADD NEW ACTIVITY”
 - For ACTIVITY NAME: You choose a name for the activity, such as “Church Volunteer”
 - For ACTIVITY TYPE: Select the appropriate description from the drop down box:
 - Athletic Activity
 - Clubs & Organizations
 - Community Service Activity
 - Church/Religious Activity
 - Music/Theater/Arts Activity
 - For ACTIVITY: Select the appropriate organization or club listed from the drop down box
 - If the name of your organization/club is not listed, select OTHER, you will then be prompted to name the organization in a blank below

To finish entering the activity, fill in the number of years, dates and a brief description of what the activity entailed. This is handy for you to remember what you did, but also to communicate the extent of your service or activity to a scholarship evaluator. You may also enter contact names and addresses for your records to use on future job applications, etc. Be sure to enter any offices held, or awards and honors received in the bottom section of each activity field

When you have completed filling in the info for an activity, you may save and add more activities or just save and continue with your profile.

*FOR ALL DFS MEMBERS: Be sure to enter **Lake Central Dollars for Scholars** as one of your activities. This will allow you to match to our DFS specific scholarships during your senior year:*

LCDFS can be classified as: ACTIVITY NAME: LAKE CENTRAL DFS

ACTIVITY TYPE: COMMUNITY SERVICE ACTIVITY

ACTIVITY: DOLLARS FOR SCHOLARS (found on the drop down list)

ACTIVITY DESCRIPTION: Attend meetings, participate in activities...

If you volunteer for an activity that was brought to your attention by DFS (on signup genius, or listed on the website), you need to itemize that as a separate activity. For example, if you volunteer for TOPSoccer, than you will also create separate entry for TOPSoccer, in addition to your activity as a DFS member. We want you to get credit for all that you do!!!

- On the AWARDS page, you will enter any monetary awards that you have received (other scholarships). The place to enter athletic/arts/scholastic awards will be entered under activities
- On the EMPLOYMENT page, you will enter all employment. Be sure to indicate the time frame of the employment, such as “summer job” or “weekends only”.
- On the DOCUMENTS page, you will upload any documents that you would like to have saved in your profile. This especially becomes necessary when you apply for a scholarship after high school. For a high school student, you may not have anything uploaded, but you may do so if you choose (such as award certificates, letters of commendation, etc.)
- On the PARENT INFORMATION page....if you are under the age of 18, you will need to enter this information in order to apply for a scholarship. Enter the information needed, and your parent will receive an email, allowing him or her to grant consent.
- On the FINANCIAL INFORMATION page, you do not need to enter any information here, unless you are interested in applying for a need based scholarship. The LCDFS scholarships for graduating seniors DO NOT require financial information. The LCDFS scholarship for students already in a post-secondary program does require information, as does the Scholarship America Dream Award.
- On the ESSAYS page, enter in a 300-500 word essay for each category. Update this section as your circumstances change.
- On the REFERENCES/TRANSCRIPTS page, you will enter your high school counselor’s information. DO NOT ENTER THE INFORMATION AND REQUEST A TRANSCRIPT until your 7th semester grades have been reported. Once in college, you will simply upload your transcript to your “Documents” section of your profile. REFERENCES/RECOMMENDATIONS are not required by any LCDFS scholarship, so do not ask for a reference unless you are required to do so by the requirements of a scholarship.

If you ever have trouble with a section, you can see the HELP section of your profile for FAQs, or simply click the gray “SUPPORT” tab that is on the side of your screen.

TO SEARCH FOR SCHOLARSHIPS: Simply click the “CLICK HERE” under the “My Scholarships” section of your dashboard, or click directly on the MY SCHOLARSHIPS tab on the left hand side of the page from working on your profile. Also be sure to check out the “MY OPPORTUNITIES”, “MY SCHOLARSHIP NEWS”, and “MY RESOURCES” tabs, too!