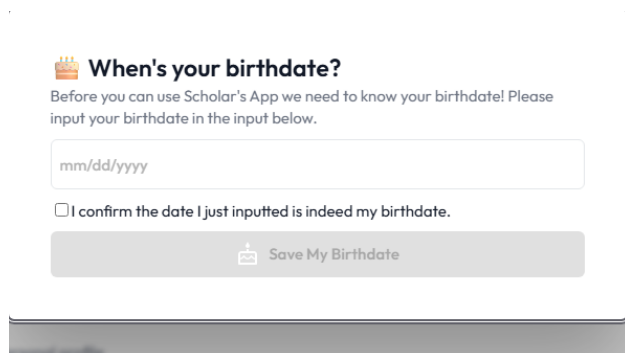


TEACHER RESOURCES

This resource is to guide teachers on how to utilize Scholar's App - a partnered platform with VFW to intake applications. We address some common issues we've seen to provide a more streamlined teacher experience.

1. Teachers must receive a flyer with the VFW Post QR code or direct link to enter in the VFW's scholarship contest. If the teacher/student did not receive a flyer containing the QR code or direct link, please contact your VFW Post for this flyer. All VFW Posts have a designated flyer with a specific link and QR code associated to the VFW Post the student is applying to.
2. If www.scholarsapp.com is not loading in its entirety, your school district has a restriction on websites which are NOT whitelisted/allowed as accessible on the school's network. Please contact appropriate IT personnel to ensure www.scholarsapp.com is allowed within the school district's network and the email hello@scholarsapp.com is whitelisted. This allows for full accessibility and functionality.
3. Teachers cannot create an account and upload multiple of their students applications on their behalf. Each student must have their own account with separate email addresses.
4. You as a teacher can create an account using your email address if it's for 1 student; otherwise, if you have more than 1 student that does not have their own personal email address or their parent/guardian does not have an email address, then please email hellovfw@scholarsapp.com and we can assist accordingly.
5. Each student **MUST** have an individual email associated only to the student. Families with multiple students must use a separate parent email for each student.
6. Teachers should help students sign up to Scholar's App by using the student's personal email or parent's email. We advise this because school email domains may only allow emails from the school domain to be received and no outside emails to be received by the student. If the student does not have a personal email, we recommend they use a parent's email to sign up. Teacher's can help the student log into Scholar's App and upload the necessary information with the student, but can only view the application under the specific student's email log in credentials. You as a teacher cannot view your student's applications under a teacher account.
7. If the student is under the age of 13, then a parent/guardian will need to provide consent for the student to use Scholar's App. The consent form will show up once the student creates an account, enters their birth date, and a pop up will show allowing the student to either enter their parent's email address to send the consent letter OR they can choose to download the PDF consent form and have the parent sign it, and you as the teacher can scan it for the student, and upload the signed consent form.

Below is the pop up for the birth date.



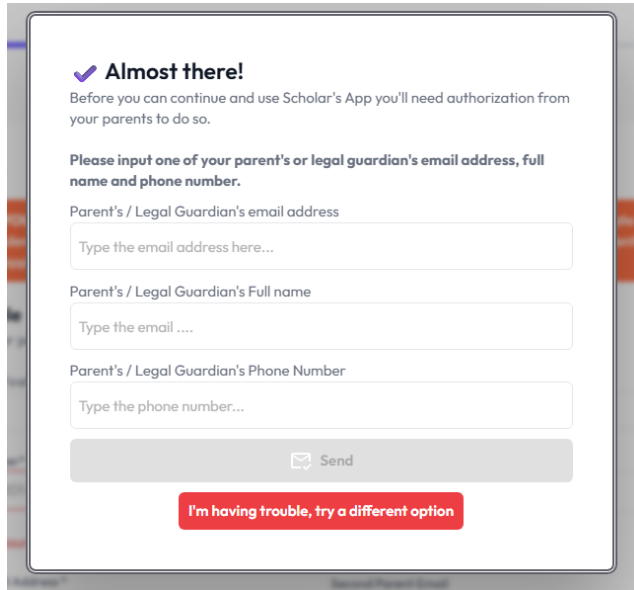
 **When's your birthdate?**

Before you can use Scholar's App we need to know your birthdate! Please input your birthdate in the input below.

☐ I confirm the date I just inputted is indeed my birthdate.

 Save My Birthdate

Below is the first option to enter the parent/guardian's information and email to send them an electronic consent form.



✔ **Almost there!**

Before you can continue and use Scholar's App you'll need authorization from your parents to do so.

Please input one of your parent's or legal guardian's email address, full name and phone number.

Parent's / Legal Guardian's email address

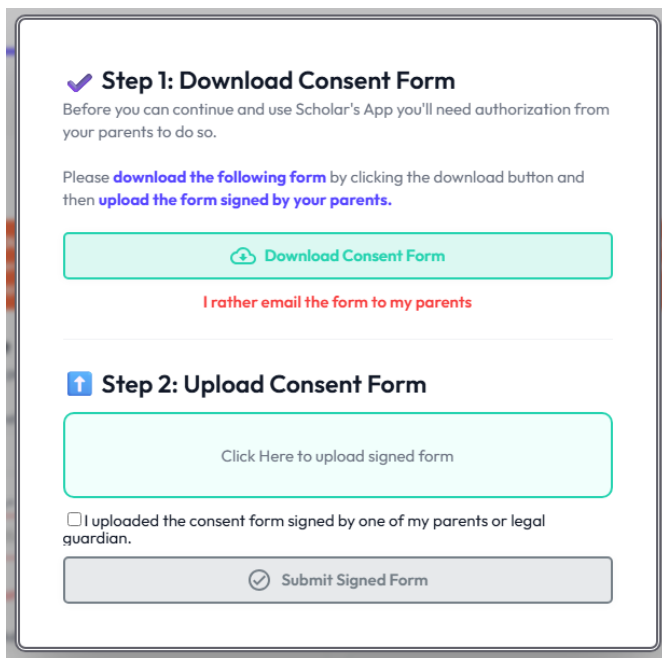
Parent's / Legal Guardian's Full name

Parent's / Legal Guardian's Phone Number

 Send

I'm having trouble, try a different option

Below is the second option if the student selects “I’m having trouble, try a different option” it will then update the selection to provide the student the ability to download the consent form in a PDF file, print it, have their parent/guardian sign it, and return it to the teacher to scan it for them, to then upload to Scholar’s App.



✔ **Step 1: Download Consent Form**

Before you can continue and use Scholar's App you'll need authorization from your parents to do so.

Please **download the following form** by clicking the download button and then **upload the form signed by your parents**.

 **Download Consent Form**

I rather email the form to my parents

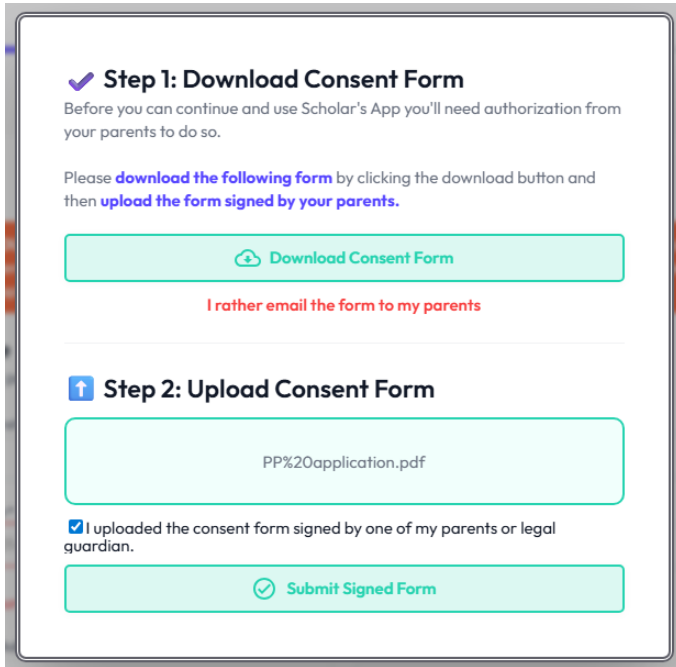
↑ **Step 2: Upload Consent Form**

Click Here to upload signed form

☐ I uploaded the consent form signed by one of my parents or legal guardian.

 **Submit Signed Form**

Once you upload the consent form, select the checkbox “I uploaded the consent form signed by one of my parents or legal guardian.” then the submit signed form green sign will illuminate. Once you select this, the student will gain entry to Scholar’s App.



✓ **Step 1: Download Consent Form**

Before you can continue and use Scholar's App you'll need authorization from your parents to do so.

Please **download the following form** by clicking the download button and then **upload the form signed by your parents.**

[Download Consent Form](#)

[I rather email the form to my parents](#)

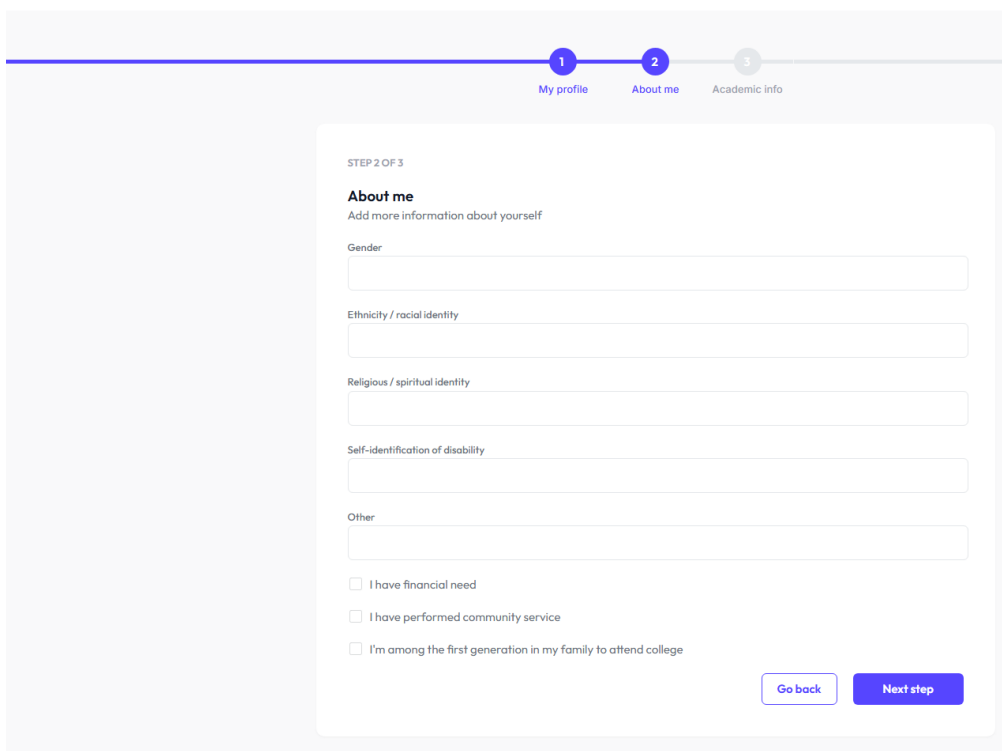
↑ **Step 2: Upload Consent Form**

PP%20application.pdf

☒ I uploaded the consent form signed by one of my parents or legal guardian.

[Submit Signed Form](#)

Next steps is **NOT REQUIRED** for the student to fill out. They can click “next step” and move on to the application itself.



STEP 2 OF 3

About me
Add more information about yourself

Gender

Ethnicity / racial identity

Religious / spiritual identity

Self-identification of disability

Other

☐ I have financial need

☐ I have performed community service

☐ I'm among the first generation in my family to attend college

[Go back](#) [Next step](#)