SCHOLAR SUCCESS PROGRAM
Creating a ScholarTrack Account

GET STARTED: Go to Scholars.IN.gov/scholartrack to access the sign-in page.

1) Click **GREEN TAB** for NEW STUDENT ACCOUNT
2) Enter **Scholar ID number & Date of Birth** – Scholar ID is printed on Scholar's index card/slip of paper
   a. It is helpful to provide Scholars with their Scholar ID in advance. If not, Scholars may look up a Scholar ID on our website and will need their Social Security Number (SSN).
3) Click **PROCEED**

➔ SCHOLAR SHOULD REVIEW PERSONAL INFORMATION AND MAKE ANY NECESSARY CHANGES
➔ MAKE SURE STUDENTS UPDATE THEIR EMAIL ADDRESS TO A VALID EMAIL ADDRESS (EMAIL ADDRESS IS USED FOR VERIFICATION & FOR LOG IN)

4) Click NEXT PAGE and verify personal information.
5) Student will create NEW PASSWORD➔**Make sure student records password.**
6) Log into email account and verify confirmation. Student will not have access to ScholarTrack until he or she verify and confirm his or her account. This step will activate the ScholarTrack Account.
   *EMAIL ➔ Student will need to create or have an active email address they can use to log in to his or her ScholarTrack. Once a ScholarTrack is created, student can later change he or she email if they wish.

Student will now be able to login using EMAIL AND PASSWORD he or she CREATED.

Send student to staff member to verify information if the following happens:
➔ IF….Student receives message-*Account already created* ➔ It means ScholarTrack account has already been created.
➔ IF….Student receives message-*Scholar ID cannot be found* ➔ It means there is information on the 21st Century Scholar Database that is not matching with information entered to create the ScholarTrack Account.
➔ IF…..Student receives message-*ScholarTrack is broken-(sorry)* ➔ It means student will not be able to proceed with creating a ScholarTrack Account. Please make note and Scholar Staff will follow up with parent and/or student.

A program of the **Indiana Commission for Higher Education**

INDIANA'S 21st CENTURY SCHOLARS

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