

SCHOLAR SUCCESS PROGRAM

Create 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**
 - ➔ It is helpful to provide Scholars with their Scholar ID in advance. If not, Scholars may look up their Scholar ID with their Social Security Number (SSN).
- 3) Click **PROCEED**.
- 4) Update personal information.
 - ➔ Scholar should review personal information and make any necessary changes.
 - ➔ Make sure Scholar updates his or her email address to an active email address (email address is used for login).
- 5) Click **NEXT PAGE** and verify personal information.
- 6) Scholar will create NEW PASSWORD
 - ➔ **Make sure student records password.**
 - ➔ 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 account is created, the student can later change or update his or her email address.**

Student will now be able to login using EMAIL and PASSWORD he or she created.

Encourage students to contact 21st Century Scholars 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.

Students may contact 21st Century Scholars at Scholars@che.IN.gov or at 1-888-528-4719.

