“Quick Guide” for Middle and High School Users

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Account Creation and Setting Your Password

New users to ScholarTrack will receive an email once their ScholarTrack accounts are created. To complete account creation, click the link in the email to set a password.

If you do not have a ScholarTrack account or you believe your account permissions are not correct, please contact the Student Support Center at 1-888-528-4719 or at Scholars@che.IN.gov.
Account Permissions

There are three types of account permissions for middle and high school users in ScholarTrack:

- **School Administrators:** Users can create and approve new staff and community partner accounts. School Admin accounts are also able to search for students, transfer students, apply students for 21st Century Scholars, monitor Scholar Success Program progress, and view/update academic reports.

- **School Staff:** Users are able to search for students, transfer students, apply students for 21st Century Scholars, monitor Scholar Success Program progress, and view/update academic reports.

- **Community Partners:** Users can search for students, transfer students, applying students for 21st Century Scholars, and monitor Scholar Success Program progress and view reports.

Logging into ScholarTrack

To log into ScholarTrack, visit ScholarTrack.IN.gov. All users of ScholarTrack, including students and parents, will log into ScholarTrack using the same web address and same login page.

Your username is your email address. You set your password when you clicked the link in your account creation email. If you cannot remember your password or want to change your password, click the “Forgot Password?” link and ScholarTrack will send you an email with a link to reset your password.
Student Search

After logging into ScholarTrack, users are taken to the “Student Search” page. If you navigate away from this page, you can always return to the “Student Search” page under the “Students” section of the navigation bar on the left side of your screen.

Searching is flexible in ScholarTrack. To search for a student, type in any combination of:

- First Name
- Last Name
- Full Social Security Number (either ###-##-#### or ########## format)
- Last Four Digits of SSN
- Scholar ID Number
- Date of Birth (MM/DD/YYYY format)
- Email Address
- Phone Number (either ###-###-#### or ########## format)

From there you can refine by:

- School
- Cohort Year
- 21st Century Scholar Status

After entering your search parameters, hit “Enter” on your keyboard or click the “Search” button to the right of the search box.
Quick Action Buttons

Once you find the student you were searching for, there are multiple quick action buttons you may choose from. The actions you can perform once you have selected a student include:

- View/Update Graduation Details (Diploma Type and GPA)
- Change Cohort Year
- Transfer Student off your School’s Roster
- View/Update Student Details such as Academic Information, SSP Progress, FAFSA Status, etc.

Add Student:

To add a student to your school, click on the green “Add Student” button. This will prompt a pop-up box where you will enter the new student’s information. You will need first and last name, date of birth, cohort, Social Security Number, and current school to add a new student.

Transfer Student:

The orange “Transfer Student” button allows you to transfer existing students onto your school roster.

To transfer or pull a student onto your roster, you will need first and last name, date of birth, cohort, and either Social Security Number, Student Testing Number, or Scholar ID. If the student exists, click the save button to add him or her to your roster.
Enroll a 21st Century Scholar:

The blue button is how a school user can submit an application for the 21st Century Scholars program.

To submit a 21st Century Scholars application, click “Apply for Scholar” then select the application type:

- **Income**: regular income application
- **Foster Care**: applications will be in pending status until DCS approval
- **Legal Guardianship**: requires supporting documentation

21st Century Scholars

The 21st Century Scholars application has been simplified and streamlined for school users. Users will submit an application in the ScholarTrack system based on the application type selected. The application aligns with the questions asked in the 21st Century Scholars application and application worksheet.

![ScholarTrack application form](image)

After you have finished entering in the student’s information you must agree that you have reviewed the Scholar Pledge with the student and his or her parent/guardian. Then, click save at the bottom of the page.

**Note:** For income applications, you will need to provide the student’s household income information.
Student Details

The “Student Details” page is where all users can view information for an individual student. This is where school users can edit Student Testing Numbers, Middle School and High School information, and Cohort Year.

There are several widgets on the “Student Details” page. In the “Graduation Details” section you can see the student’s degree type and GPA. The “21st Century Applications” header holds the student’s Scholar information. The “Scholar Success Program” header contains the student’s SSP progress. The “Appeals” sections will list whether a student has filed an appeal.
Scholar PIN

An exciting new feature is the ability to generate a temporary Scholar PIN.

School counselors and community partners can generate a temporary login PIN for 21st Century Scholars—allowing students who forgot login credentials to access ScholarTrack and track Scholar Success Program activities during outreach events. You can create a PIN in the “Student Details” section.

PINS are valid for 48 hours.

Graduation Details

Under “Graduation Details,” school users can report academic information such as diploma type and GPA.

If you are assigned to multiple schools, use the dropdown menu to select a school. The system will automatically default to the current graduating class. Schools have two options for reporting academic information:

Automatic Upload: Schools can download a pre-populated excel spreadsheet, enter GPAs/Diploma type, and upload the excel spreadsheet back into the system.

Manual: Schools can click on the Graduation Details “Quick Action” to enter individually.
High School Reports

Users can access student rosters and reports, such as: Scholar Success Program activity completion, Graduation Details, and more from the “Reports” tab on the left column.

The drop down menu will display the type of reports you can access including:

- PDF or CSV Roster Report
- CSV Scholar Success Program Report
- CSV Graduation Details
- CSV FAFSA Completion Report

After selecting the report, you will be able to choose from a series of filter options. You can filter by Cohort Year, 21st Century Scholars Application Status, and more.