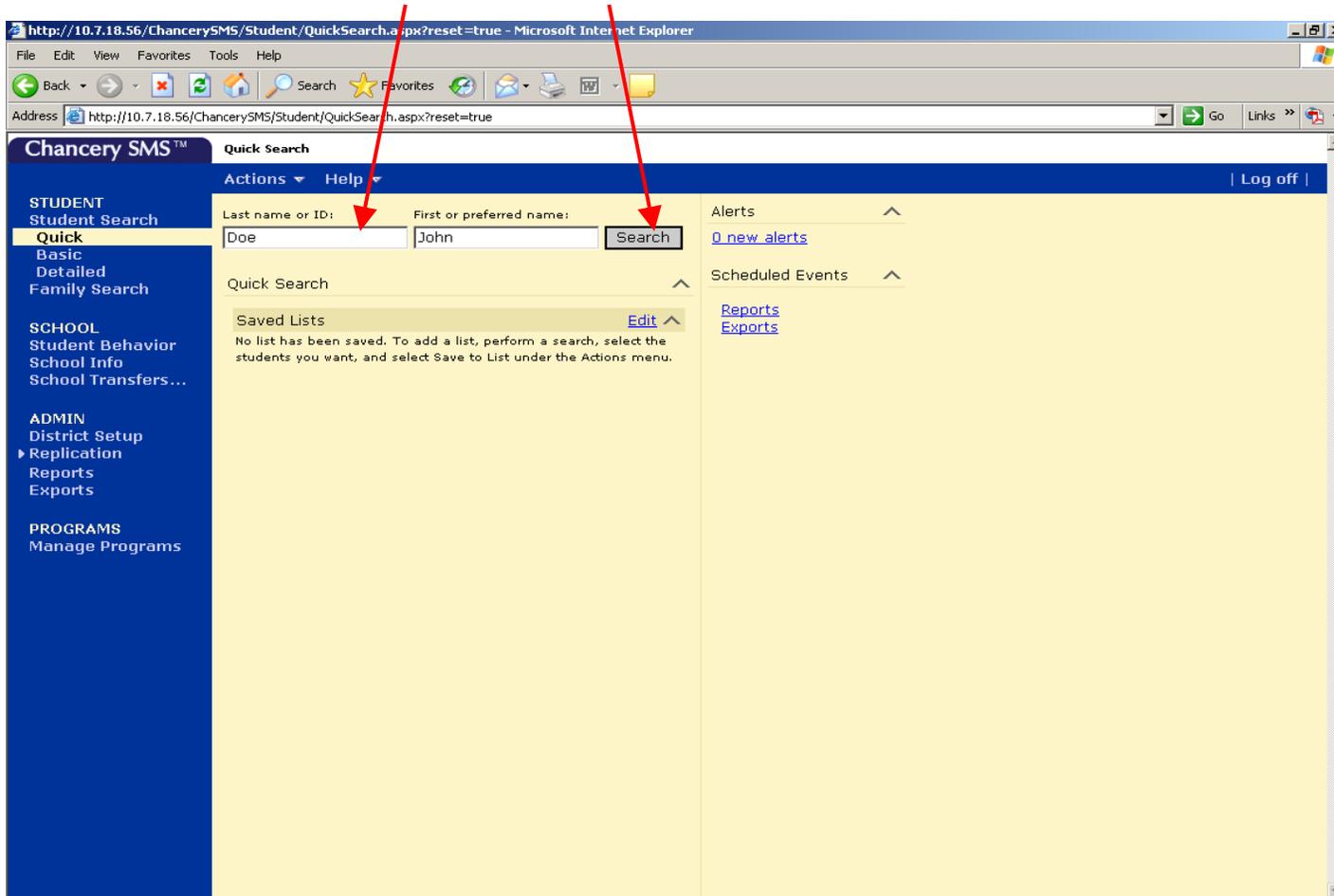


# INSTRUCTIONS FOR ENTERING SCHOLARSHIP AND POST-SECONDARY PLANS INFORMATION INTO SMS

1. Enter the student's name, click *Search*.



2. Double click on the student's name.

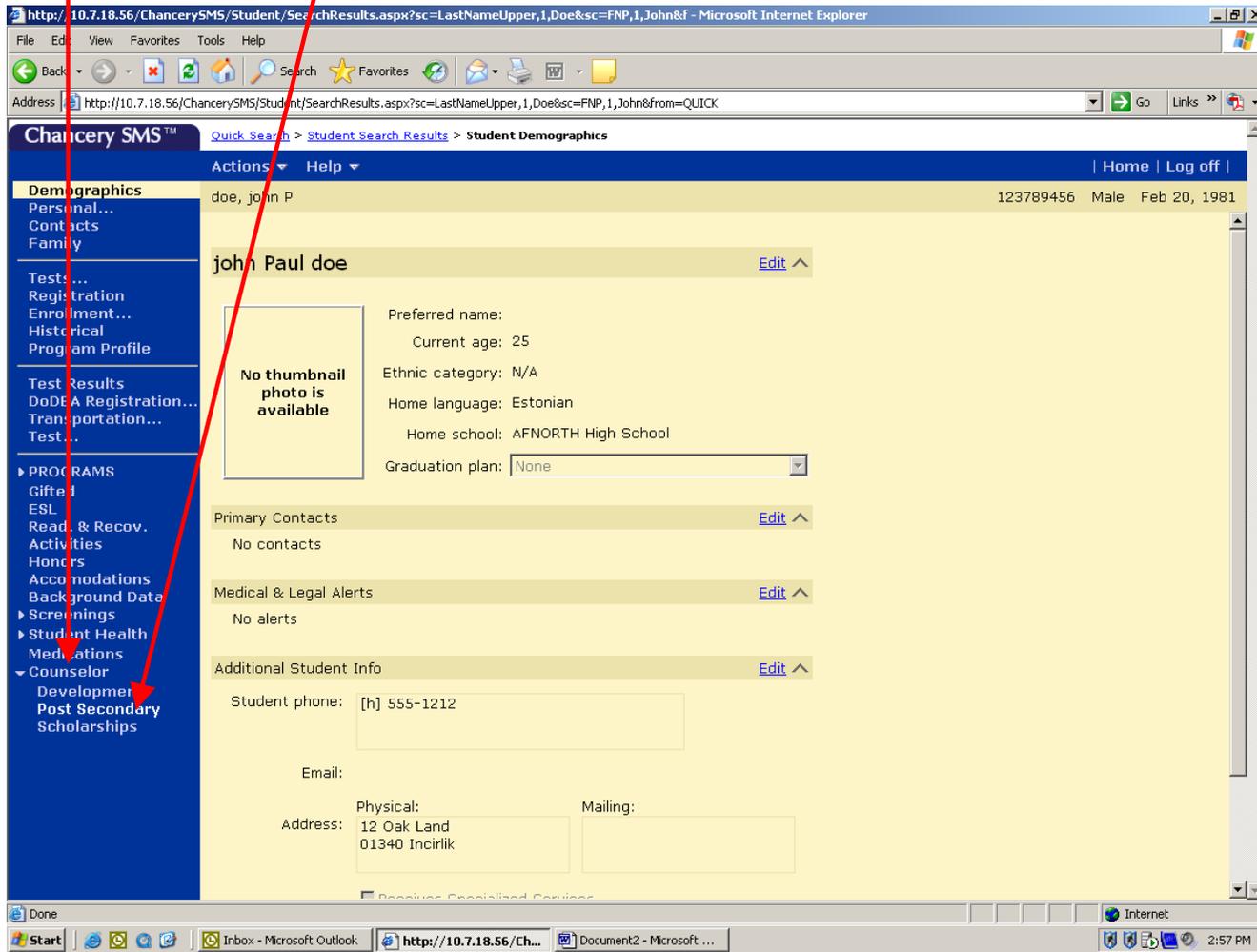
The screenshot shows the Chancery SMS Student Search Results page. The browser address bar displays the URL: `http://10.7.18.56/ChancerySMS/Student/SearchResults.aspx?sc=LastNameUpper,1,Doe&sc=FNP,1,John&f=`. The page title is "Chancery SMS™ Quick Search > Student Search Results".

The search interface includes a search bar with "Last name or ID:" and "First or preferred name:" fields, and a "Search" button. Below the search bar, the search results are displayed in a table. The table has columns for "Student Name", "ID", and "Home school". A red arrow points to the student name "doe, John P" in the first row of the table.

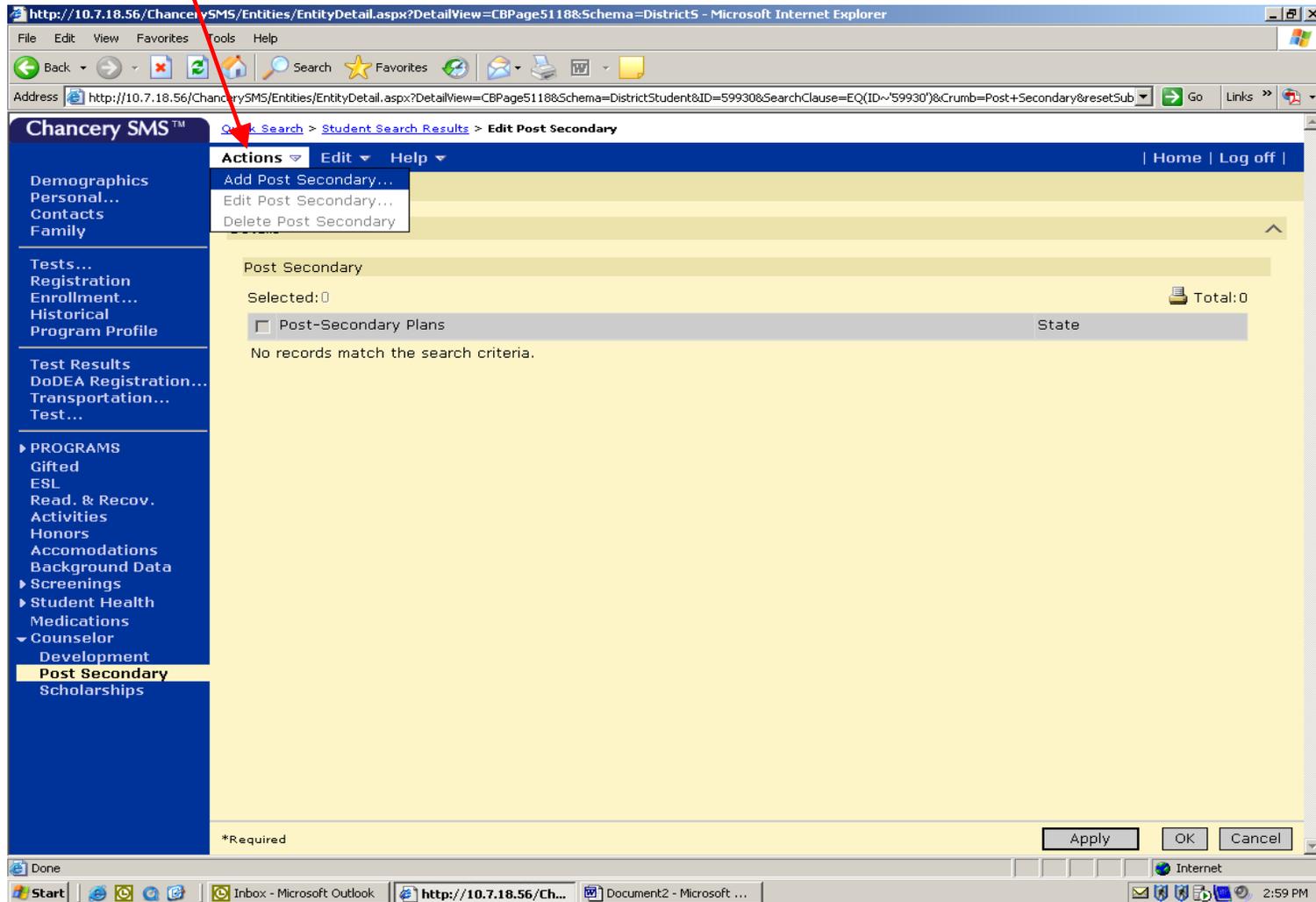
Student Name	ID	Home school
doe, John P	123789456	AFNORTH High School

The page also features a left-hand navigation menu with categories: STUDENT (Student Search, Quick, Basic, Detailed, Family Search), SCHOOL (Student Behavior, School Info, School Transfers...), ADMIN (District Setup, Replication, Reports, Exports), and PROGRAMS (Manage Programs). The bottom of the browser window shows the taskbar with the Start button, several open applications (Inbox - Microsoft Outlook, http://10.7.18.56/Ch..., Document2 - Microsoft ...), and the system tray showing the time as 2:57 PM.

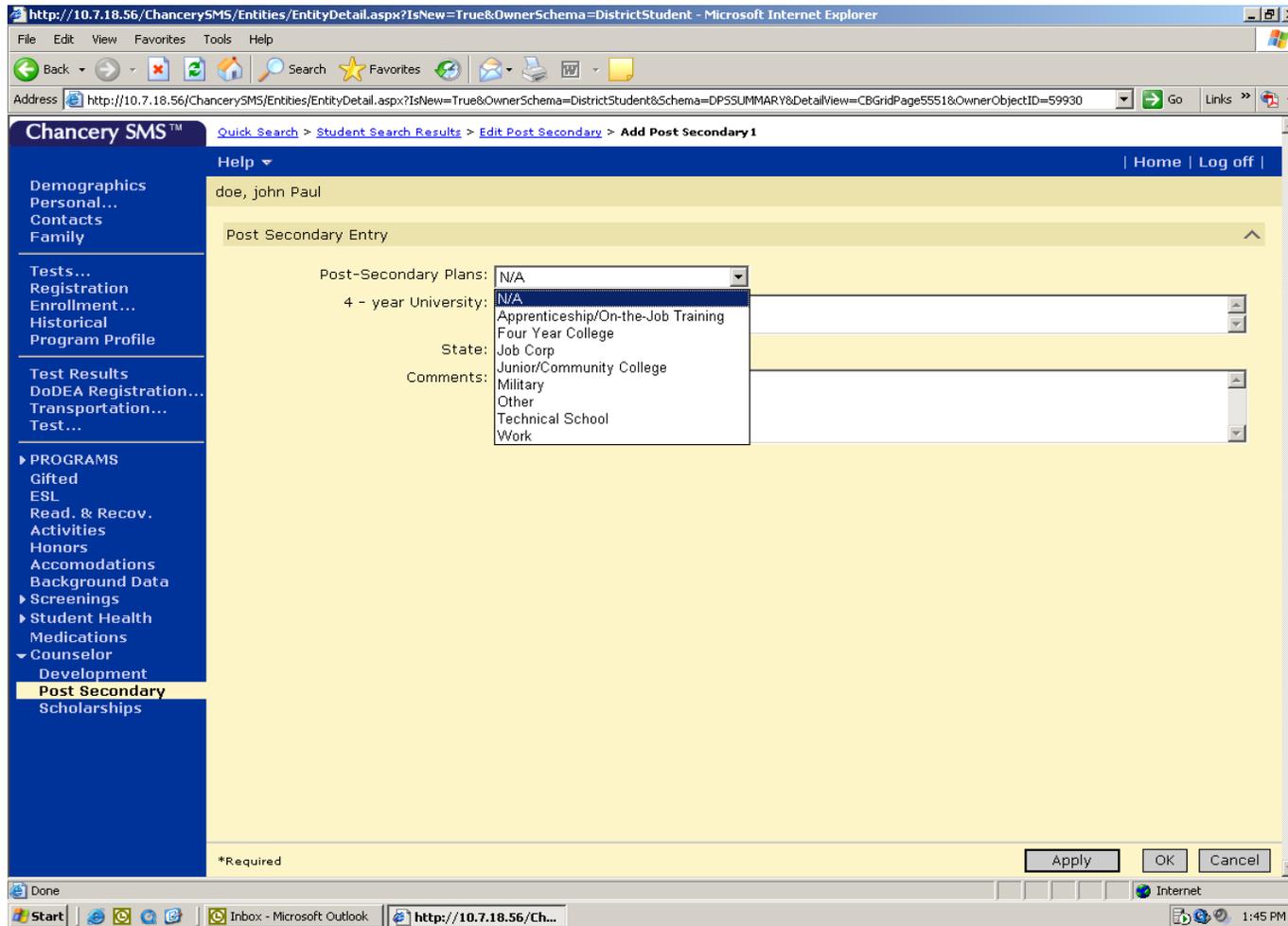
3. To enter Post Secondary plans, click on *Counselor*, then *Post Secondary*.



4. Click on *Actions* and *Add Post Secondary*.



5. From the drop-down menu, choose the student's post-secondary plan as indicated in their six-year plan. IF YOU HAVE ALREADY ENTERED THIS INFORMATION USING THE OLD DROP-DOWN MENU, DO NOT RE-ENTER THIS INFORMATION BECAUSE IT WILL TRANSFERRED AUTOMATICALLY.



6. If you selected *four-year college*, in the box labeled “4-year university” type in the full name of the college/university and the city where it is located (no abbreviations). From the drop-down beside “State” choose the state (or corresponding AE, AP, or AA if outside the U.S.) where the college/university is located (see specific directions below). Place any additional information in the “Comments” section. When finished, click “Apply.”

The screenshot displays the Chancery SMS web application interface. The browser address bar shows the URL: <http://10.7.18.56/ChancerySMS/Entities/EntityDetail.aspx?Schema=DPSSUMMARY&DetailView=CBGridPag>. The page title is "Chancery SMS™". The breadcrumb navigation is "Quick Search > Student Search Results > Edit Post Secondary > Edit Post Secondary 1". The user is logged in as "doe, john Paul". The main content area is titled "Post Secondary Entry" and contains the following fields:

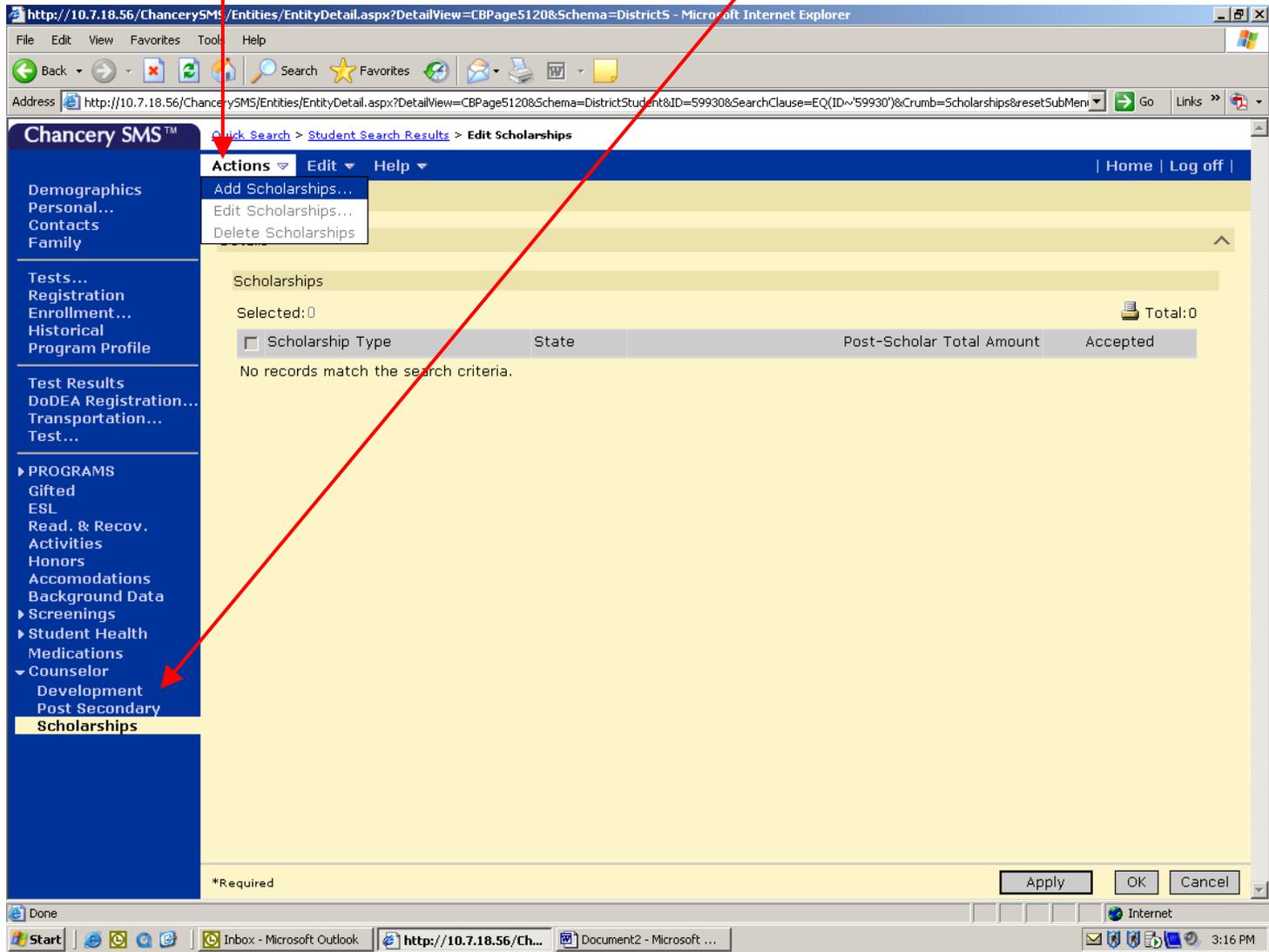
- Post-Secondary Plans: Four Year College
- 4 - year University: University of North Carolina, Chapel Hill
- State: North Carolina
- Comments: (empty text area)

A red arrow points to the "State" dropdown menu. A text box with a black border and white background contains the following instructions:

If the student is attending a college/university on an overseas U.S. military base, choose the appropriate “state” where the university is located (i.e., AE, AP, AA). If the student is attending a college/university overseas not on a US military base or an online college/university choose “N/A” for the state

At the bottom of the form, there are buttons for "Apply", "OK", and "Cancel". The taskbar at the bottom shows the Start button, several icons, and the current time as 3:44 PM.

7. To enter scholarship information, click on *Counselor*, then *Scholarships*, *Actions*, and *Add Scholarships*.



8. From the drop-down box choose the *Scholarship Type* the student was OFFERED. You will enter this information for each scholarship the student was offered.

The screenshot shows the Chancery SMS web application interface. The browser address bar displays the URL: <http://10.7.18.56/ChancerySMS/Entities/EntityDetail.aspx?IsNew=True&OwnerSchema=DistrictStudent>. The page title is "Chancery SMS™". The breadcrumb navigation shows: Quick Search > Student Search Results > Edit Scholarships > Add Scholarships 1. The user is logged in as "doe, john Paul". The page content includes a "Scholarships Entry" section with the following fields:

- Scholarship Type: N/A (dropdown menu is open, showing options: N/A, Local, Military Academy, National Merit, Other, ROTC, Sch. Grants/Financial Aid, Scholar.-State or Institution, Special, Voc. Ed. Program)
- State: N/A
- Post-Scholar Total Amount:
- Scholarship Comments:

At the bottom of the form, there are buttons for "Apply", "OK", and "Cancel", and a note "\*Required". The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 3:58 PM.

9. Enter the state and indicate the **TOTAL** amount of the scholarship over years (do not use commas or \$ sign). **CHECK THE BOX BESIDE “ACCEPTED”** IF THE STUDENT HAS ACCEPTED THIS SCHOLARSHIP. Provide *Scholarship Comments*. Click *Apply* when finished.

The screenshot shows the Chancery SMS web application interface. The browser address bar displays the URL: <http://10.7.18.56/ChancerySMS/Entities/EntityDetail.aspx?Schema=DSCHSUMMARY&DetailView=CBGridPa>. The page title is "Chancery SMS™" and the breadcrumb trail is "Quick Search > Student Search Results > Edit Scholarships > Edit Scholarships 1".

The main content area shows the "Scholarships Entry" form for the student "doe, john Paul". The form includes the following fields and options:

- Scholarship Type: Scholar.-State or Institution (dropdown)
- State: North Carolina (dropdown)
- Post-Scholar Total Amount: 12000 (text input) with a note "Do not incl. \$ sign"
- Accepted:  (checkbox)
- Scholarship Comments: University of North Carolina (text area)

Three callout boxes with red arrows provide instructions:

- Top Callout:** Enter the TOTAL of the scholarship over years. For example, if a student was offered a scholarship to a four-year university for \$3000 per year, the total entered would be 12000.
- Middle Callout:** Check here if the student has accepted this scholarship.
- Bottom Callout:** If applicable, enter specifics about the scholarship, such as the group that offered the scholarship (e.g. Officer’s Wives Club, Knights of Columbus, etc.), or the college/university that offered the scholarship.

The bottom of the form has an "Apply" button and "OK" and "Cancel" buttons. A "\*Required" label is visible at the bottom left of the form area.

**10. TO ENTER A SECOND SCHOLARSHIP, YOU MUST CLICK ON *SCHOLARSHIPS*, WHICH WILL BRING UP THE SCREEN BELOW. From this screen, click *Actions* and *Add Scholarships*. Repeat Instructions 8 and 9 until you have entered information for ALL the scholarships the student has been OFFERED.**

The screenshot shows the Chancery SMS web application interface. The browser address bar displays the URL: `http://10.7.18.56/ChancerySMS/Entities/EntityDetail.aspx?DetailView=CBPage5120&Schema=District5`. The page title is "Chancery SMS™" and the breadcrumb trail is "Quick Search > Student Search Results > Edit Scholarships".

The left navigation menu includes sections for Demographics, Tests, Test Results, PROGRAMS, and Scholarships. The "Scholarships" link is highlighted with a red arrow pointing to it from the "Add Scholarships..." option in the "Actions" dropdown menu.

The "Actions" dropdown menu is open, showing the following options:

- Add Scholarships...
- Edit Scholarships...
- Delete Scholarships

The main content area displays a table of scholarships. The table has the following columns: Scholarship Type, State, Post-Scholar Total Amount, and Accepted. There is one row of data:

Scholarship Type	State	Post-Scholar Total Amount	Accepted
<input type="checkbox"/> Military Academy	N/A	50000	Yes

The table also shows "Selected: 0" and "Total: 1" at the top right. At the bottom of the page, there are buttons for "Apply", "OK", and "Cancel".