

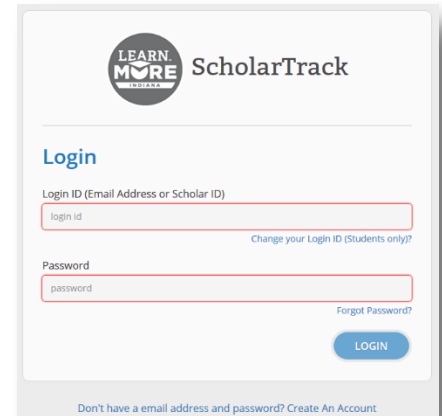
Quick Guide for Community Partners & Department of Child Services (DCS) Workers

Logging into ScholarTrack:

To log into ScholarTrack, visit **ScholarTrack.IN.gov**. Your user name is your email address.

To create a new **Community Partner** account, to click the “Don’t have an email address and password? Create an Account” link on the bottom of the login page. To create a ScholarTrack account, provide your name and email address and will receive an email notification prompting you to create your password.

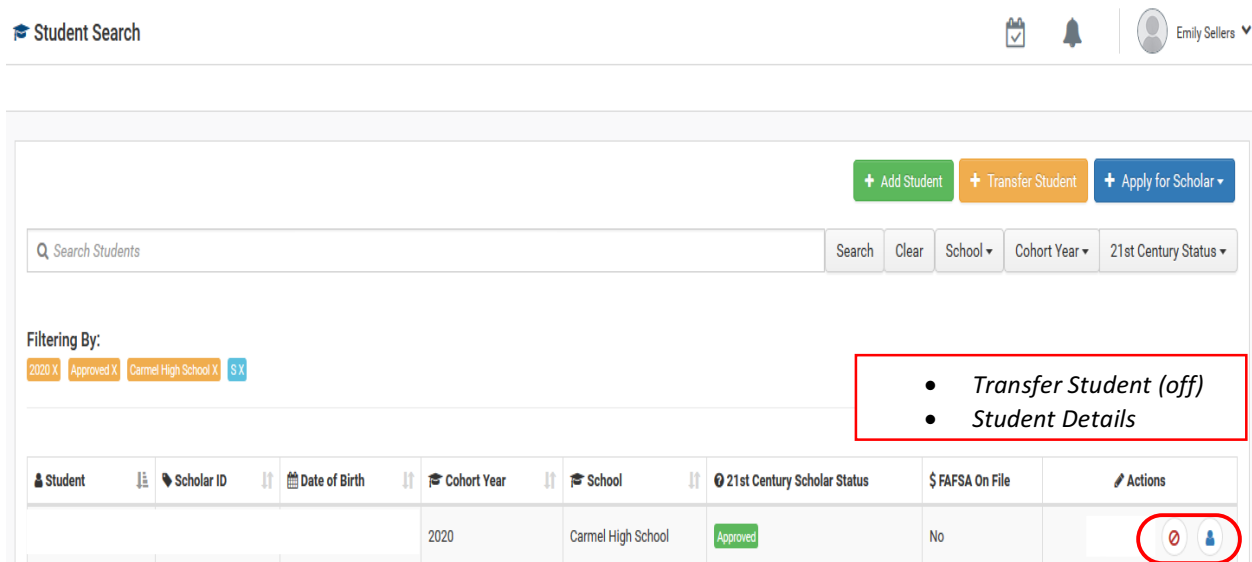
For **Department of Child Services Workers**, you will use your State of Indiana network login and password (e.g., FSSA, etc.). If you are unable to access your account using your State of Indiana network credentials, please contact Scholars@che.in.gov.



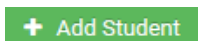
Quick Action Buttons:

The new ScholarTrack system features multiple quick actions buttons after completing a student search. **Note that the student search feature will only search students currently on your roster.** Once you select a student, you can:

- Transfer a student off your roster
- View/Update Student Details such as Academic eligibility, Scholar Success Program (SSP) Progress, FAFSA Status, etc.



Add Student:



To add a student to your roster, click on the green “Add Student” button.

This will prompt a pop-up box for you to add the new student’s information. You will need their first name, last name, date of birth, cohort year, Social Security Number and current school to add a new student.

Search and Transfer Student:

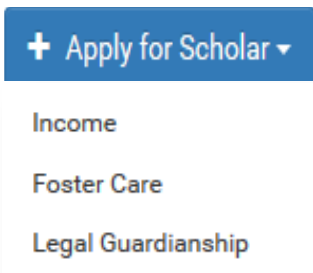
[+ Transfer Student](#)

The orange “Transfer Student” button allows you to transfer existing students in ScholarTrack onto your roster. This function also allows you to search for a student in the system.

To search for or transfer a student onto your roster, you will need their first name, last name, date of birth, cohort year, and either their Social Security Number, Student Test Number (STN), or Scholar ID. If the student exists in ScholarTrack, they will be added to your roster when you click “Save.”

Note: The orange “Transfer Student” button is for transferring students **onto your school roster while the quick action button is for transferring students is to transfer a student **off** your roster.*

Enroll a 21st Century Scholar:



The blue button is how to submit an application for the 21st Century Scholars program. To submit a 21st Century application, click “Apply for Scholar” then select the application type:

- Income: Regular Income Application
- Foster Care: Applications will be in pending status until DCS approves and confirms the student is currently in Foster Care
- Legal Guardianship: Applications require supporting documentation

Temporary Scholar PIN:

School users and community partners can now generate temporary SCHOLAR PINS for quick and easy student access to the system. A Temporary Scholar PIN allows students to login using their Scholar ID and temporary Scholar PIN. Students who forget their login credentials can now access the ScholarTrack system and track their Scholar Success Program (SSP) activities during outreach events.

Temporary Scholar PINs are valid for 48 hours and can be created on the student details page. To generate mass or batch Temporary Scholar PINs for a full list of students, you can select this option via the REPORTS section.

[Secondary School Details](#)



Emily Sellers ▾

Sally M Scholar xxx-xx-8902

Scholar ID: 10277844

Date of Birth: 01/29/1999

Social Security Number: xxx-xx-8902

STN Number: [✎](#)

User Account: None

[🔍 Scholar PIN: A511873 \(1/22/17 3:47 PM\)](#)

Mailing Address:

101 West Ohio Street Suite 300
Indianapolis, IN 46204

Phone Number: (260) 668-2840

21st Century Application: Pending

FAFSA on File: No

Middle School: Hamilton Community High School [✎](#)

High School: Hamilton Community High School [✎](#)

Cohort Year: 2022 [✎](#)