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ScholarTrack Overview

ScholarTrack is the one-stop shop for Hoosiers’ state financial aid needs, including the 21st Century Scholars program, Frank O’Bannon Grant and other need- and merit-based financial aid.

ScholarTrack guides students and families through the process of applying for and maintaining state-based financial aid—beginning as early as middle school and continuing through college completion.

Here is what users can expect with the new and improved ScholarTrack system:

- A unified system for all state financial aid
- Student-focused design
- Streamlined for school personnel
- Easier for colleges
- Designed for security

Account Creation and Setting Your Password

All School Principals have ScholarTrack School Admin user accounts and can create new middle and high school user accounts. New middle and high school users will receive an email notification once their ScholarTrack user account has been created. To complete your account creation, click the link in the email to set a password. For questions about Admin access, contact Barbie Martin at BMartin@che.in.gov.

If you do not have a ScholarTrack account or you believe your account permissions are incorrect, please contact us at Scholars@che.IN.gov.
Account Permissions
There are three types of account permissions for middle and high school users in ScholarTrack:

- **School Admin Users**
  - School Admin users can create and approve new school staff and community partner accounts, search students, transfer students, apply for 21st Century Scholars, monitor FAFSA and Scholar Success Program (SSP) progress, GPA and Diploma reporting, and roster reports

- **School Users**
  - School users can search students, transfer students, apply for 21st Century Scholars, monitor FAFSA and Scholar Success Program (SSP) progress, GPA and Diploma reporting, and roster reports

- **Community Partners**
  - Community Partner users can search students, transfer students, apply for 21st Century Scholars, monitor FAFSA and Scholar Success Program (SSP) progress and roster reports

Logging into ScholarTrack
To log into ScholarTrack, visit [www.ScholarTrack.IN.gov](http://www.ScholarTrack.IN.gov). All ScholarTrack users, including students and parents, will log into ScholarTrack using the same login page at [www.ScholarTrack.IN.gov](http://www.ScholarTrack.IN.gov).

Your login ID or username is your email address. You create a password when you established your account creation via the 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” tab of the navigation bar on the left side of your screen.

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

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

You can also refine your search by the following categories:

- School (if assigned to multiple schools)
- Cohort Year
- 21st Century Scholar Status

After entering your search filters, hit “Enter” or click the “Search” button on the search box.
Quick Action Buttons
Once you conduct a student search, you will see the following “Quick Action Buttons” to select from:

- Graduation Details (Diploma and GPA Reporting)
- Change Cohort Year
- Transfer Student (off your roster)
- Student Details

Add Student:

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

A pop-up box will appear and you will enter the new student’s first name, last name, date of birth, cohort year, Social Security Number, and current school. To add a new student in ScholarTrack, a Social Security Number is required.

Transfer Student:

The orange “Transfer Student” button allows you to transfer (or pull) students already in ScholarTrack onto your school roster.

To transfer a student onto your roster, you will need the student’s first name, last name, date of birth, cohort year, and either the Social Security Number OR Student Test Number OR Scholar ID. If the student already exists in ScholarTrack, you will be able to transfer or pull the student onto your school roster.
Enroll a 21st Century Scholar:

The blue “Apply for Scholar” button is how you will submit a 21st Century Scholars application on a student’s behalf.

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

- **Income**: Standard income application
- **Foster Care**: Applications will be pending and require DCS staff approval
- **Legal Guardianship**: Additional supporting documentation is required

21st Century Scholars Application

The 21st Century Scholars application has been streamlined for school users in ScholarTrack. The application aligns with the questions and format on the 21st Century Scholars Application Worksheet.

After you have finished entering the student’s information from the Application Worksheet, you must acknowledge that you have reviewed the Scholar Pledge with the student and his or her parent/guardian. Click the green “Save” button after the acknowledgement. **Note**: For income applications, a pop-up box will appear and you will confirm the total income and household size and you will click “Submit.”
Student Details

The “Student Details” page is where users can view student information, monitor Scholar Success Program (SSP) completion and a student’s appeal status. This is where school users can edit a student’s Graduation Details (Diploma and GPA), Student Test Number (STN), User Account (email address), Mailing Address, Phone Number, School, Cohort Year, and generate a temporary Scholar PIN.

The “Graduation Details” widget allows you to view and edit/update a student’s Diploma and GPA. The “21st Century Applications” widget displays a student’s application information and status (e.g., date submitted, status and application type). If a student does not have a 21st Century Scholar application on file, it will display “No Applications Present.” The “Scholar Success Program” widget displays a student’s progress toward meeting Scholar Success Progress requirements. The status will be either Incomplete or Completed with completion date. The “Appeals” widget will display any Student Appeals information and the current status.

Scholar PIN

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

School users and community partners can generate a temporary PIN allowing students to access ScholarTrack with their Scholar ID and temporary Scholar PIN. Pins can be generated via the Student Details page or via the Reports section for “batch” pin generation. Scholar PINS are valid for 48 hours.
Graduation Details
School users can report Diploma and GPA information via the “Graduation Details” section on the left menu. The system will automatically default to the current graduating class (e.g., Cohort 2018, etc.). Schools are provided with two options for reporting academic information:

**Individual Student Entry**: Schools will click on the Graduation Details “Quick Action” button to report student Diploma and GPA information individually.

**Batch Upload**: Schools can also download a pre-populated file via the download section and upload a completed student file with diploma and GPA information back into the system.

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Graduation Details – Helpful Tips
When downloading the blank template or populated file and adding NEW students (non-21st Century Scholars) to your roster, it is important you do not change or rearrange columns (file headers).

Be sure all information is included (e.g., name, date of birth, cohort year, SSN and degree information).

**Note**: Degree information is the student’s diploma type. Both Diploma and GPA information must be marked FINAL in order for a State Financial Aid award will be created.
When listing Diploma information, you must use the following format:

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<thead>
<tr>
<th>Degree Type</th>
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<tbody>
<tr>
<td>General</td>
</tr>
<tr>
<td>Core 40</td>
</tr>
<tr>
<td>Core 40 with Academic Honors (AHD)</td>
</tr>
<tr>
<td>Core 40 with Technical Honors (THD)</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

**Note:** Do not use any other abbreviations when reporting Diploma information. The content must match exactly in order for the system to process.

**High School Reports**

School users can access student rosters and reports, such as: Scholar Success Program Activity Completion, Graduation Details, and more using the “Reports” tab on the left menu.

First, select the type of report you would like to access from the following:

- PDF Roster Report
- Excel Roster Report
- Excel Scholar Success Program (SSP) Report
- Excel Graduation Details Report
- Excel FAFSA Completion Report

After selecting the report, you will choose from a series of filter options. You can filter report information by Cohort Year, 21st Century Scholars Application Status, Generate Temporary SCHOLAR PINS and more.
Help & Support
If you have questions, please contact the Student Support Center or your Regional Outreach Coordinator. Visit Scholars.IN.gov/contact-us to locate your Regional Outreach Coordinator.

Student Support Center
Phone: (888) 528-4719
Fax: (317) 232-3260
Email: Scholars@che.IN.gov

<table>
<thead>
<tr>
<th>OUTREACH STAFF</th>
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<tbody>
<tr>
<td><strong>Contact</strong></td>
</tr>
<tr>
<td>Student Support Center</td>
</tr>
<tr>
<td>Jared Wilson</td>
</tr>
<tr>
<td>Barbara Martin</td>
</tr>
<tr>
<td>Brittany Collins</td>
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<tr>
<td>Greg Harrell</td>
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<tr>
<td>Fred Jackson</td>
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<tr>
<td>Dr. Verleash Jones</td>
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<td>Zachary Cullum</td>
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<tr>
<td>Ali Szymanski</td>
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<tr>
<td>Rachel Meyer</td>
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<tr>
<td>Jose Medina</td>
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