



ScholarTrack

**“Quick Guide” for Middle and High School Users**

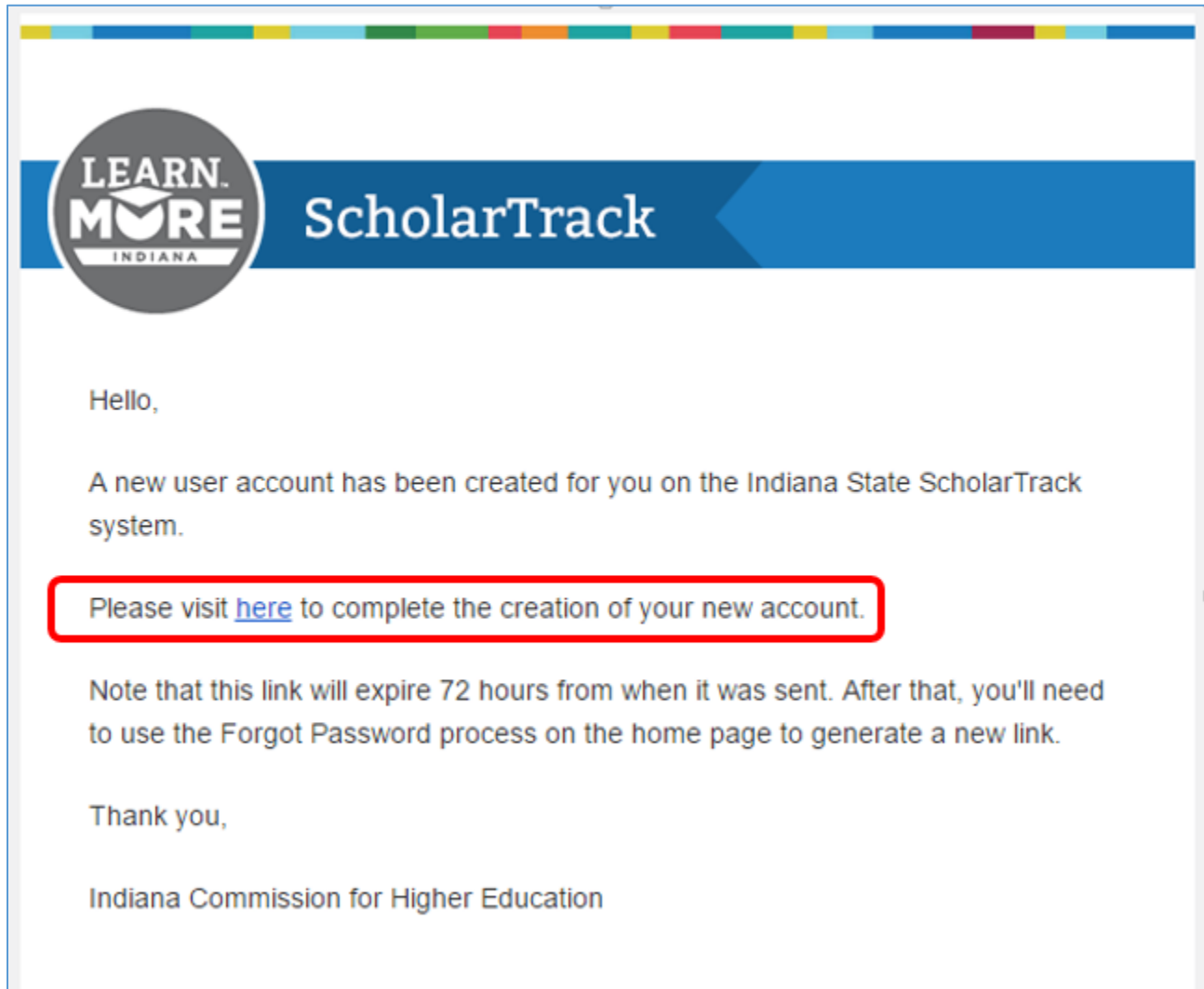
Updated: 2/7/2017

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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](mailto: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](http://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.

**Enter your email address and password**

**LEARN. MORE INDIANA** ScholarTrack

**Login**

Login ID (Email Address or Scholar ID)

Change your Login ID (Students only)?

Password

Forgot Password?

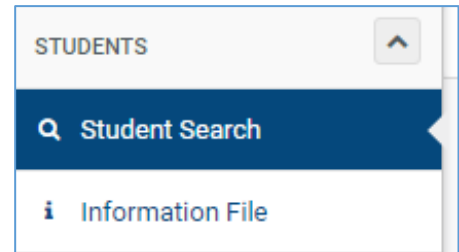
**LOGIN**

## 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.

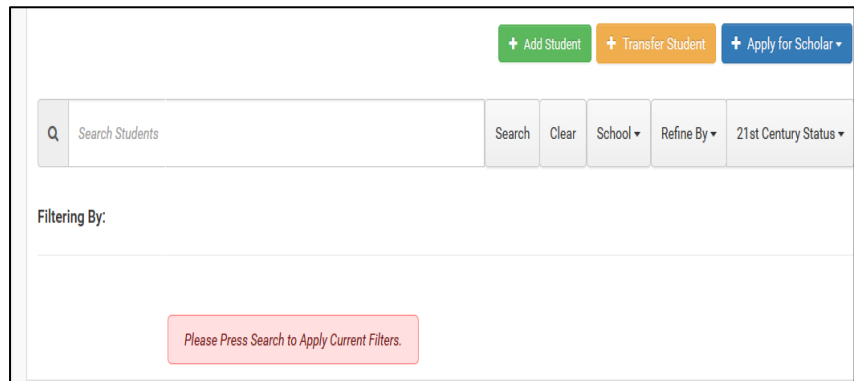
Searching is flexible in ScholarTrack. To search for a student, type in any combination of:

- 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.

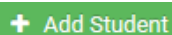
## Quick Action Buttons

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.

The screenshot shows the 'Student Search' interface. At the top right, there are navigation icons for a calendar, a bell, and a user profile labeled 'Emily Sellers'. Below these are three buttons: '+ Add Student' (green), '+ Transfer Student' (orange), and '+ Apply for Scholar' (blue). A search bar contains the text 'Search Students' and has buttons for 'Search', 'Clear', 'School', 'Cohort Year', and '21st Century Status'. Below the search bar, there are filter tags: '2020 X', 'Approved X', 'Carmel High School X', and 'S X'. A red box highlights a list of actions: 'Graduation Details', 'Change Cohort Year', 'Transfer Student (off)', and 'Student Details'. Below this is a table with columns: Student, Scholar ID, Date of Birth, Cohort Year, School, 21st Century Scholar Status, \$ FAFSA On File, and Actions. The table contains four rows of student records from Carmel High School, all with 'Approved' status and 'No' FAFSA. A red box highlights the 'Actions' column for the first row, showing icons for graduation details, change cohort year, transfer student, and student details.

### 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:

+ Apply for Scholar ▾

Income

Foster Care

Legal Guardianship

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.

The screenshot shows a web form titled "STUDENT INFORMATION" with a "Cancel" button and a green "Save" button in the top right corner. The form fields are as follows:

- First Name:** Text input field
- Middle Initial:** Text input field
- Last Name:** Text input field
- Gender:** Dropdown menu
- Racial Identity:** Text input field with placeholder "Select race"
- Hispanic, Latino, or Spanish Origin?:** Text input field with placeholder "Select origin"
- Current Grade Level:** Dropdown menu
- Date of Birth:** Text input field with a calendar icon and placeholder "\_\_\_/\_\_\_/\_\_\_"
- Social Security Number:** Text input field with placeholder "\_\_\_-\_\_-\_\_\_\_"
- Student Test Number (STN) optional:** Text input field
- Address Line One:** Text input field
- Address Line Two:** Text input field
- City:** Text input field
- State:** Text input field with "IN" selected
- Zip:** Text input field with placeholder "\_\_\_\_"
- County:** Dropdown menu
- Email Address:** Text input field
- Phone Number:** Text input field with a "Type" dropdown menu and placeholder "\_\_\_\_-\_\_\_\_-\_\_\_\_"

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.

Secondary School Details
Emily Sellers

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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:** None [🔑](#)

**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 [✎](#)

Comments | 0

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.

**GRADUATION DETAILS** ✎

**21ST CENTURY APPLICATIONS** ✎

Property	Value
Degree Type	
GPA	<a href="#">✎</a>

<b>Applicant Type:</b>	Guardianship <a href="#">✎</a>
<b>Date Submitted</b>	1/19/17
<b>Status</b>	Pending
<b>Type</b>	Guardianship

**STUDENT SUCCESS PROGRAM** ✎

**APPEALS** ✎

Requirement	Status
9th Grade - Complete Your Graduation Plan	Incomplete
9th Grade - Participate in an Extra-Curricular or Service Activity	Incomplete
9th Grade - Watch "Paying for College 101"	Incomplete

No appeals present



## 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 21<sup>st</sup> 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.

Secondary School Details

Sally M Scholar xxx-xx-8902

Scholar ID: 10277844  
Date of Birth: 01/29/1999  
Social Security Number: xxx-xx-8902  
STN Number: [edit]

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 [edit]  
High School: Hamilton Community High School [edit]  
Cohort Year: 2022 [edit]

Scholar PIN: A511873 (1/22/17 3:47 PM)

## 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.

SCHOOL: Hamilton Community High School

COHORT YEAR: 2017

IMPORT DETAILS

Upload Download

Upload [Blank Template] [Populated File]

GRADUATION DETAILS

Students Import History

Q

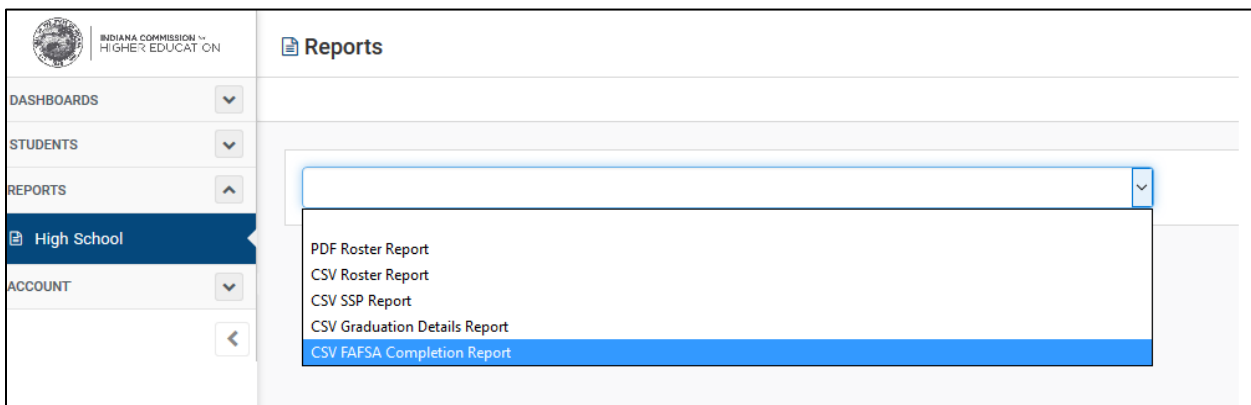
Student	Date of Birth	Year	Degree	GPA	Actions
					[Quick Action] [Add] [Remove]

## 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.

