



## Frequently Asked Questions by Schools REGARDING SCHOOL LOGIN PORTAL

### Who can access the School Login Portal?

Pay it Forward Scholarships issues a school login portal account for each partner school. One account is issued per school.

### How do I get to the School Login Portal?

Go to <https://www.payitforwardscholarships.com/schoollogin>. You may also click on the words "School Login" in the upper right hand corner of the website, at <https://www.payitforwardscholarships.com/> which will take you directly to the portal.

### How do I get the password for our school account?

For login assistance/questions please email [info@payitforwardscholarships.com](mailto:info@payitforwardscholarships.com) or call the office at 770-534-3611.

### What information can be accessed through the School Login Portal?

The school login portal of the Pay it Forward Scholarships website provides the current year's information, after the scholarship deadline of December 31st of each year. Schools will receive an email as soon as Pay it Forward has updated the account with current information. The portal shows the following information for each student who has applied for a scholarship through Pay it Forward:

- Student's Name
- Grade
- Enrollment Status
- Eligibility
- Parent's Name and Contact Info (Email & Phone Number)
- Total Tax Credit Pledges for your School
- Estimated Range of Scholarship Funds Expected to Distribute per Student Based on Pledges

Once a scholarship has been distributed, the portal will also display:

- Scholarship Amount
- Scholarship Distribution Method (ClassWallet or Check)

### How often should the school login to the portal?

Pay it Forward Scholarships recommends that schools login after the December 31st deadline, once the school has been notified by our office staff that the account information has been updated.

We also recommend that schools login once a distribution has been issued so you can save and print a report of the distribution for that year. Pay it Forward Scholarships will send an email notifying you once a distribution has been issued.

Note: If you login throughout the year and/or prior to receiving an email from Pay it Forward Scholarships, please realize that the information may not be the most current or updated information on file. Unfortunately the information is not automatically updated in this system, our staff members have to upload change to the information manually, which is why we communicate when updates are made.

### Can I save and/or print the information from the portal?

Yes! Please! Pay it Forward Scholarships recommends that schools export the data to Microsoft Excel in order to save and print the report for your records. (See detailed instructions on how to save/print below.)

### How do I download the information from the portal to Microsoft Excel?

Once you are logged into your account, click on **EXPORT**. Then click on **Commas (.csv)**. A box should then pop-up asking what you want to do with the file...click on **OPEN**. It will then open an Excel spreadsheet showing your data. When saving the file, make sure to change the file type to Excel Workbook.

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## **Frequently Asked Questions by Schools**

### **REGARDING SCHOOL LOGIN PORTAL continued...**

#### **How does the school verify enrollment and eligibility?**

Once the school has been notified that the account information has been updated and is ready to verify (typically in January/February of each year), you can then verify enrollment and eligibility of students via email to [info@payitforwardscholarships.com](mailto:info@payitforwardscholarships.com) or phone call (770-534-3611) to Pay it Forward Scholarships, whichever is most convenient for your staff members. We want to make this as easy as possible for school administrators.

#### **When does the school verify enrollment and eligibility?**

Pay it Forward Scholarships recommends that the school verifies enrollment in February/March of each year. This will ensure that the verification is completed prior to any distributions being issued and will ensure the efficiency and accuracy of the scholarship distribution. It is our goal to distribute scholarships each year by April 15th.