

P.E.O. STAR Scholarship Online Recommendation Instructions

The P.E.O. STAR Scholarship Recommendation Form for the chapter is available from September 1 through November 1.

Starting September 1:

As a chapter contact, once you have created an account, you should use that same account to access the system in subsequent years.

If you have not created an account, please create one now.

NOTE: Screenshots may not have the current year associated with them and are to be used for demonstrative purposes only.

I. Accessing the STAR Scholarship Chapter Recommendation Website

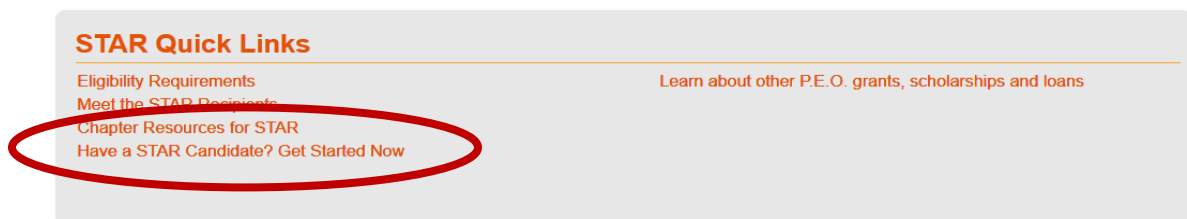
1. Log into the P.E.O. International Member Website and click on P.E.O. Projects.




2. Click on P.E.O. STAR Scholarship



3. Scroll to the bottom of the page and click on "Have a STAR Candidate? Get Started Now".




- Click "Click Here" for the Online Recommendation Form. This will take you to the online application system.

STAR Online Recommendation Form		
Title	Format	Last Updated
Instructions for Online Recommendation Form		Sep 2017
Online Recommendation Form <i>The window to submit a STAR recommendation is September 1-November 1 of each year.</i>	Click Here for Recommendation Form	Sep 2017

- Click the Apply button.

Fund Details



P.E.O. STAR Scholarship Recommendation Form 2018

Description:
Note: You will need to use Google Chrome, Mozilla Firefox, or Safari to successfully complete a recommendation. Microsoft Edge and Internet Explorer will not work.

Timeline/Deadline for STAR Scholarship

The chapter recommendation must be submitted online **between September 1 and November 1 ONLY**.

The student/applicant's portion of the online application **must be submitted no later than 30 calendar days after the applicant has received a link with instructions to set up her online account.**

Contact Information:
For questions about the recommendation process, please contact the P.E.O. STAR Scholarship Supervisor at star@peodsm.org.

Contact Information:
For questions about this application, please contact Nichole Bougher at star@peodsm.org

Begin Accepting Applications Date:
9/01/2018

Deadline Date (EST Time Zone):
11/01/2018 11:59 PM

[Apply](#)

- Answer the GPA question and click the Submit button.

Pre-Qualification Questions

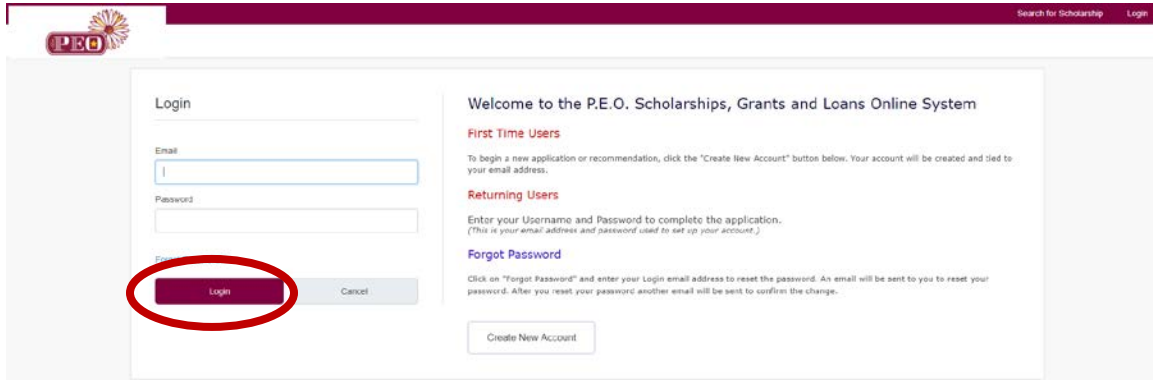
Is your applicant planning a gap semester/year?
 Yes No

Is the school the applicant will be attending accredited and in the US or Canada?
 Yes No

Is your applicant's unweighted GPA 3.0 or higher?
 Yes No

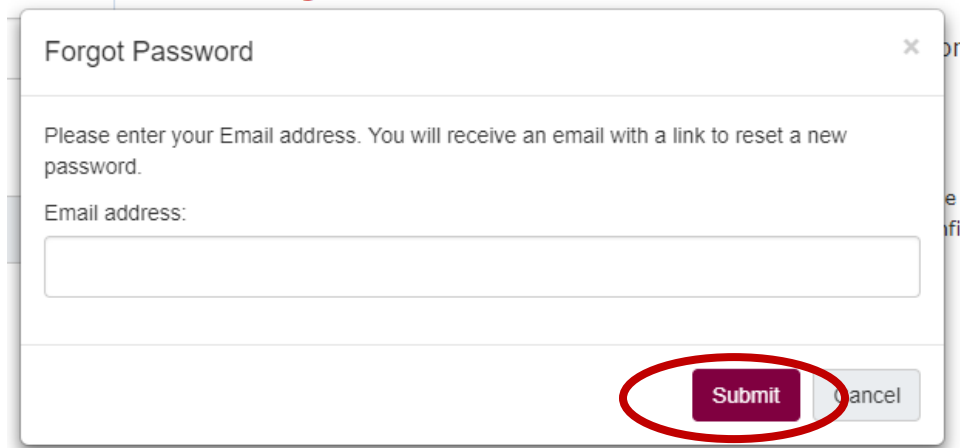
- If this is your first time using this system to submit a nomination or recommendation for any project, you will need to create a new account. Skip to the **Creating an Account** section on page 5 of this documentation.

8. If you have previously created an account, you will need to use that account. Enter the email address as the username and enter your password before clicking Login.



The screenshot shows the login interface for the P.E.O. Scholarships, Grants and Loans Online System. On the left, there is a 'Login' section with input fields for 'Email' and 'Password', and a 'Login' button circled in red. On the right, there is a 'Welcome to the P.E.O. Scholarships, Grants and Loans Online System' section with instructions for 'First Time Users', 'Returning Users', and a 'Forgot Password' link. A 'Create New Account' button is also visible at the bottom right.

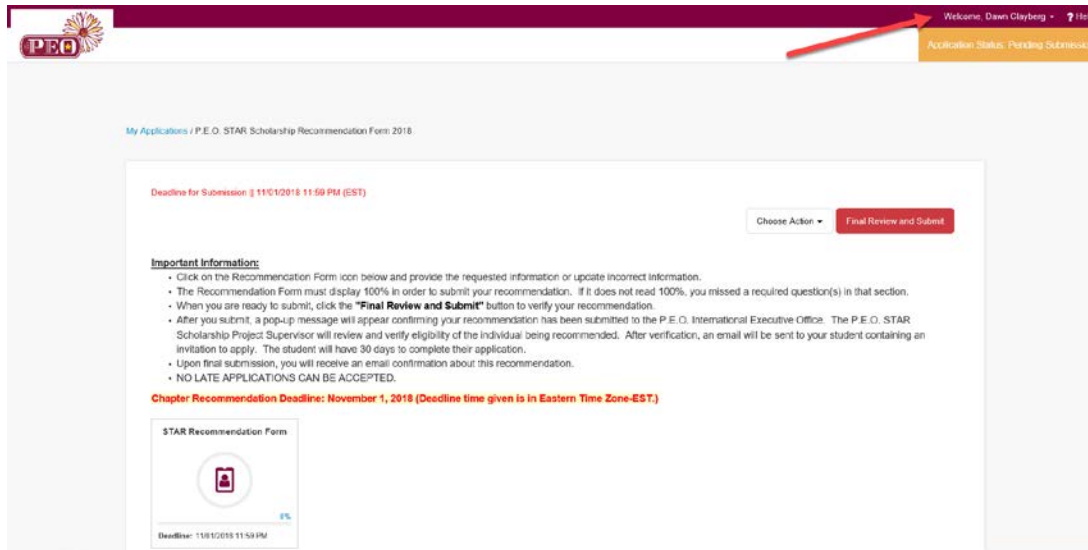
9. If you do not remember your password, you can click the Forgot Password link. Enter the email address and click the Submit button.



The screenshot shows a 'Forgot Password' dialog box. It contains the text: 'Please enter your Email address. You will receive an email with a link to reset a new password.' Below this is an 'Email address:' label and an input field. At the bottom right, there are 'Submit' and 'Cancel' buttons, with the 'Submit' button circled in red.

10. If you do not receive an email to reset your password, you most likely did not set up an account using this email address. Skip to the **Creating an Account** section on page 5 of this documentation.

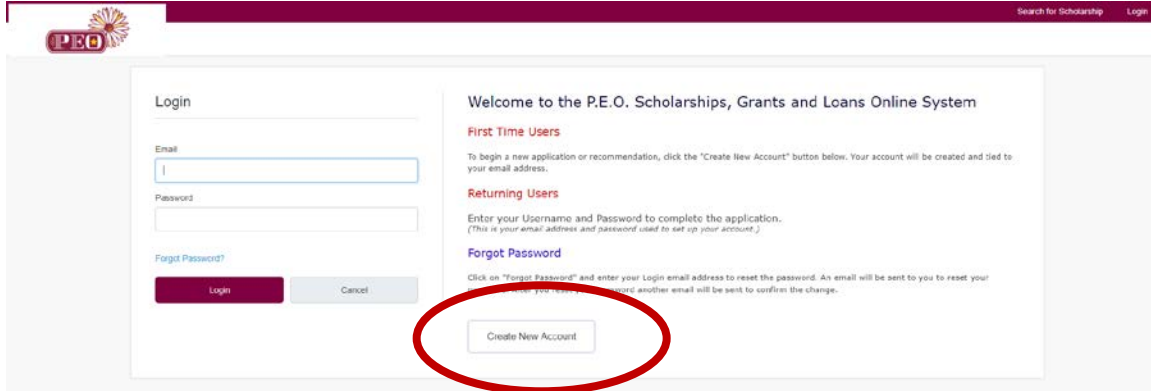
11. Once you have logged in successfully, you should see the screen below with your name listed in the upper right corner.



12. Proceed to the **Completing a Recommendation** section on page 7 of this documentation.

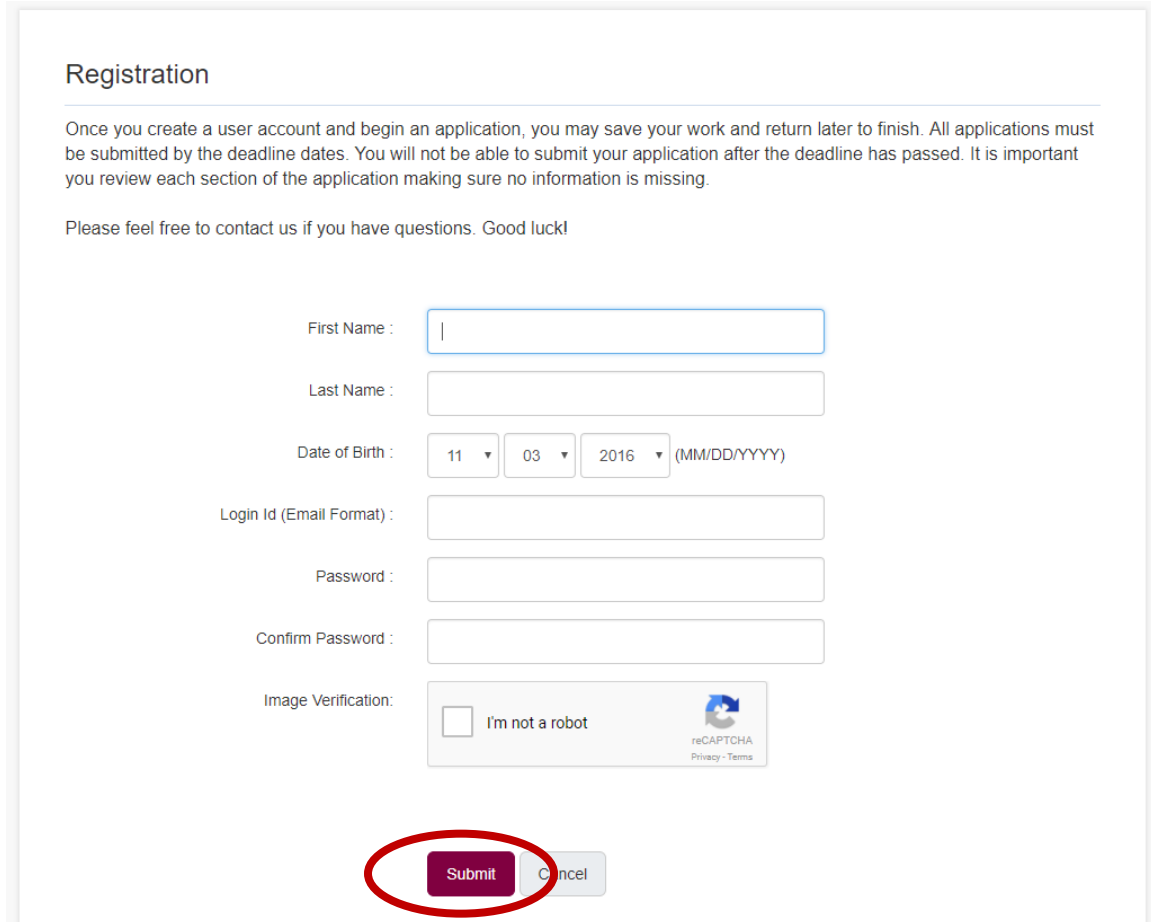
II. Creating an Account

1. Click the Create New Account Button. Skip to Section III on page 7 of this documentation if you already have an account.



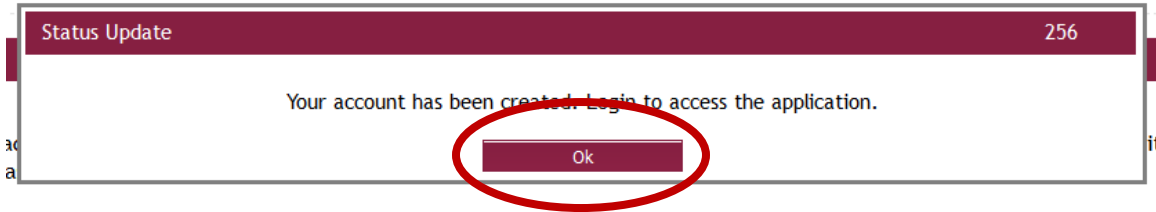
The screenshot shows the login page for the P.E.O. Scholarships, Grants and Loans Online System. On the left, there is a login form with fields for Email and Password, and a 'Login' button. On the right, there is a welcome message and instructions for 'First Time Users' and 'Returning Users'. A 'Create New Account' button is located at the bottom right of the page and is circled in red.

2. Enter your information on the screen that appears. Please use a reliable email address as it is used to communicate the status of the recommendation. Click on Submit when the form has been completed.

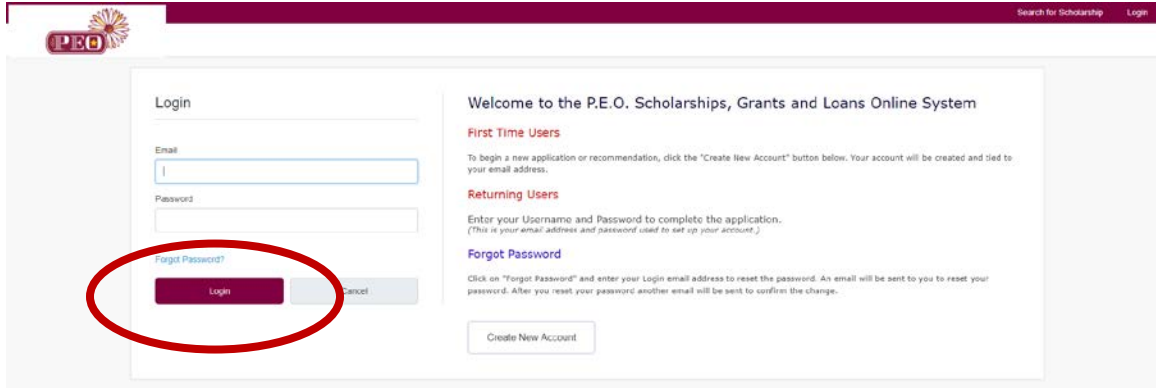


The screenshot shows the registration page. It includes a heading 'Registration' and a paragraph explaining that users can save their work and return later to finish applications. Below this, there is a form with the following fields: First Name, Last Name, Date of Birth (with dropdown menus for month, day, and year), Login Id (Email Format), Password, and Confirm Password. At the bottom, there is an 'Image Verification' section with a checkbox for 'I'm not a robot' and a reCAPTCHA logo. A 'Submit' button is circled in red at the bottom of the form.

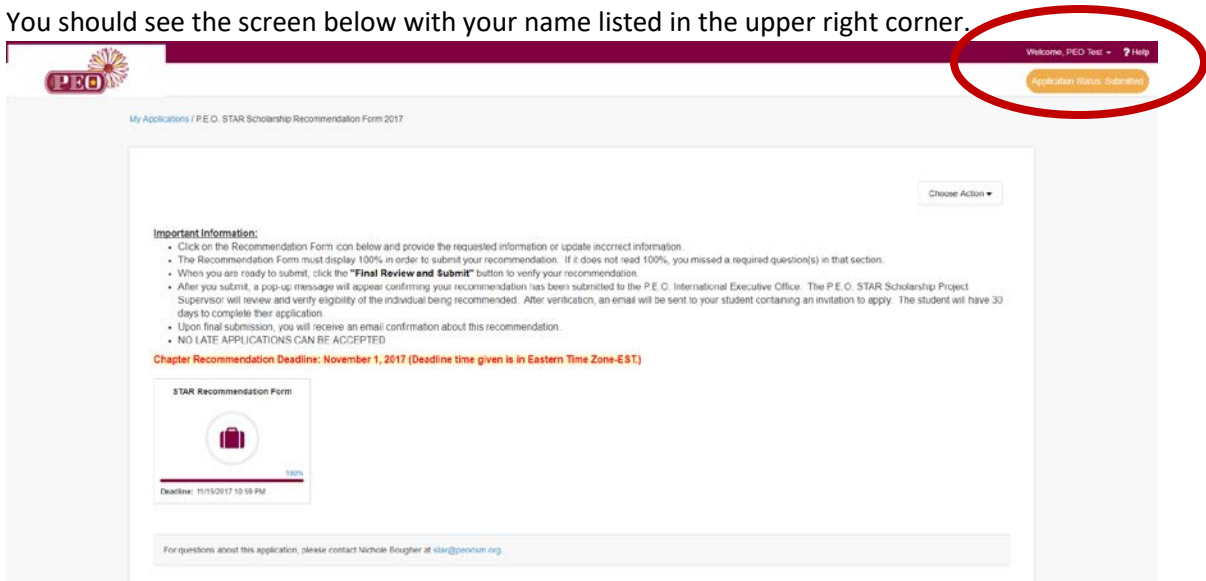
- If you have completed the form successfully, the following window will appear. Click Ok. If a problem arises, a message will appear with the information that is incorrect and you will be returned to the form shown in step 2.



- Once completed, you will be returned to the login screen. Enter the login information for the account you just created. Click the Login button.



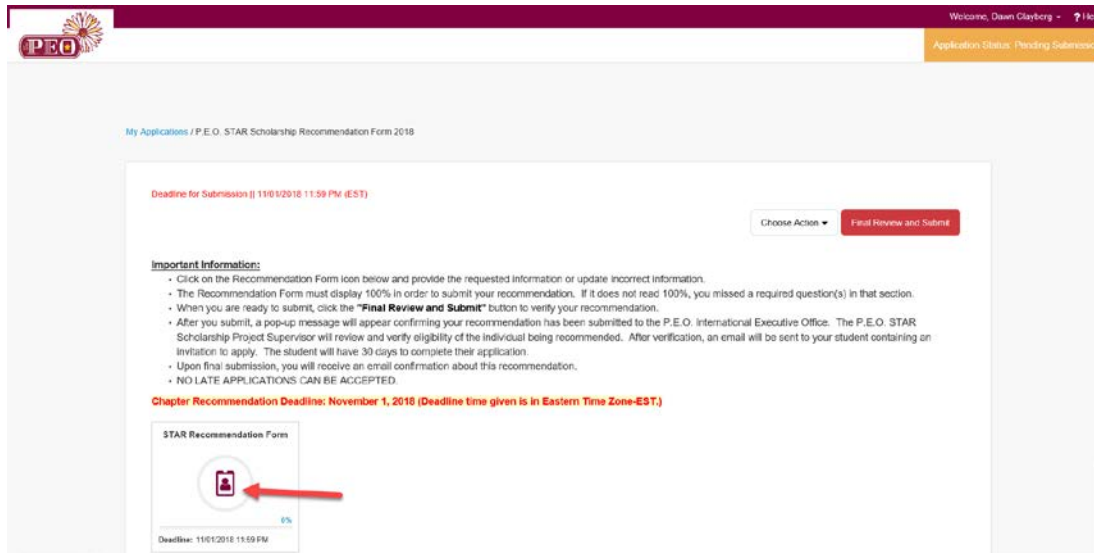
- You should see the screen below with your name listed in the upper right corner.



- Proceed to **Section III: Completing a Recommendation** section on page 7 of this documentation.

III. Completing a Recommendation

1. Click on the Recommendation Form icon to start the form.



2. Complete the recommendation form that appears. Required fields will have a red asterisk (*) located at the beginning of each field. Information will automatically save every thirty minutes; you can save more frequently by using the **Save** button located at the bottom of the screen.
3. After completing the required information, click on the Save & Return to Dashboard button located at the bottom of the screen.
4. Once you have completed this form, it will show 100% Completed. Your recommendation form will not be submitted until you complete the remaining steps in this section.

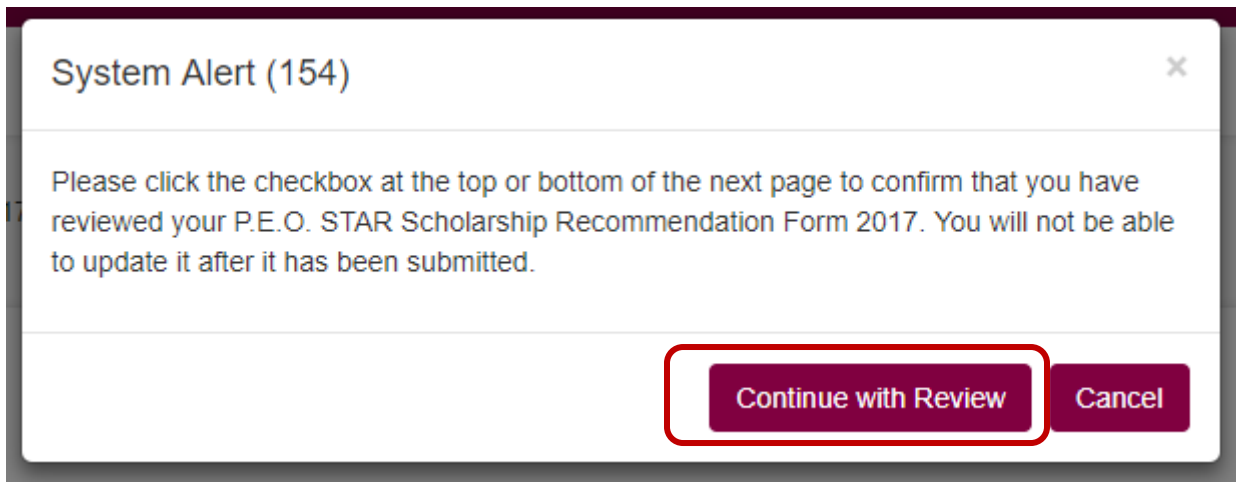
STAR Recommendation Form



5. If your form is complete, click on the Final Review and Submit button that appears in the upper right corner of the screen.



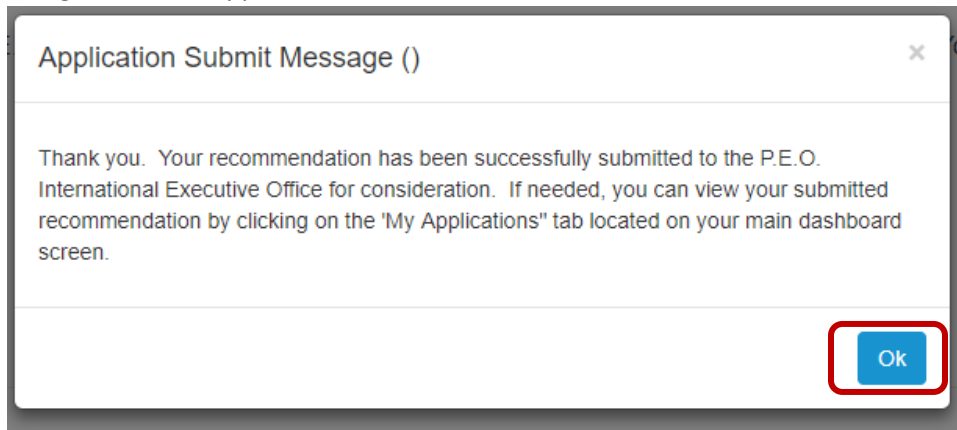
- In the window that pops up, click the Continue with Review button to review the completed recommendation.



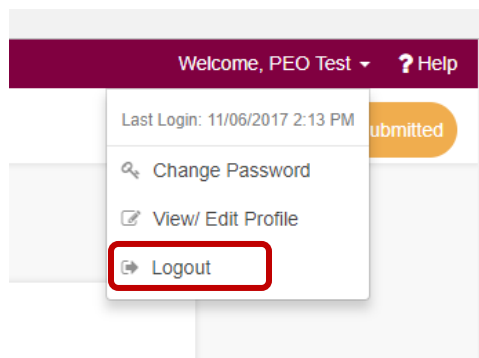
- Verify that everything is correct. When you are ready to submit, check the small box at the top or the bottom of the screen to confirm and click the Submit button. If you find a mistake, click the Cancel & Exit button to return to the previous screen. You can then go back into the form to correct any information.



- The following screen will appear. Click the final **Ok** button.



- When completed please click on Logout located in the upper right of the menu screen.



IV. Returning to Your Account.

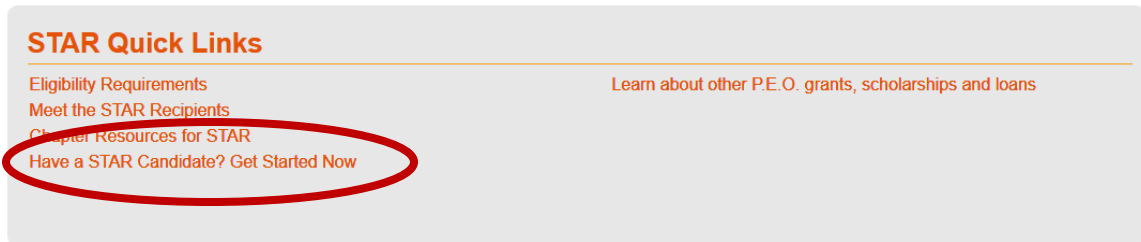
1. Once your account is created, you can return to it at any time to see the recommendation form(s) you have completed and/or are currently working on, since the account was created.
2. Log into the P.E.O. International Member Website and click on P.E.O. Projects.



3. Click on P.E.O. STAR Scholarship




4. Scroll to the bottom of the page and click on "Have a STAR Candidate? Get Started Now".

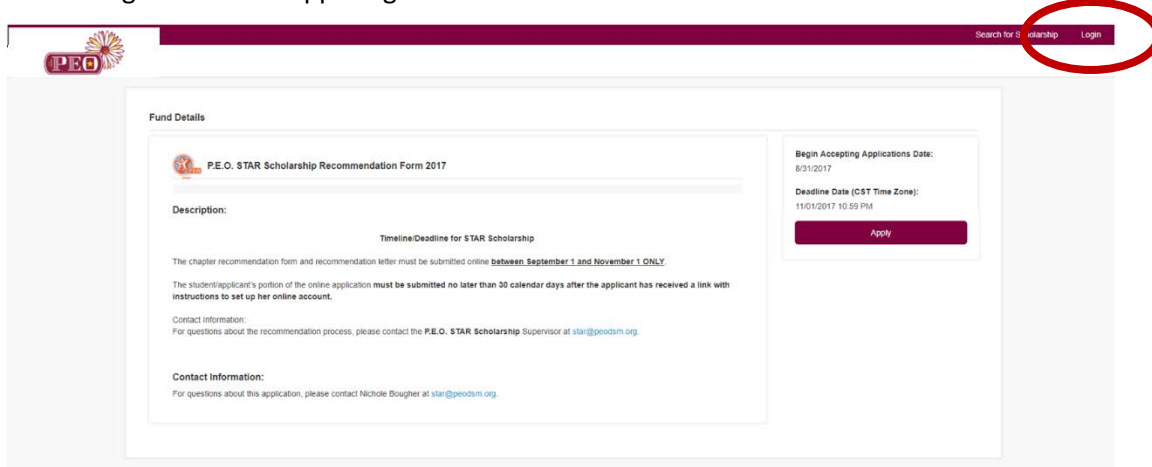


- Click "Click Here" for the Online Recommendation Form.

STAR Online Recommendation Form

Title	Format	Last Updated
Instructions for Online Recommendation Form		Sep 2017
Online Recommendation Form <i>The window to submit a STAR recommendation is September 1-November 1 of each year.</i>	Click Here for Recommendation Form	Sep 2017

- Click the Login link in the upper right corner of the screen.



Search for Scholarship [Login](#)

Fund Details

P.E.O. STAR Scholarship Recommendation Form 2017

Description:

Timeline/Deadline for STAR Scholarship

The chapter recommendation form and recommendation letter must be submitted online **between September 1 and November 1 ONLY**.
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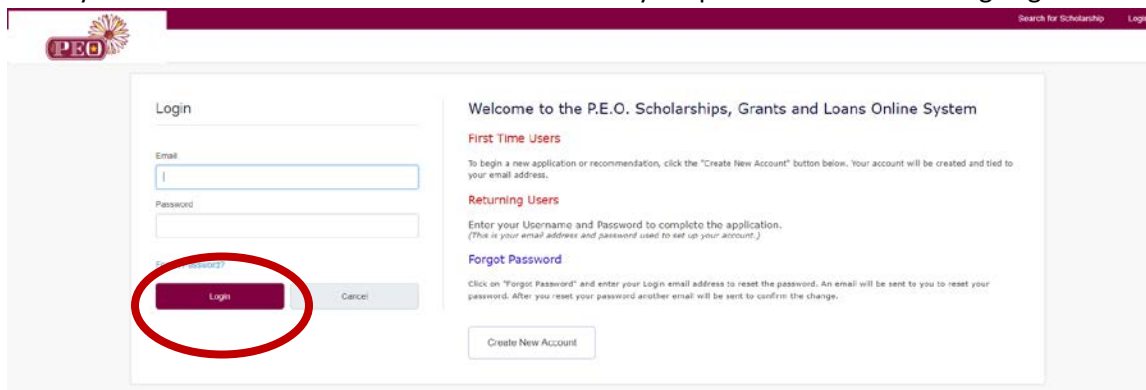
Contact Information:
For questions about this application, please contact Nichole Bougher at star@peodsm.org.

Begin Accepting Applications Date:
8/31/2017

Deadline Date (CST Time Zone):
11/01/2017 10:59 PM

[Apply](#)

- Enter your email address as the username and enter your password before clicking Login.



Search for Scholarship [Login](#)

Login

Email:

Password:

[Login](#) [Cancel](#)

Welcome to the P.E.O. Scholarships, Grants and Loans Online System

First Time Users
To begin a new application or recommendation, click the "Create New Account" button below. Your account will be created and tied to your email address.

Returning Users
Enter your Username and Password to complete the application.
(This is your email address and password used to set up your account.)

Forgot Password
Click on "Forgot Password" and enter your Login email address to reset the password. An email will be sent to you to reset your password. After you reset your password another email will be sent to confirm the change.

[Create New Account](#)

- To view previously submitted recommendations and/or recommendations you are currently working on, or to verify submission, please click on the **My Applications** tab located on your main dashboard screen. This shows you the Date Submitted and the Status of the recommendation. You can review the recommendation, but you will not be able to make any changes. You can also download a PDF of the recommendation.



Last Login: 8/11/2017 11:32 AM | [Help](#)

Welcome Polly PED [Change Password](#) | [View/ Edit Profile](#) | [Logout](#)

Home > [My Applications](#)

[Search My Applications](#)

Below is a list of your application(s) and their current status.

Program Name	Academic Year	Date Submitted	Deadline	Status	Generate PDF
P.E.O. STAR Scholarship Recommendation Form	April Applicant 2017-2018	08/11/2017	11/01/2017	Submitted	