Academic Scholar Tips for Submission

- Go to the School Single Sign On and login.
  - If you do not have access to the Single Sign On you need to contact your log on administrator.
    - Most often times this is your superintendent, but I recommend contacting your principal or even the superintendent's assistant. The assistant usually knows everything!
  - Make sure you tell them which report you need access to because you have to be given access to the Single Sign On <u>AND</u> the Academic Scholars report.
  - The name of the report is Oklahoma Academic Scholars FY 2016.
    - This is important because the logon administrator has access to ALL reports and there are a ton of them!

- Once you have opened the report you will enter your County number and District number, and select your school site.
  - This is important because this will activate the "Save" button on your report.

- Input all of the information on the Welcome tab and then save the information successfully. Once saved, a second page will open that will allow you to input the name of each qualifying senior.

- *Students show up 25 per page so you may have to click on the page numbers to flip through the name/s once you've entered them.*

- **<u>IMPORTANT – contact your Principal once you have completed your information (status should say "Saved Without Errors") and have him/her "Certify" the document.</u>**
  - The "Certify" button can be found on the Welcome tab ONLY when the principal is logged into the report (NOT the superintendent unless he/she fills both rolls).

- Once certified, it's recommended that you print or save a copy of the information for your records. You can do this by going to the "Report" tab and printing or saving the report.

- If you have students qualify after the April ACT, please contact me once you receive the scores. Those students will be added to your list, will be sent a certificate and seal, and your list of qualifying seniors will be edited for your local media.
  - Your list must be submitted by March 31 for those that qualify at that time.

Don't forget that your information is DUE MARCH 31, 2016 and MUST be *Principal Certified*.