

Hope Scholarship Program

School Administrator Portal Guide

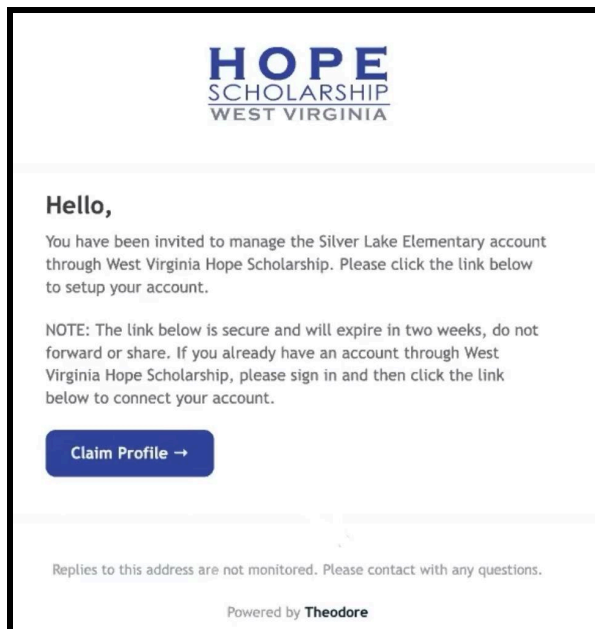
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1. Introduction

Welcome to the Hope Scholarship Program Portal for School Administrators. This guide will walk you through the essential steps to set up and manage your account, ensuring a smooth experience for both you and the families you serve.

2. Account Sign Up

- Check your email for an invitation from the Hope Scholarship Program.
- Click the unique link provided in the email.
- **Please DO NOT share or forward this link. It is assigned to claim your account.**



- On the account creation page:
 - Enter your full name
 - Confirm your email address
 - Create a strong password
 - Click the “Sign Up” button

Silver Lake Elementary Sign Up

This area is for administrators only. Only those authorized to manage information on behalf of Silver Lake Elementary should proceed.

First Name

Last Name

Email

Password

Confirm Password

3. Navigating the Dashboard

- Welcome to your Admin Dashboard, your central hub for managing Hope Scholarship information for your school.
- Dashboard Locations:
 - Editing Organization Information
 - Setting Tuition and Fees
 - Verifying Enrollment in Families & Students tab
 - Generating Invoices
 - Managing Products (if applicable)
- We'll guide you through each section for a seamless experience.

Zach Simunic

Home Enrollment Periods Products Invoices & Payments Families & Students Edit Organization

To ensure prompt payment of funds, please add your banking information from the [Edit Organization](#) tab.

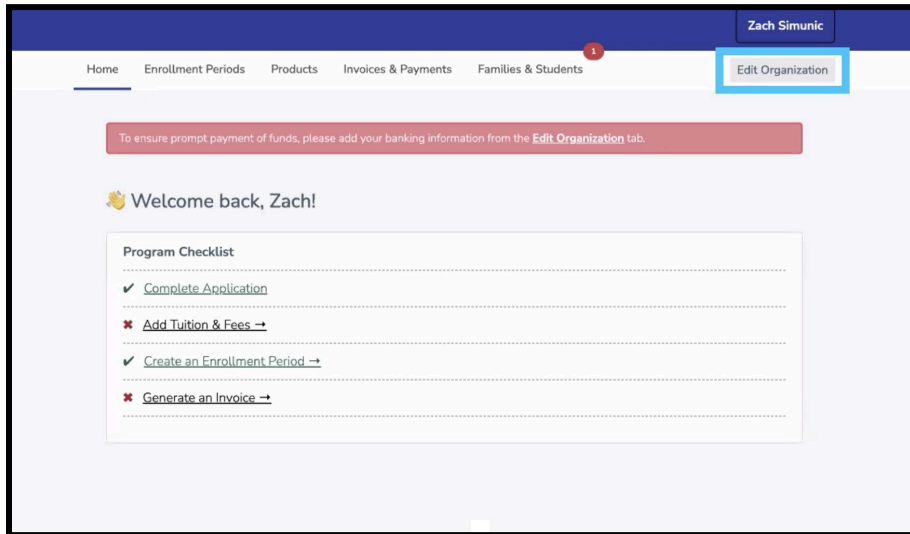
👋 Welcome back, Zach!

Program Checklist

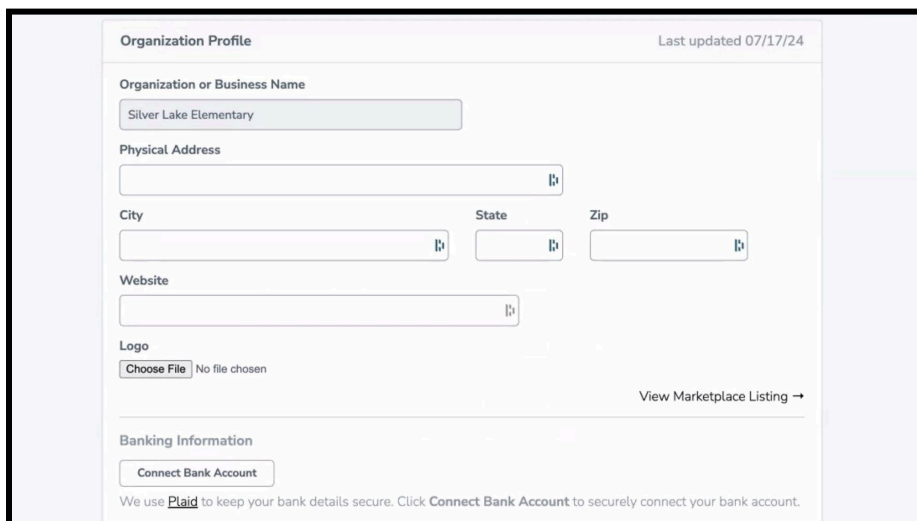
- ✓ [Complete Application](#)
- ✗ [Add Tuition & Fees →](#)
- ✓ [Create an Enrollment Period →](#)
- ✗ [Generate an Invoice →](#)

4. Editing Organization Information

- Click on "Edit Organization" in the top right corner of your dashboard.



- Update or confirm the following information:
 - School name
 - Physical address
 - Website (if applicable)
 - Logo (highly recommended for easier identification by families)
- Ensure your city is correctly listed, as this helps families distinguish between schools with similar names.



The screenshot shows the "Organization Profile" form, last updated on 07/17/24. The form includes the following fields and sections:

- Organization or Business Name:** A text input field containing "Silver Lake Elementary".
- Physical Address:** A text input field.
- City, State, Zip:** Three separate text input fields for city, state, and zip code.
- Website:** A text input field.
- Logo:** A "Choose File" button with the text "No file chosen".
- View Marketplace Listing →:** A button to view the marketplace listing.
- Banking Information:** A "Connect Bank Account" button.

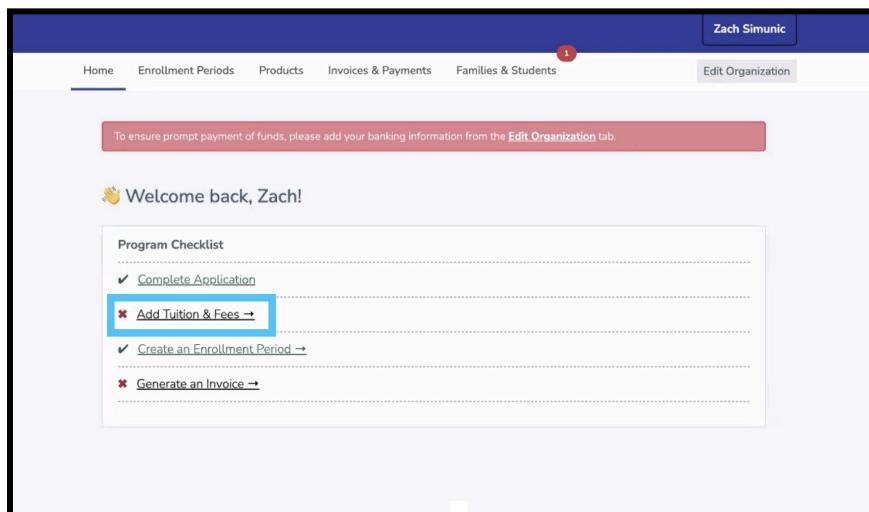
At the bottom, a note states: "We use Plaid to keep your bank details secure. Click Connect Bank Account to securely connect your bank account."

5. Connecting Your Bank Account

- While in the "Edit Organization" section, scroll down to find the "Connect Bank Account" button.
- To complete the process of connecting your Bank Account in the Hope Platform, please reference this Support Article: [Hope Scholarship Program | Connecting Your Bank Account](#)
- **Note:** This step is crucial for receiving payments and must be completed before you can submit invoices.

6. Managing Tuition and Fees

- From your Program Checklist, click on "Add Tuition and Fees".
- Please email help@hopescholarshipwv.com if you are unable to connect your banking institution.



- On the Tuition and Fees page, perform the following user actions
 - Ensure that the Academic Year is set to "2024-25" at the top right of the screen
 - Check the boxes next to each grade level your school serves. This indicates which grade levels your school accepts for enrollment.
 - Enter the maximum tuition amount for each grade level.
 - Fill in the amounts for any additional fees (e.g., textbooks, technology, uniforms) that apply to your school.
 - If a fee doesn't apply, leave it blank or enter zero.

Tuition and Fees 2024-25

Add the maximum per-student annual amount by grade in the list below. Please reach out to West Virginia Hope Scholarship to address any changes to tuition and school fees.

Grade	Offered?	Tuition	Uniform Fee	Textbook Fee	Technology Fee
Kindergarten	<input type="checkbox"/>	Value	0.00	Value	Value
1	<input type="checkbox"/>	Value	0.00	Value	Value
2	<input type="checkbox"/>	Value	0.00	Value	Value
3	<input type="checkbox"/>	Value	0.00	Value	Value
4	<input type="checkbox"/>	Value	0.00	Value	Value
5	<input type="checkbox"/>	Value	0.00	Value	Value
6	<input checked="" type="checkbox"/>	\$ 6,000.00	\$ 0.00	\$ 100.00	\$ 150

- Carefully review all entered information before submitting, as it can only be edited once per academic year. Click "Save and Continue" when finished.

7. Student Enrollment Verification

- After families select your school in the platform, you'll see pending enrollments in your "Families and Students" tab.

Zach Simunic

Home Enrollment Periods Products Invoices & Payments **Families & Students** Edit Organization

Overview 2024-25

Applications Submitted	1
Pending School Review	1

Applications Search & Filter

ID	Date	Applicant	Status	Actions
86182	06/26/2024	Theodore Simunic Zach Simunic	Pending School Review	Verify

- Once there, select a student and click "Verify" next to each student's name.
 - Confirm the student's information is correct.
 - Enter the student's start date (typically the first day of school, or their start date if enrolling mid-year).

School Official

First Name **Last Name**

Student Information

Name: Theodore Simunic
Parent Name: Zach Simunic
Address: 304 W Kirkwood, Bloomington, IN, 47404
Date of Birth: 01/01/2018

Confirm Enrollment

Is this student enrolled in your school?

▾

Enrollment Date

📅

Tuition for Student

Please enter the total tuition the family is responsible for AFTER any school-determined financial aid or discounts.

- Enter the specific tuition and fee amounts for this student, including any applicable discounts.
- These amounts cannot exceed the maximums set in your tuition and fee schedule.
- Click "Submit" to complete the verification process.
- Repeat this process for each requested student enrollment.

Confirm Enrollment

Is this student enrolled in your school?

▾

Enrollment Date

📅

Tuition for Student

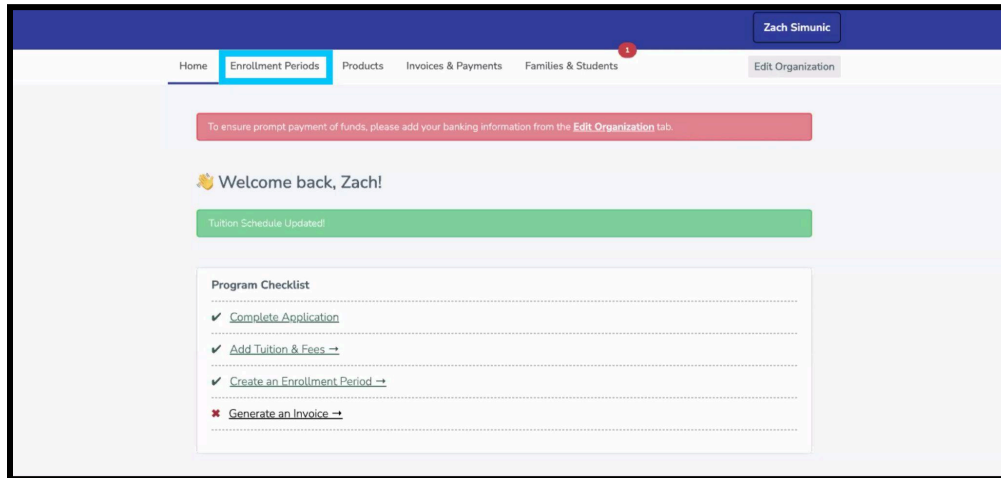
Please enter the total tuition the family is responsible for AFTER any school-determined financial aid or discounts.

▾

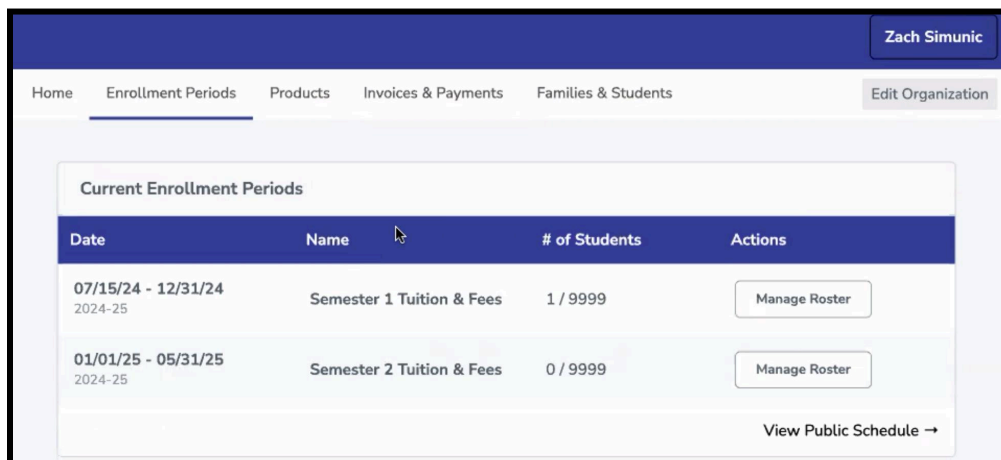
I attest that the information above is correct and accurate

8. Generating Invoices

- Once families have allocated funds to your school, go to the "Enrollment Periods" tab.



- Once there, click "Manage Roster" to see a list of students and their allocated funds.
 - Review the information for accuracy.

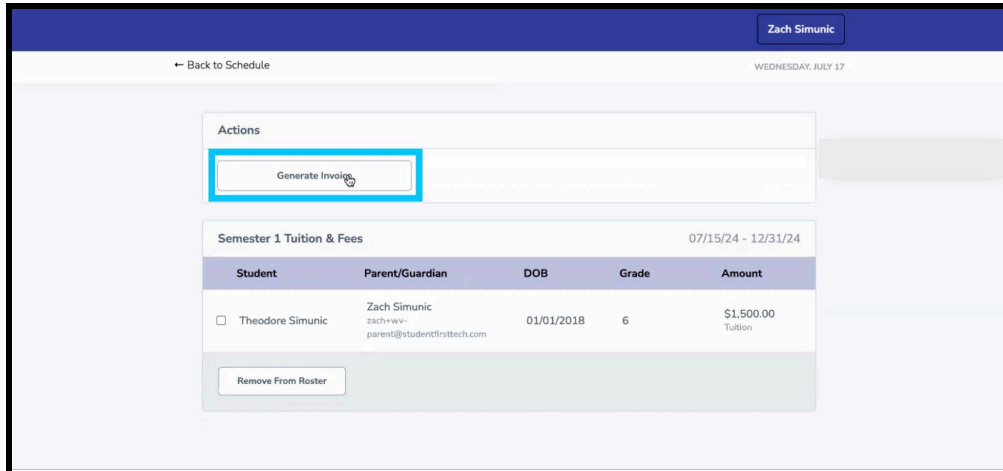


The screenshot shows the "Current Enrollment Periods" table. The table has the following columns: Date, Name, # of Students, and Actions. There are two rows of data:

Date	Name	# of Students	Actions
07/15/24 - 12/31/24 2024-25	Semester 1 Tuition & Fees	1 / 9999	Manage Roster
01/01/25 - 05/31/25 2024-25	Semester 2 Tuition & Fees	0 / 9999	Manage Roster

At the bottom of the table, there is a link: [View Public Schedule →](#)

- Click "Generate Invoice" to create an invoice for all listed students.



← Back to Schedule WEDNESDAY, JULY 17

Zach Simunic

Actions

Generate Invoice

Semester 1 Tuition & Fees 07/15/24 - 12/31/24

Student	Parent/Guardian	DOB	Grade	Amount
<input type="checkbox"/> Theodore Simunic	Zach Simunic zach+vw- parent@studentfirsttech.com	01/01/2018	6	\$1,500.00 Tuition

- You can submit multiple invoices per semester and as needed throughout the semester.

Create New Invoice

Enrollment Details

Description	Dates
Semester 1 Tuition & Fees Tuition &	07/15/24 - 12/31/24

Student(s)

Student Name	Expenditure Type	Total
Theodore Simunic	Tuition	\$ 1,500.00

Supporting Documentation

Please upload supporting documentation to verify the enrollment of the students listed. Valid supporting documents would include an **attendance record**, student/family **attestation sheet**, or **other document** confirming enrollment.

No file chosen

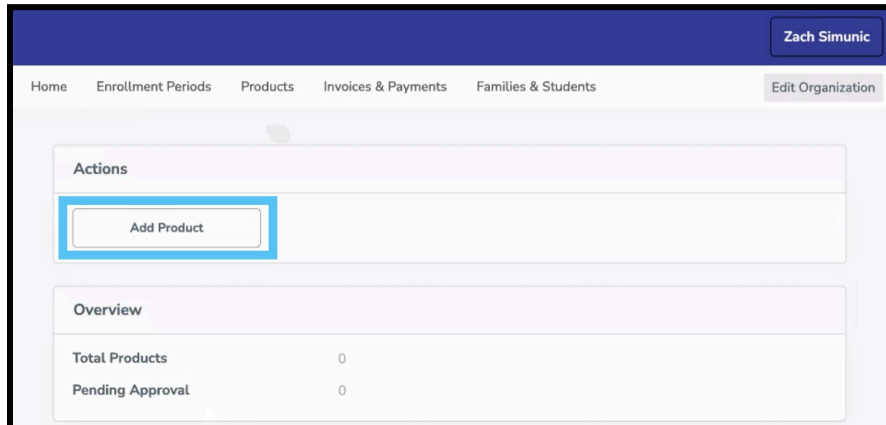
Agent Information

Requested By	Submitted Date
Zach Simunic	07/17/2024

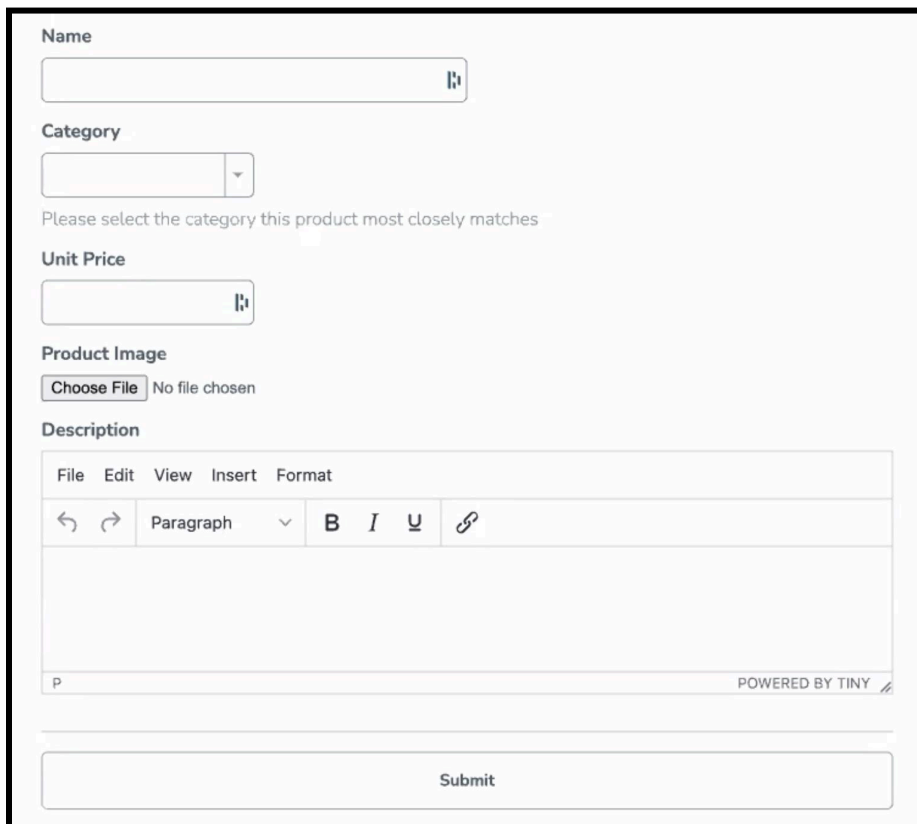
- Once submitted, invoices will be reviewed within 7 days, and payment will be processed within 24 hours of approval.

8. Managing Products (if applicable)

- If you offer additional services (e.g., tutoring, before/after school care), you can list these as products.
- Go to the "Products" tab and click "Add Product".



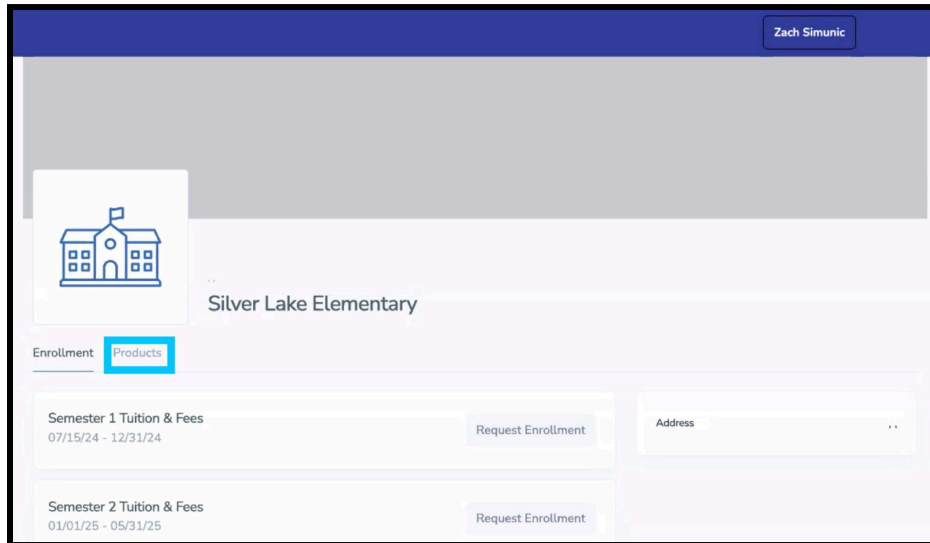
- Enter the product name, select a category, set the price, and provide a detailed description.

A screenshot of the 'Add Product' form. The form has the following sections:

- Name:** A text input field with a small icon on the right.
- Category:** A dropdown menu with a downward arrow. Below it is the text: 'Please select the category this product most closely matches'.
- Unit Price:** A text input field with a small icon on the right.
- Product Image:** A 'Choose File' button with the text 'No file chosen' next to it.
- Description:** A rich text editor with a menu bar containing 'File', 'Edit', 'View', 'Insert', and 'Format'. The menu items include undo, redo, Paragraph, bold (B), italic (I), underline (U), and link. The editor is currently empty.

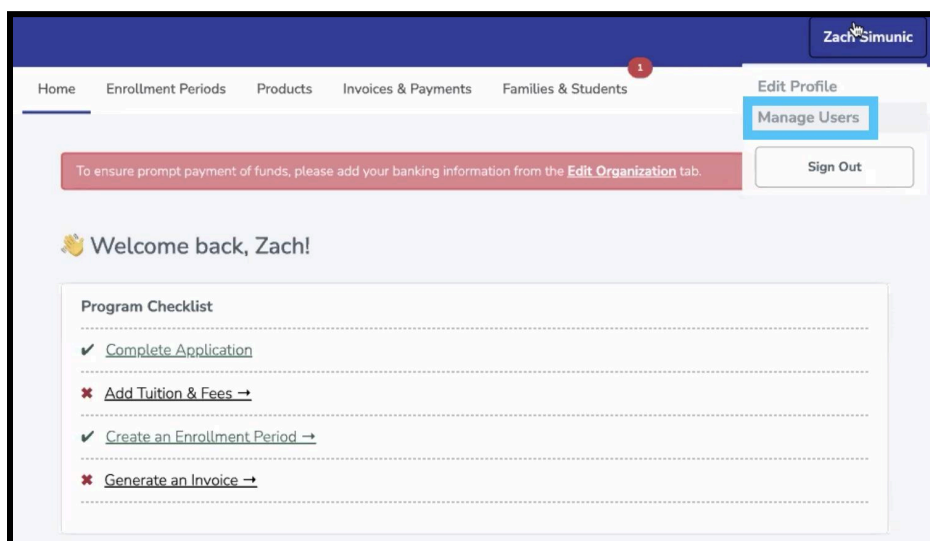
At the bottom of the form is a 'Submit' button.

- Products must be pre-approved before they appear in the marketplace.
- Approved products will be visible to all Hope Scholarship families, not just those enrolled in your school.

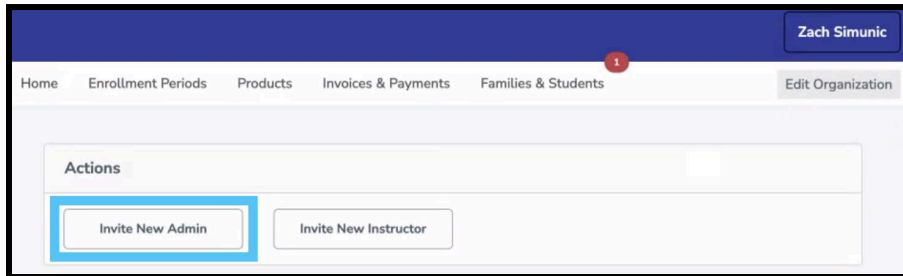


9. Managing Users

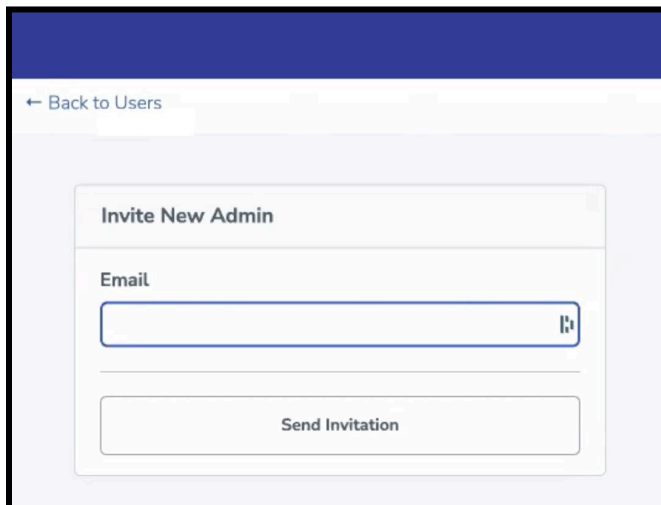
- To access the Manage Users feature:
 - Click on your name in the top right corner
 - Select "Manage Users" from the drop down



- To add additional administrators for your school:
 - On the new page, click "Invite New Admin"



- When the pop-up appears, enter the new admin's email address and click “Send Invitation”
- The new admin will receive a personalized invitation to the Hope Platform via email.



- Each administrator should have their own account for security and tracking purposes.

10. Support and Assistance

If you encounter any issues, the Hope Scholarship Program team is available to assist you. You can reach them by email at help@hopescholarshippwv.com You can also reach the Hope Scholarship Engagement Center by phone at (681)-999-HOPE (4673).



With these steps, you'll be well on your way to managing Hope Scholarship funds for your students. Thank you for your participation in this important program.