

SCHOLARLINK Scholar Guide

This manual contains information on how to use SCHOLARLINK, the scholar information system that you can access from your web browser, as a SCHOLAR.

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Welcome to SCHOLARLINK

Welcome to SCHOLARLINK! 🎉 The scholar information system of Gado and Jess Jalandoni Scholarship Project (GJJSP). Dive into this guide to learn how to kick things off, manage your profile, and submit required documents. Need to chat with support or get reminders? We've got you covered. Let's make your scholarship journey smooth and successful. Happy exploring!

Scholarlink, developed by See Solutions, is a streamlined system for managing scholar data effortlessly. It allows scholars to submit their information and documents easily, while the GJJSP Team can efficiently manage this data. With features like SMS and email reminders from Scholar Managers, Scholarlink ensures the GJJSP maintains accurate and up-to-date records, simplifying communication and data handling.

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Getting Started

The following pages contain information to help you get started using JIRA:

- [How to Request an Account](#)
- [First-time Login and Setup](#)

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How to request an Account

1. Navigate to the account registration page.
2. Fill out the registration form.
3. Verify your email address by checking your inbox for a verification email and following the instructions.
4. After you submit your request, system administrators will review it. Account approval may take some time based on the system's policies.
5. When your account request is granted, you will be receiving a confirmation email with instructions on how to access the system.

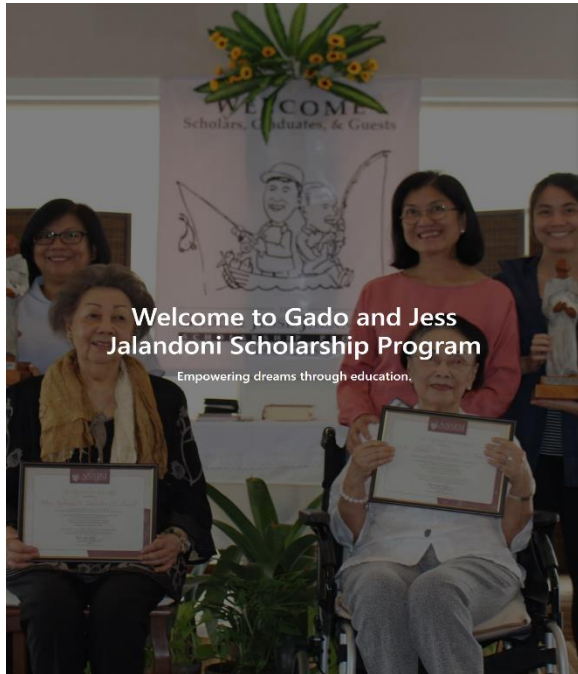
Thats it, you have successfully requested an account. If you have any additional questions or require assistance, please refer to the guide overview or contact the system administrator for assistance.

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First-time Login and Setup

To Login:

1. On the login page, enter your email address and password.
2. Click on the “Sign In” button to proceed.



Login

Welcome back! Please enter your details.

Email Address

Password

☐ Remember me

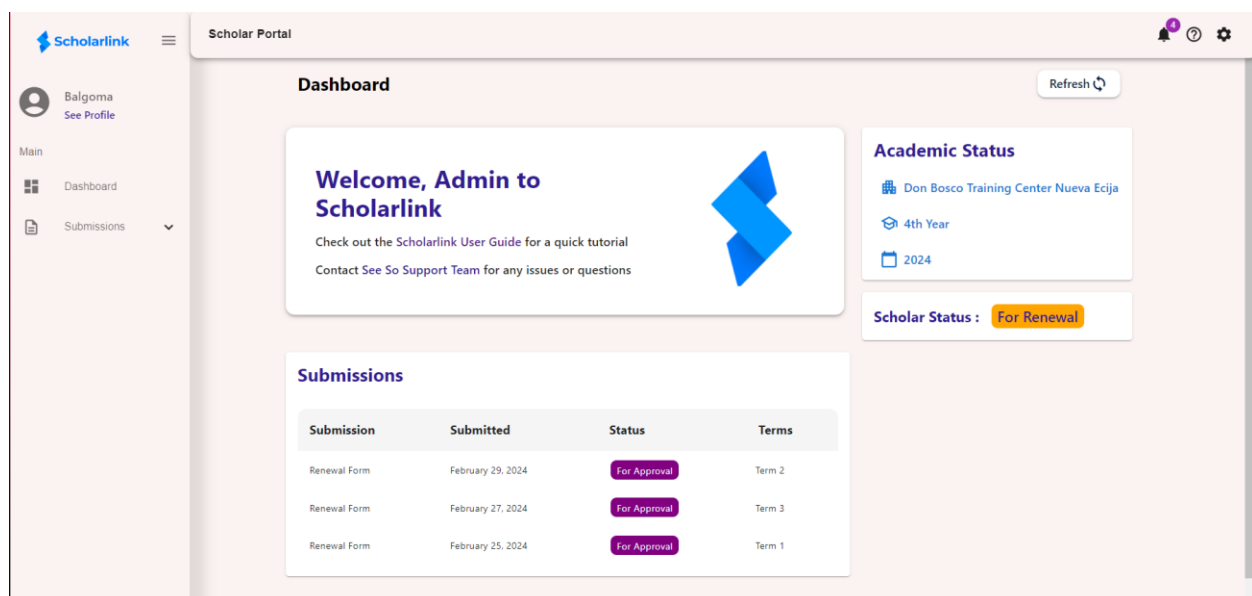
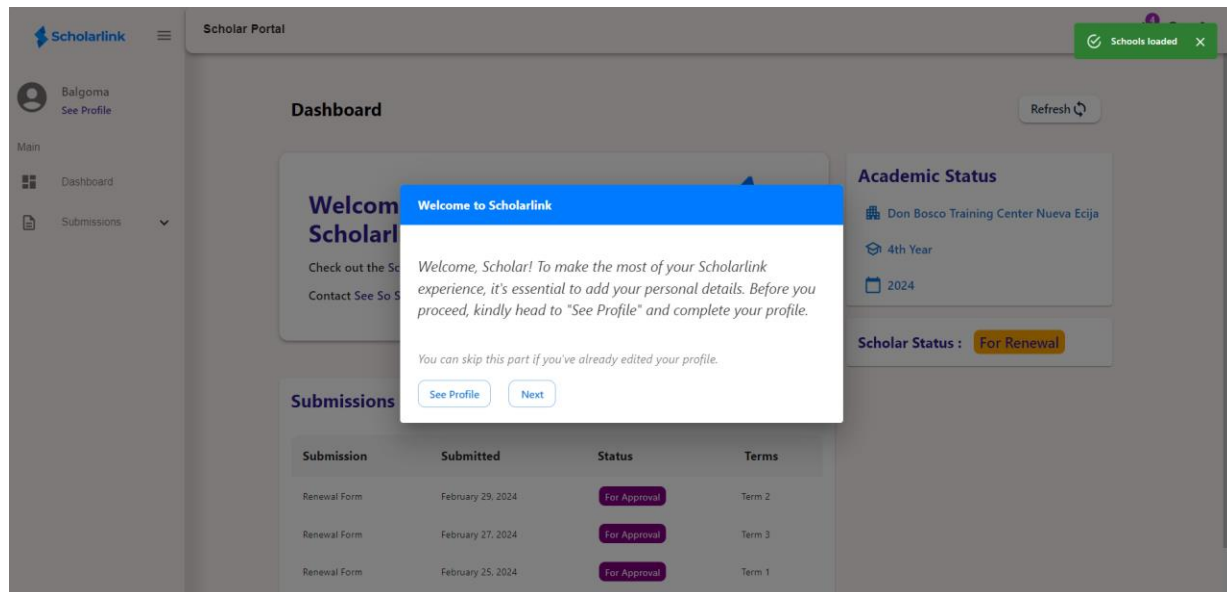
Sign In

[Forgot password?](#)

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Dashboard Navigation

1. Accessing the Dashboard
2. Upon logging in, you will be directly led to your personalized dashboard.

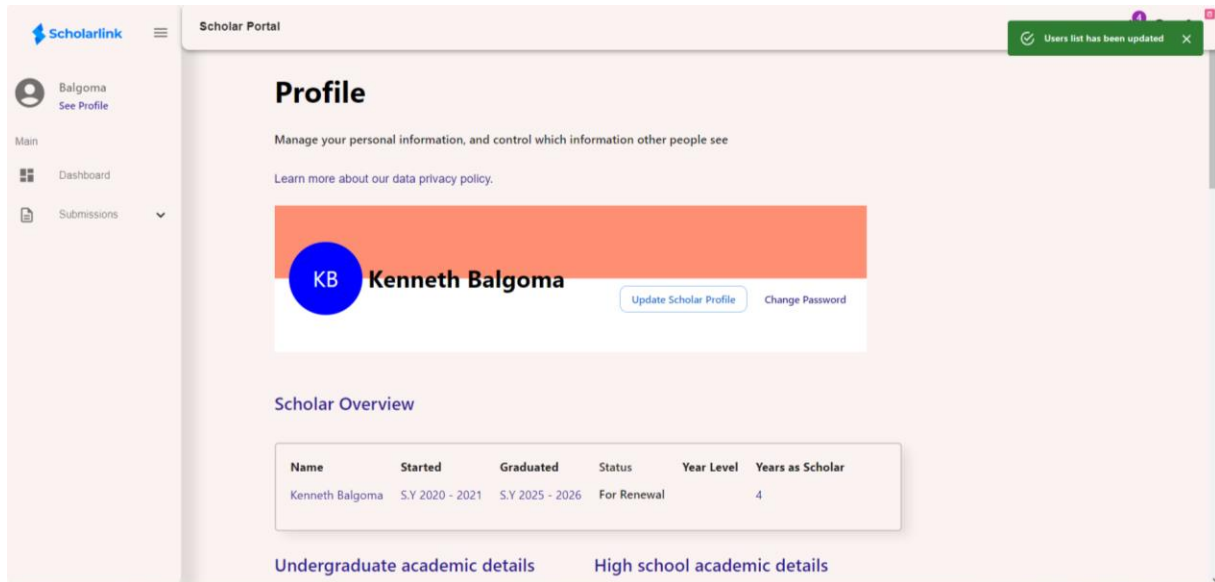


By following these steps, you may efficiently navigate the dashboard as a scholar, keeping you up to date on your scholarship status and academic progress.

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Profile Management

Maintain your profile to ensure that all details are correct and up to date. By correctly managing your profile, you may supply essential information to administrators and scholar managers, ensuring clear communication and efficient scholarship management.



The screenshot shows the 'Scholar Portal' interface. On the left is a sidebar with the 'Scholarlink' logo and a menu containing 'Main', 'Dashboard', and 'Submissions'. The main content area is titled 'Profile' and includes instructions to manage personal information. It features a user card for 'Kenneth Balgoma' with a blue circular profile picture containing the initials 'KB'. Below the card is a 'Scholar Overview' table. At the bottom of the page are links for 'Undergraduate academic details' and 'High school academic details'. A green notification banner at the top right states 'Users list has been updated'.

Name	Started	Graduated	Status	Year Level	Years as Scholar
Kenneth Balgoma	S.Y 2020 - 2021	S.Y 2025 - 2026	For Renewal		4

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Submission Processes

The following pages contain information on how to submit requirements:

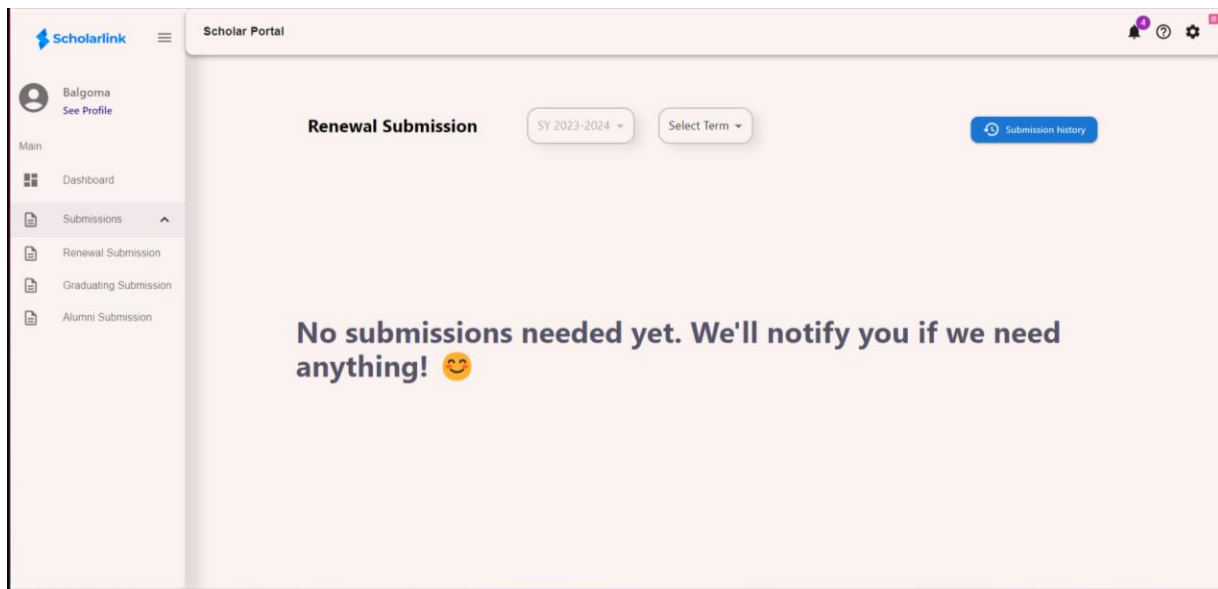
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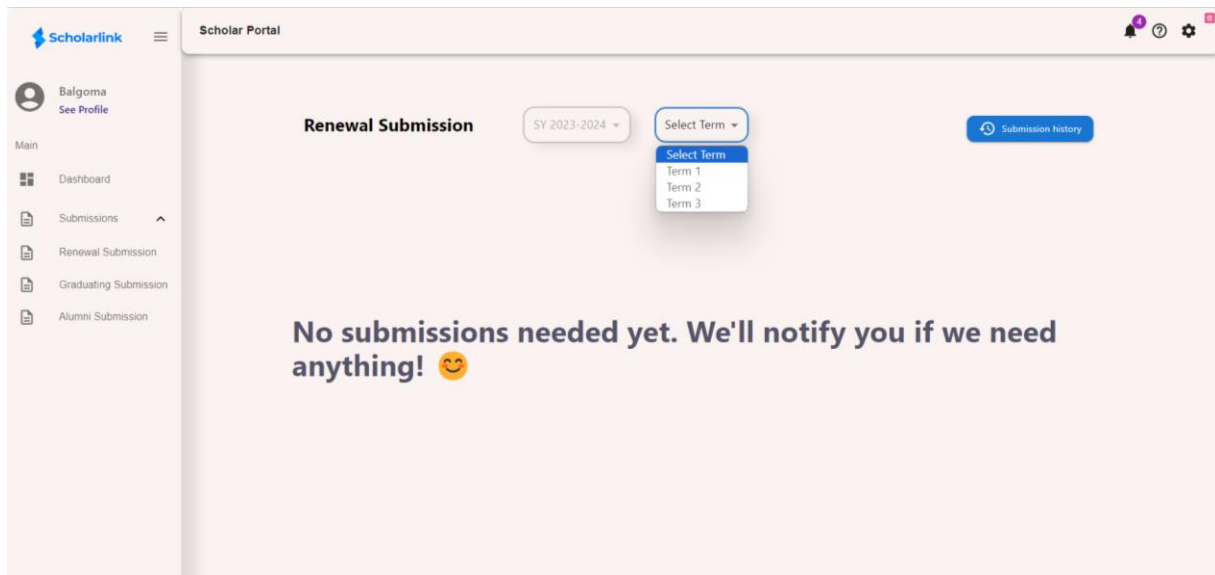
Renewal Submission

If you are a scholar and want to renew your submission, follow these steps:

1. Navigate to the "Renewal Submission" Section on the dashboard.
2. To proceed, click on the "Renewal Submission" option



3. Once at the "Renewal Submission" section, carefully read the renewal requirements.



4. Ensure you have all necessary requirements or documents prepared before proceeding.

Scholarlink

Scholar Portal

Maisip
See Profile

Main

Dashboard

Submissions

Renewal Submission

SY 2023-2024

Select Term

Submission history

1. General Weighted Average

Select GWA

2. Add remarks about GWA

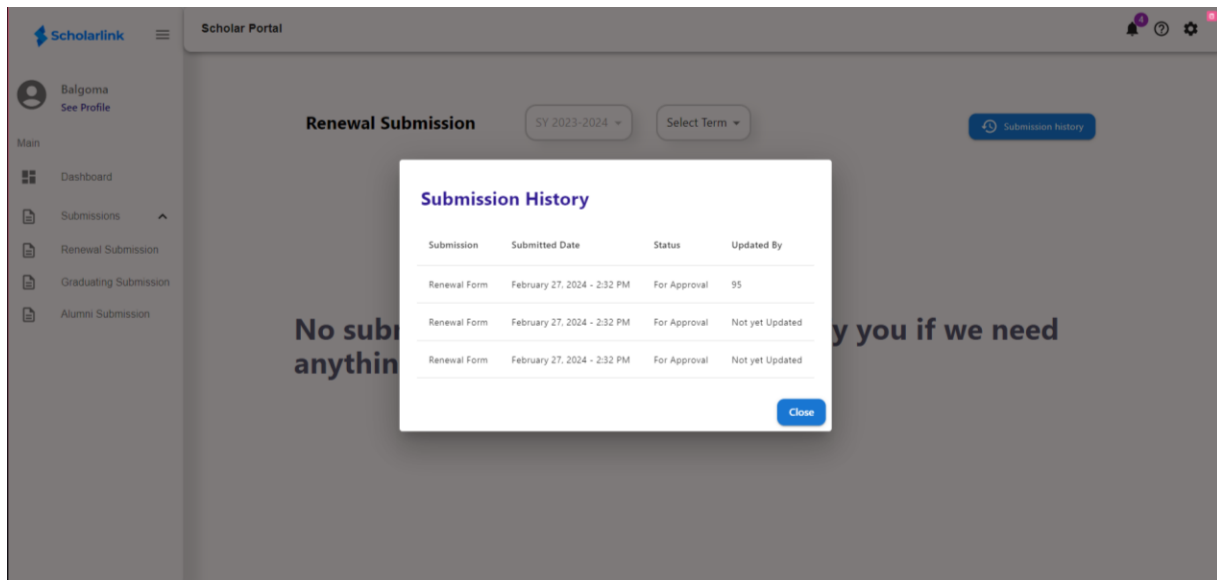
Add remark

Documentary Requirements

Description	File
Copy of Report Card of the previous semester	<div>Choose File</div> No file chosen
Copy of School Registration Form (RF)	<div>Choose File</div> No file chosen
Scanned Written Essay	<div>Choose File</div> No file chosen
Letter of gratitude to benefactor	<div>Choose File</div> No file chosen

Submit

5. You can view the submission history by clicking the "Submission History" icon.



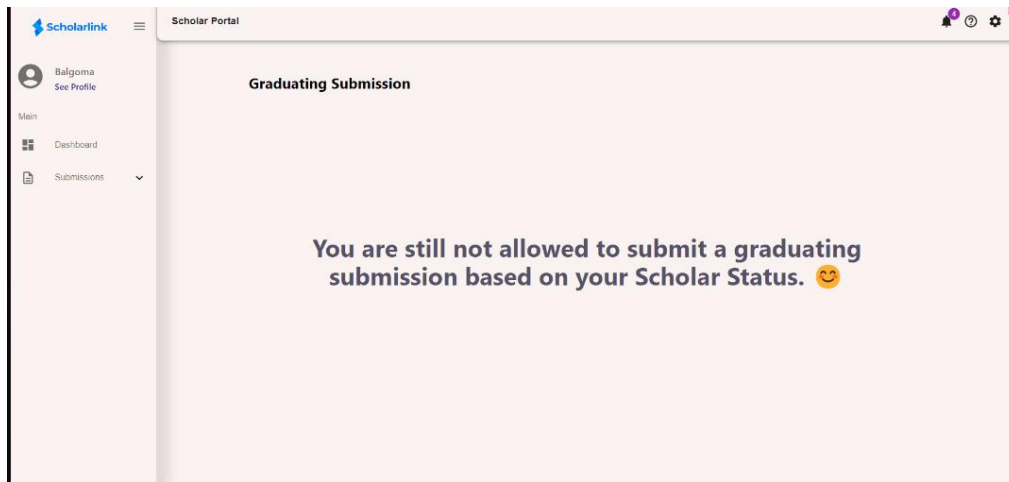
By following these steps, it will keep you updated about the status of your application and allow you to take any necessary action.

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Graduating Submission

Submitting your graduation information is critical to ensuring a smooth transition. Here is how:

1. Go to the "Graduating Submission" section



2. Fill out the graduation form with accurate information.

3. Depending on the criteria, you may need to submit supporting papers like graduation certificates or transcripts.

A screenshot of the Scholarlink Scholar Portal showing the 'Graduating Submission' form. The form is titled 'Graduating Submission' and includes a dropdown menu for the academic year 'SY 2023-2024' and a 'Submissions History' button. The form contains several input fields with red asterisks indicating required fields: 1. Graduate Name (filled with 'Grace Maisip'), 2. School Graduating (filled with 'School Graduated'), 3. School Address (filled with 'Address School'), 4. Year Entered & Graduated (placeholder: '- Please fill up your profile for this field'), 5. College Course (empty), 6. Mailing Address (placeholder: 'Please fill up your profile for this field.'), 7. Email Address (filled with 'grace@gmail.com'), 8. Contact Number (filled with '+63 9951617400'), and 9. Future Plan (Optional) (filled with 'Future Plan'). The left sidebar shows the user profile 'Maisip' and navigation links for 'Main', 'Dashboard', and 'Submissions'. The top of the page has the Scholarlink logo and a 'Scholar Portal' header.

The screenshot shows the Scholarlink Scholar Portal interface. On the left is a sidebar with the Scholarlink logo, a user profile for 'Maisip', and navigation links for 'Main', 'Dashboard', and 'Submissions'. The main content area is titled 'Documentary Requirements' and contains a table with two columns: 'Description' and 'File'. The table lists seven items, each with a 'Choose File' button and a 'No file chosen' status. A 'Submit' button is located at the bottom right of the table.

Description	File
Copy of Report Card of the previous semester	<input type="button" value="Choose File"/> No file chosen
Copy of School Registration Form (RF)	<input type="button" value="Choose File"/> No file chosen
Scanned Written Essay	<input type="button" value="Choose File"/> No file chosen
Letter of gratitude to benefactor	<input type="button" value="Choose File"/> No file chosen
Statement of account issued by the school	<input type="button" value="Choose File"/> No file chosen
Graduation Picture	<input type="button" value="Choose File"/> No file chosen
Transcript of records	<input type="button" value="Choose File"/> No file chosen

4. Confirm that you have submitted all required information and documents.
5. Once satisfied, click the "Submit" button to complete your submission.
6. Upon successful submission, you will receive a confirmation message.

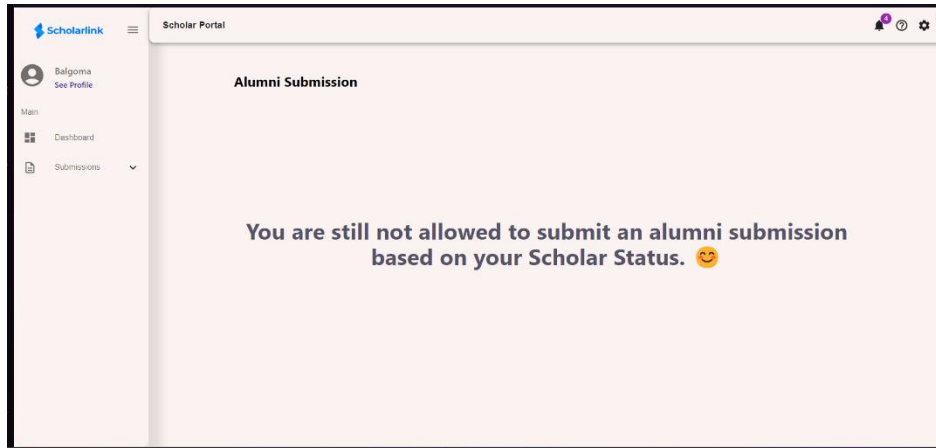
Following these steps ensures a smooth submission process, allowing you to proceed to the next stage of your academic career.

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Alumni Information

Transitioning to alumni status is a key step in your academic career. Here's how you can share your alumni information:

1. Go to the "Alumni Information" section of the main menu or dashboard.



2. Fill out the alumni information form with accurate information, including your current contact information, work status, and any other pertinent information.

A screenshot of the Scholarlink web application showing the 'Alumni Submission' form. The left sidebar shows the user 'Barasi' with a 'See Profile' link and a main menu with 'Dashboard' and 'Submissions'. The main content area is titled 'Alumni Submission' and includes a 'Year: 2024' dropdown and a 'Submission history' button. The form contains seven numbered fields: 1. Current Company Name (text input), 2. Current Company Address (text input), 3. Current Job Position (text input), 4. Licensure Exam Type (If you take it) (text input), 5. Exam Passed Date (text input with placeholder 'dd/mm/yyyy'), 6. Volunteer Group Name (If you volunteered) (text input with placeholder 'GIISP Volunteer Group'), and 7. Year Volunteered (Optional) (text input with placeholder '2024').

3. Check all the information entered to check it is correct and complete.
4. Once satisfied, click the "Submit" button to complete your alumni information submission.
5. You will receive a confirmation message after successfully submitting your information.

Providing your alumni information allows you to stay in touch with your alma mater and other alumni while also contributing to the institution's alumni network.

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Submission Tracking

The following pages contain information on how to track your submissions:

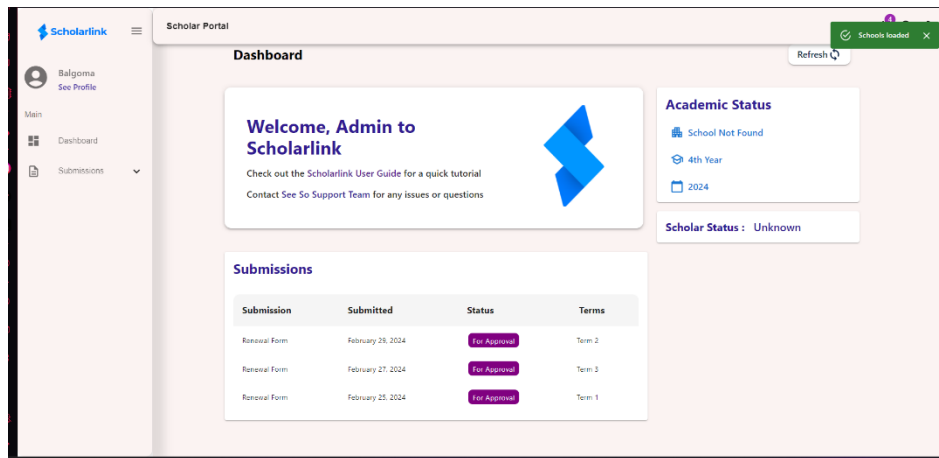
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Checking Submission Status

After you submit your request, the system administrators will review it. Account approval may take some time based on the system's policies.

1. Navigate "Submission Status" section.



2. Check if it's under review, accepted, rejected, or in process.

3. Depending on the status, you may need to act, such as providing necessary information or waiting for further updates.

Following these procedures will keep you updated about the status of your application and allow you to take any necessary action.

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Understanding Status Updates

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Communication

The following pages contain information about communication within the system:

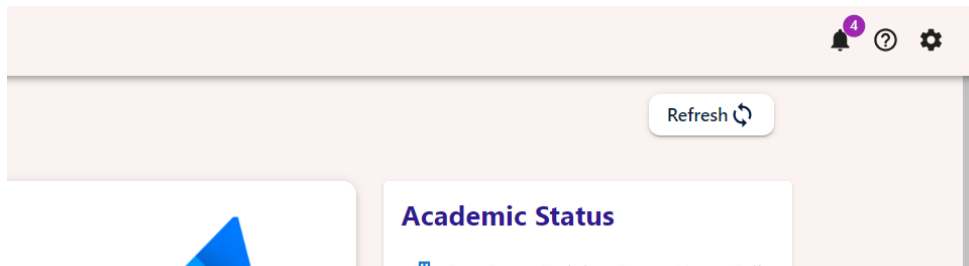
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Receiving Reminders

Stay on top of important notifications with reminders. Here is how:

1. For Accessing Notifications, look for the notification icon, which is typically represented by a bell, in the top right corner of the screen.



2. To access the notification panel or icon, simply click the notification icon.
3. The notification panel displays a list of recent notifications or alerts.
4. Click on each notification for more information or to act if necessary.
5. Depending on the message's nature, you may need to respond by clicking the notification button.

Following these steps will ensure that you get timely reminders to help you keep organized and manage your work properly.

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Contacting Support

If you encounter any issues or have questions, contacting support is easy. Here is how:

1. Look for the Contact Support Section
2. Look for area or button labeled "**Ask AI**" on the Quick Action section.
3. The AI Bot analyzes your inquiries and provides responses.
4. If you require any extra clarification or have further queries, please contact the AI Bot.
5. Using the AI Bot, you may rapidly get answers to your queries and handle any issues that may arise when using the platform or website.

Contacting support ensures that any issues you have are quickly resolved, allowing you to continue using the platform efficiently.

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