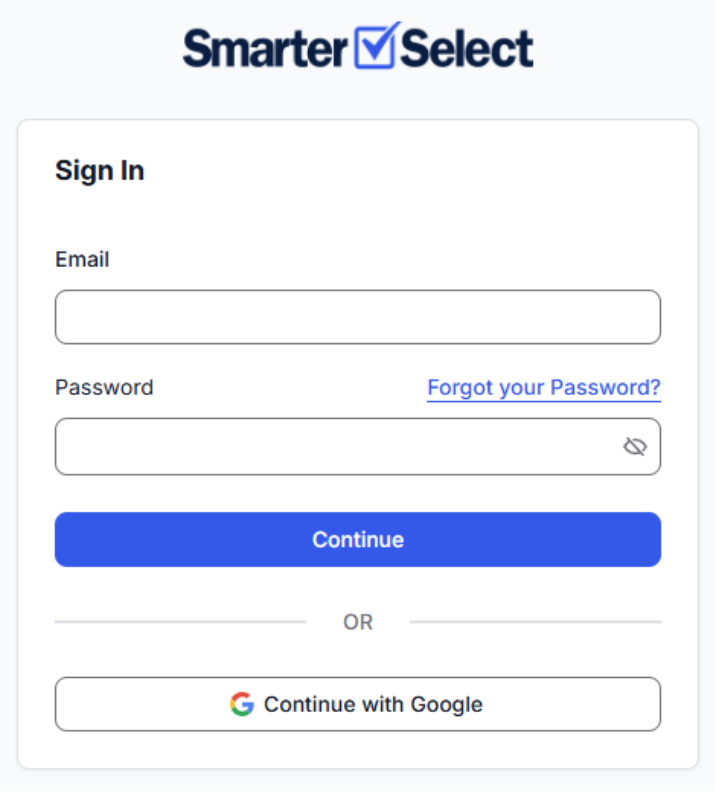
2027 Counselor Instructions for SmarterSelect

If you are the primary scholarship counselor at a school with CFWNC scholarship applications that require a school selection, you will receive an email from the Scholarship Officer with instructions on accessing applications for your school (most likely in late January). A school committee of at least three people is required to make school selections. Please meet with your school committee and then submit your school committee's selections via SmarterSelect, CFWNC's scholarship software. Instructions regarding how many students your school can select to move forward in each scholarship's competitive process is located here: https://nmd.nyc3.cdn.digitaloceanspaces.com/wnc/documents/Students/CFWNC-2027-Counselor-Instructions-for-Scholarships.pdf.

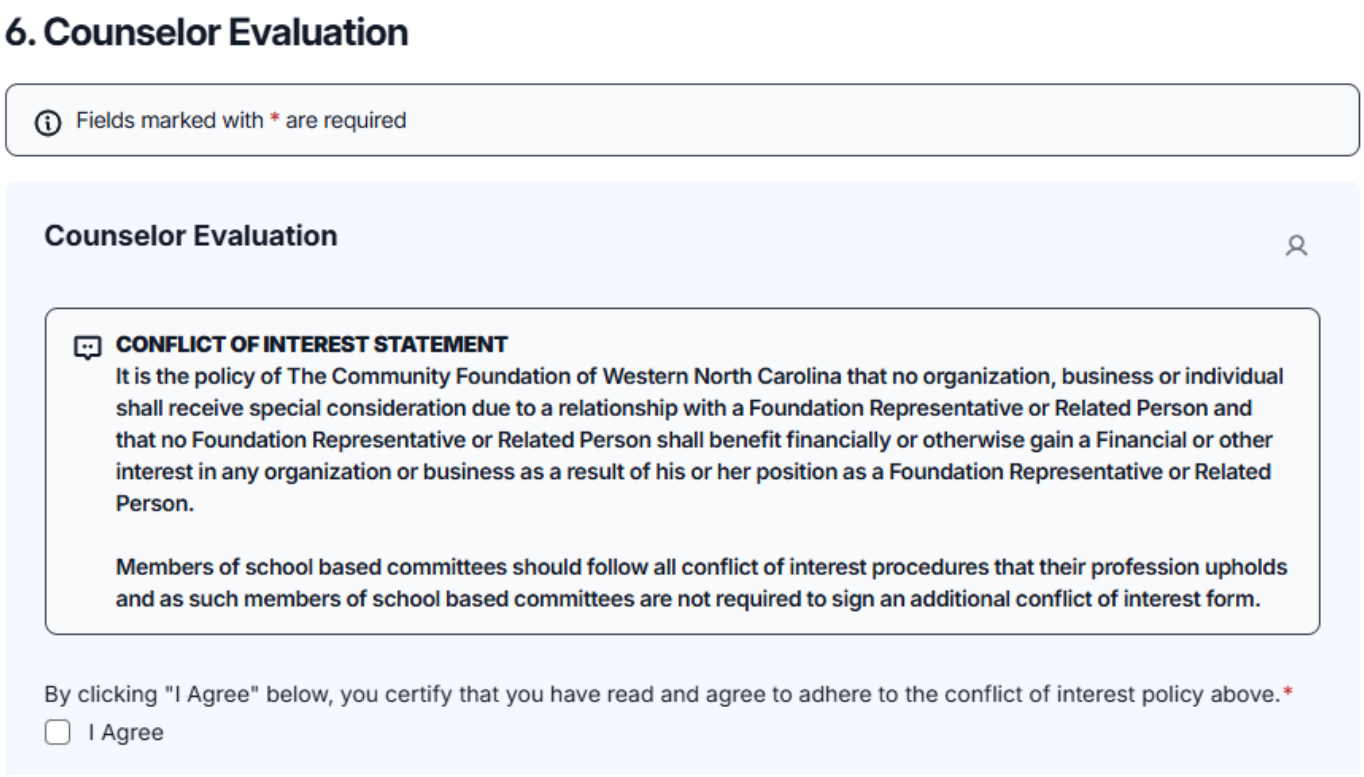
To log in to the SmarterSelect software, you will either 1) receive an email from SmarterSelect with login information and a prompt to create your password (most likely in late January) or 2) you already have a SmarterSelect account set up because you have previously accessed CFWNC scholarship applications.

Please visit https://app.smarterselect.com/login to sign in to SmarterSelect. When signing in, please do not choose the "Continue with Google" option and instead sign in with your Email and Password:

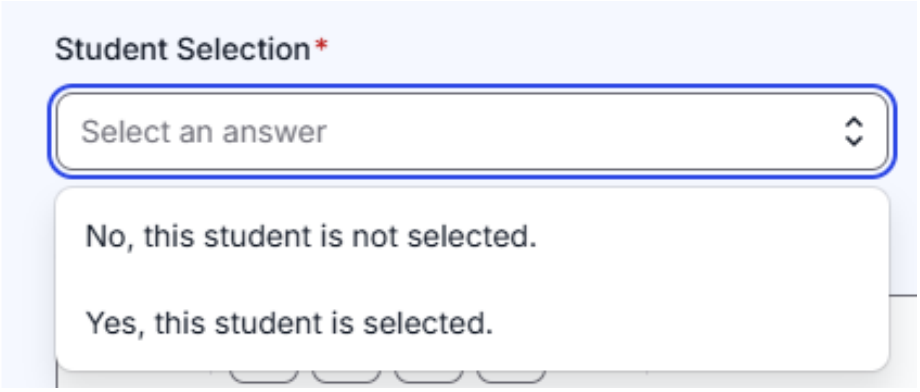


If you have already set up your account but forgot your password, please use the **Forgot your Password?** link and a password reset email will be sent to you. If you didn't receive the login email or have questions about your account, please email the Scholarship Officer at scholarships@cfwnc.org. You may log in and out as many times as needed to submit your school's selections before the due date of **February 12, 2027**.

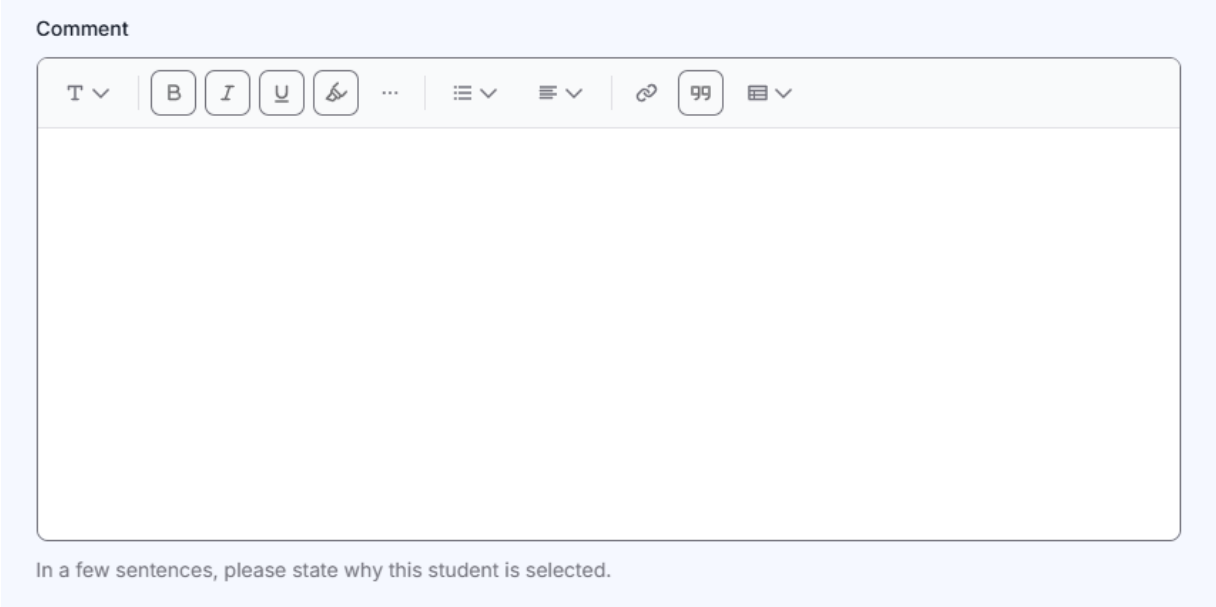
After logging into the system, you will be directed to your main **My Evaluations** dashboard, which displays the list of applications assigned to you and will be sorted according to the scholarship program. Click **View evaluations** for the scholarship program to access the student applications assigned to you for that program. Click the Applicant name to view the student's application. Click **Next** in the lower right corner to view each section of the student's application. When you arrive at the last screen, you will see the Counselor Evaluation section beginning with the Conflict of Interest statement, which requires your agreement:



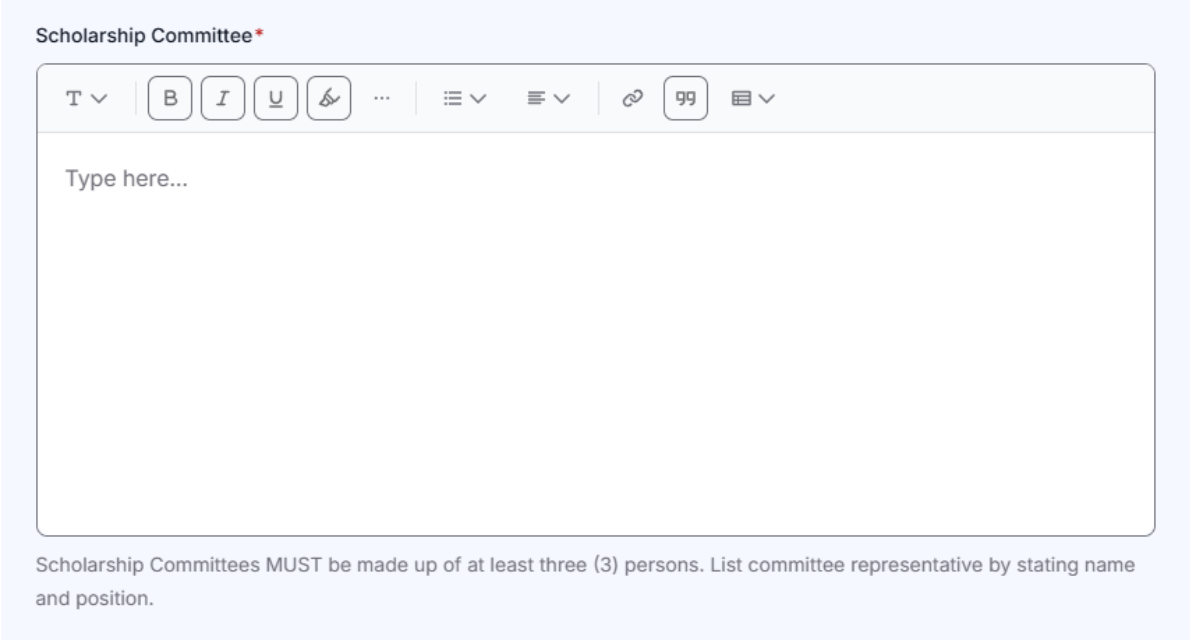
Next, click **Yes, this student is selected** or **No, this student is not selected** on the Student Selection dropdown question to indicate if the student is selected or is not selected:



If you select **Yes, this student is selected** you will be prompted to state in a few sentences why the student was selected in the Comment box:



Next, you will need to provide the names and positions of the school committee participants in the Scholarship Committee box (please note that a school committee of at least three people is required to make selections).



Then, click the blue **Submit** button in the lower right corner. A box will appear asking if you are sure you want to submit the application – click **Yes, submit**. The application will then appear as Evaluated on your dashboard for that scholarship program.

To return to your main My Evaluations dashboard, click your name in the upper right corner and click **My Evaluations**. Continue to submit your evaluations for each student application that has been assigned to you until all applications appear as Evaluated on your dashboard. To sign out, hover over your name in the upper right corner and click Sign Out.

Note: if you would like to generate a PDF of the student's application, click the "Print" icon in the upper right corner while in the student's application (please note this will not include files uploaded by the student, such as essays and transcripts).