



2020-2021
GUIDE FOR RECOMMENDERS

TO RECOMMEND A STUDENT: When a student requests a recommendation from you, the scholarship application system, automatically sets up an account for you. All you need to do is set your password. To do so, you'll receive an email from Kaleidoscope and you just click the link.

Kaleidoscope Magic link Setup Link Inbox x

Kaleidoscope p.b.c help@mykaleidoscope.com via bounce.s10.exacttarget.com to me 11:16 AM (41 minutes ago)

Welcome to Kaleidoscope, Jen!

We've created a user account on Kaleidoscope's scholarship and grant platform. Below is a magic link, just for you, to create your login password:

Set Your Password & Login Here: <https://app.mykaleidoscope.com/password-recovery/create?token=eyJhbGciOiJIUzI1NiJ9.eyJ1c2VyX2lkjo0Mjc5OTYsImV4cCI6MTYxMDM4Njg4Nn0.GZW6tCjx06X3IP8lcTh-qkLseqASxRM9qebshdE8FkA>

User ID: jjellen@tcsd.org


You do not need to create a new account. Simply set your password and log in!

Good luck. We are cheering you on!

Cheers,
Greg Dehn
Founder & CEO

Made by Kaleidoscope Group

Click this link to set-up your password.



Create a new password



- ✘ MUST contain at least one special character
(! " # \$ % ^ & * () _ - + = ` ~ \ /)
- ✘ MUST contain at least one uppercase letter
- ✘ MUST contain at least one lowercase letter
- ✘ MUST contain at least one number
- ✘ MUST contain at least 8 characters (12+ recommended)

Create

The next screen you see should be this one. Enter your password and click CREATE.

**Create a new
password**



**Your password has
been updated. Please
login**



Once you've set your password, you will be invited to login by clicking here.



kaleidoscope

Powered by Kaleidoscope.

[About Us](#)

[Terms of Use](#)

[Privacy Policy](#)

Copyright © 2021 by Kaleidoscope Group, a public benefit corporation.
All rights reserved.


If you have any trouble, or need help resetting a password, please contact our help desk at:
<https://app.mykaleidoscope.com/contact>

Response times are usually about 4 hours, but always less than 48 hours.

Please keep in mind that password reset links expire after 24 hours, for security reasons.

Once you have logged in you will see the screen below. Under REQUESTS, click on the applicant's name (in this example, the applicant's name is Jen-Test Account) to submit a recommendation.

The screenshot displays a web interface with a search bar at the top right. Below it, there are two main sections: 'Requests' and 'Completed Requests'. The 'Requests' section has a yellow circle with the number '1' next to the title. It contains a table with the following data:

Applicant Name	Date Due	Code	Program	Status
Jen-Test Account	01/15/2021	Rec102285	 Teton County Scholarship Program - General Application	Draft

Navigation arrows are visible at the bottom right of the 'Requests' table, with a yellow circle containing the number '1' in the center. Below the 'Requests' section is the 'Completed Requests' section, which has a yellow circle with the number '0' next to the title. It contains a table with the following data:

Applicant Name	Date Due	Code	Program	Status
No Recommendations to complete at this time!				

After clicking on the student name, you'll be brought to this screen, which asks you a few quick questions about the student and then gives a space in which you can cut and paste your letter.

Requests

Applicant Name:
Jen-Test Account

Teton County Scholarship Program - General
Application

Status:
Draft

Date Due:
01/15/2021

Questions

How many years have you know the applicant?

In what capacity do you know the applicant?

Please rate the applicant on each of the following characteristics in comparison with other students at the same level by clicking the appropriate number. 1- Weak 2 - Below average 3 - Average 4 - Above average 5 - Exceptional NA - No basis for judgement

Honesty and Integrity | 1 2 3 4 5 NA

Maturity Level | 1 2 3 4 5 NA

Motivation to succeed | 1 2 3 4 5 NA

Citizenship and service to others | 1 2 3 4 5 NA

Enthusiasm for learning | 1 2 3 4 5 NA

Demonstrated leadership ability | 1 2 3 4 5 NA

Dependability | 1 2 3 4 5 NA

Respected and liked by peers and adults | 1 2 3 4 5 NA

Your telephone number:

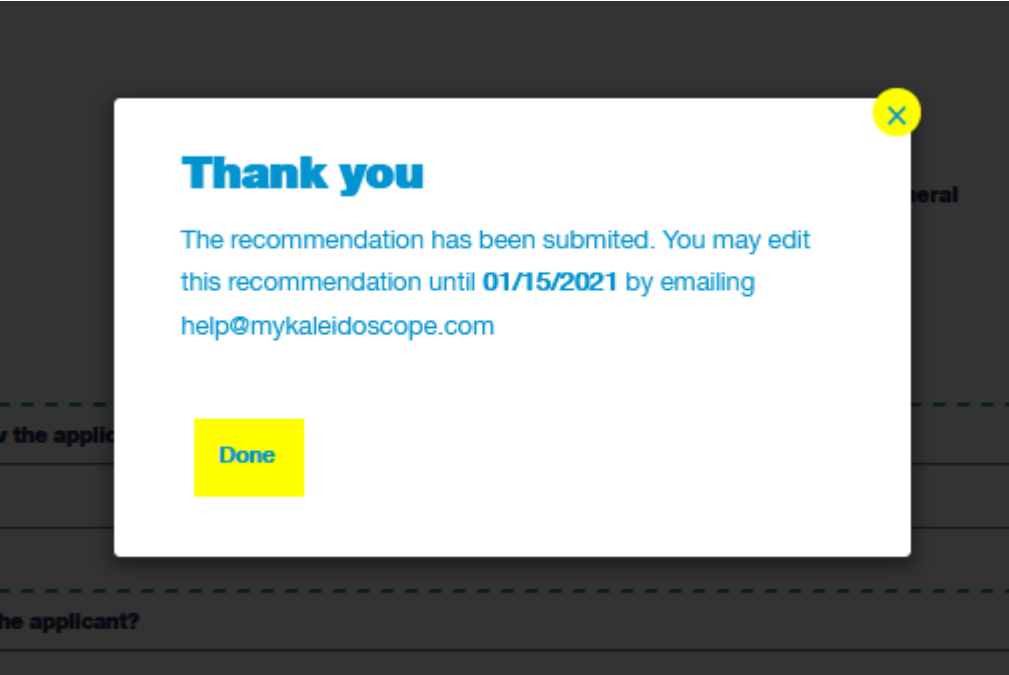
Please describe for us the applicant's attributes that make him/her a top candidate for consideration.
This can be the main body of text from a letter of recommendation. Please do not use include the students name.

Title/Position:

Submit Recommendation


When you've filled out the form, click **SUBMIT RECOMMENDATION** to complete the process.

You will then see a pop-up confirmation that the recommendation has been received.



Finally, on your REQUESTS page, you will now see the student listed under COMPLETED REQUESTS. At this point, the student will see a similar message on their account screen and will know that you've completed the recommendation for them.

The screenshot shows a user interface for a scholarship program. At the top, a welcome message reads: "Welcome Back, Jen! Your support for our applicants is awesome!" Below this is a search bar and a section for "Requests" with a count of 0. A table header for "Completed Requests" (count 1) lists the following entry:

Applicant Name	Date Due	Code	Program	Status
Jen-Test Account	01/15/2021	Rec102285	 Teton County Scholarship Program - General Application	Submitted

At the bottom right, there is a pagination control showing "1" in a yellow circle, indicating one page of results.

Thank you for supporting Teton County students!