NEW JERSEY STATE DEPARTMENT OF EDUCATION
ROBERT C. BYRD HONORS SCHOLARSHIP

2011 ONLINE APPLICATION INSTRUCTIONS

PUBLIC SCHOOL ONLINE INSTRUCTIONS:

- Only authorized guidance school counselors (users) will be able to access the online Byrd application.
- Each user will need to contact their Web User Administrator (WUA) to establish a **SCHOOL LEVEL** account and to obtain their username and password.
- If a user does not have a WUA or does not know who the WUA is, he/she will need to email doeit@doe.state.nj.us and provide their county name, district name, school name, their name and title, and the reason for the email.
- Once the user has their account set up and has their username and password they are now able to logon to the system. *Note: All users are cautioned to keep this information confidential as only the student's guidance counselor can complete and certify the application.*
- All users should then go to the NJDOE Homeroom website: http://homeroom.state.nj.us and click on **BYRD**.
- The authorized user is all set to sign in to complete the online Byrd application.
- Make sure you scan and save the student's most recent transcript and SAT/ACT score report to your computer in two (2) separate files (any format – pfd, tif, jpeg) prior to starting the online application.
- Please refer to the *Instructions on scanning and downloading a document to Byrd Online Application* for details.
- **Please note that each school is allowed to nominate up to three (3) students maximum and that these nominations must be submitted online no later than 4 p.m. on May 13, 2011.**

NONPUBLIC SCHOOL ONLINE INSTRUCTIONS:

- Only authorized guidance school counselors (users) will be able to access the online Byrd application.
- Each user will need to have a username and password in order to logon to the BYRD system.
- ***In order to get a username and password, a Byrd Nonpublic Online Account Form needs to be filled out and faxed back to 609-943-5202.***
- Only authorized users will receive via email their username and password in one to two days.
- Once the user has their username and password they are now able to logon to the system. *Note: All users are cautioned to keep this information confidential as only the student's guidance counselor can complete and certify the application.*
- All users should then go to the NJDOE Homeroom website: http://homeroom.state.nj.us and click on **BYRD**.
- The authorized user is all set to sign in to complete the online Byrd application.
- Make sure you scan and save the student's most recent transcript and SAT/ACT score report to your computer in two (2) separate files (any format – pfd, tif, jpeg) prior to starting the online application.
- Please refer to the *Instructions on scanning and downloading a document to Byrd Online Application* for details.
- **Please note that each school is allowed to nominate up to three (3) students maximum and that these nominations must be submitted online no later than 4 p.m. on May 13, 2011.**

<u>**DOWNLOAD APPLICATION INSTRUCTIONS:**</u>

- After you complete the *Certification by the Guidance Counselor* section of the Byrd online application, you will come to the *Upload Supporting Documentation* section.
- Before you start the ***Upload Supporting Documentation* section,** you must **scan and save** (*pdf format is recommended but not required*) the **student's most recent transcript** and **highest SAT/ACT score report.**
  - Make sure the files that you have scanned are readable – that they are not blurry or too light.
  - You will **only be able to download two (2) files total** to the online application:
    - **one (1) file for the most recent transcript**; and
      - ➢ If you have multiple pages of the transcript that you scanned and cannot save into one (1) file, then only scan the page that lists the student's GPA (weighted or unweighted). Make sure the page also has the student's name on it.
    - **one (1) file for the highest SAT/ACT score report**.
      - ➢ If you have multiple pages of the SAT/ACT score report that you scanned and cannot save into one (1) file, then only scan the page that lists the student's total score. Make sure the page also has the student's name on it.
- You are now ready to **upload the files** to the online Byrd application.
  - For the most recent **<u>transcript</u>**, click the **Browse** button and find the file for the scanned transcript. Once you have highlighted this file, click **Open or whatever prompt your browser gives you**. You will then see the file path and name in the transcript box.
  - For the student's highest **<u>SAT/ACT score report</u>**, click the **Browse** button and find the file for the scanned SAT/ACT score report. Once you have highlighted this file, click **Open or whatever prompt your browser gives you.** You will then see the file path and name in the SAT/ACT score report box.
  - Once both file names appear in their appropriate boxes, click the **Upload Files** box to upload these two documents to the Byrd online application.
- If all the required information in the online application and download sections are complete, then you will see a message that states that the "**You have successfully completed the application and uploaded the supporting documentation…". Make sure you print this page for your records.**
- Up until May 13, 2011 at 4 p.m. you will have the option to edit any information that you may have entered incorrectly in the online application. All you need to do is log back in to the online system and click on the reference number for the student's application you need to edit.
- **Please note that each school is allowed to nominate up to three (3) students maximum and that these nominations must be submitted online no later than 4 p.m. on May 13, 2011.**