

# Phi Theta Kappa Advisor's Guide to

**COLLEGEFISH.ORG** 

Through the use of quick steps and graphics this guide is your road map to the CollegeFish.org experience.

**What is CollegeFish.org?** CollegeFish.org is a web tool created by Phi Theta Kappa International Honor Society to aid community college students as they plan their future after community colleges, either through transfer to a 4-year institution in pursuit of a baccalaureate degree, or by entering the workforce. Currently, CollegeFish.org is focused on providing transfer assistance to students.

**Who can use CollegeFish.org and how much does access cost?** CollegeFish.org is a tool designed specifically for community college students. When a community college student accepts membership into Phi Theta Kappa International Honor Society, he/she is automatically enrolled in CollegeFish.org and receives his login information via email.

If a community college chooses to partner with Phi Theta Kappa International Honor Society, CollegeFish.org access may be given to the entire student body at the partnering school. Once a partnership has been established, access to community college students, regardless of whether or not they are a member of Phi Theta Kappa, is free.

For more information on partnering with CollegeFish.org, please feel free to email us at [support@collegfish.org](mailto:support@collegfish.org).

Let's get started!

## Logging In to CollegeFish.org

CollegeFish.org is a “roles-based” system, meaning you will log in based on your “role” in the system. An advisor will have a different role, see a different view and have access to different tools than a student. Currently, we are continuing to develop the advisor role, but you may use your PAM username and password and log in with a view similar to a student.

Please be advised that we are currently in a “Beta” version and will continue to roll out enhancements to the student view as they become available. As an advisor, you currently have access to a calendar as well as all of the tools available to students.

### **I have forgotten or have lost my CollegeFish.org login information. What do I need to do?**

Simply go to [www.collegefish.org](http://www.collegefish.org) and select the “Login Here” button. The following login page will appear, containing links to have your login information either reset or sent to your email address provided either through your CollegeFish.org profile or what we have on file in your Phi Theta Kappa advisor file.

The screenshot shows the CollegeFish.org login page. The header includes the logo and navigation links: Home, Community College Partners, Four-Year College & University Partners, In the News, and Contact. The main content area is titled "Welcome to CollegeFish.org's Transfer Planning Tools!" and contains a login form with fields for "Login" and "Password", a "Log In" button, and a link for "Forgot your login? Get it reset." Below the form, a note states: "★ Phi Theta Kappa members and advisors use your Phi Theta Kappa username and password. Members that don't yet have a username can request one." A footer note says "By using this system".

**Callout 1:** A new CollegeFish.org username and password will be emailed to the email in your CollegeFish.org profile (or Phi Theta Kappa advisor email address on record).

**Callout 2:** Your CollegeFish.org and Phi Theta Kappa username and passwords are shared. If you need assistance with your username & password, you can email us at [tech\\_support@collegefish.org](mailto:tech_support@collegefish.org).

## Your CollegeFish.org Home Page

As Chapter Advisor, your home page includes access to the CollegeFish calendar for your chapter. This calendar will provide you with a central location to post chapter dates and deadlines. All items placed on this calendar will be “pushed” to all of your members – meaning when they log in to CollegeFish, the items you placed on the chapter calendar will show up as dates and deadlines in the student calendar. You can keep students posted regarding inductions, service projects, scholarship deadlines, etc.

On the right hand side, you’ll also notice that you have access to some of the same tools the students use.

COLLEGEFISH.org

Hello **Bonnie Coleman** at **Alpha Zeta Theta Chapter**

Logout
Contact Us

**Schools**

[Search for Schools](#)

[Browse School List](#)

**Scholarships**

[Search for Scholarships](#)

[Browse Scholarship List](#)

**Accounts**

[My Profile](#)

[Change Password/Username](#)

← →
📅
🔍
📧
📄
🔗

May
2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 <b>Week 18</b>	28	29	30	1	2	3
4 <b>Week 19</b>	5	6	7	8	9	10
11 <b>Week 20</b>	12	13	14	15	16	17
18 <b>Week 21</b>	19	20	21	22	23	24
25 <b>Week 22</b>	26	27	28	29	30	31

All times displayed relative to US/Central.

< May - 2008 >

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Using Your Chapter Calendar

**Adding an item to the calendar.** To add an item to the calendar, click on the day and a calendar outlining the day will appear. Click on the time the event will begin. Entering either a “normal” event or a date that has a deadline, will put the item in the student’s calendar as well as send the student reminder emails prior to the event.

The screenshot shows the 'Edit Calendar Item' form with the following fields and callouts:

- Title of Event:** A callout bubble points to the dropdown menu containing 'Alpha Zeta Theta Chapter'.
- Title:** An empty text input field.
- Approved:** A checked checkbox.
- Item Type:** A dropdown menu set to 'Normal'.
- Privacy:** A dropdown menu set to 'None'.
- Contact Name:** An empty text input field.
- Contact Info:** An empty text input field.
- Addl. Info URL:** An empty text input field.
- Starting Date:** A date input field with '05/09/2008' and a calendar icon.
- Start Time:** A time dropdown menu set to '11:00 AM'.
- End Date:** A date input field with '05/09/2008' and a calendar icon.
- End Time:** A time dropdown menu set to '2:00 PM'.
- Time Zone:** A dropdown menu set to 'US/Central'.

At the bottom of the form are two buttons: 'Save' and 'Return to Day View'. A callout bubble on the right side of the form says 'Enter Start and End dates and times here'.

The tabs at the above will do the following:

**Description:** This includes a large text box where you can enter a long description with details about the event.

**Recurrence:** You may set a recurring event that shows up on the calendar on a daily, weekly, monthly or annual basis. You may also choose specific recurring dates, such as January 15<sup>th</sup> and August 2<sup>nd</sup>, with the event showing up on those two specific dates.

**Exceptions:** If you have an event that is recurring, but would like to exclude a specific date or dates, click on this tab, enter the date to the left and click the “add” button.


## Using Calendar Tools


At the top of the calendar, you will notice a series of icons – each of these are a specific tool for your chapter's calendar.

The screenshot shows a calendar interface for Friday, May 9, 2008, Week 19. At the top left, the date and week are displayed. To the right is a monthly calendar grid for May, with the 9th highlighted. Below the date, a row of icons includes navigation arrows, a calendar icon, a grid icon, a calendar icon with a red header, a calendar icon with a green header, an RSS icon, a magnifying glass, a printer, an envelope, a pencil, and a document. A callout box points to these icons with the text: "Each icon is a separate tool for your chapter calendar." Below the icons is a text box containing "Alpha Zeta Theta Chapter". The main area of the calendar is a vertical timeline with time slots labeled "12:00 AM", "1:00 AM", "2:00 AM", and "3:00 AM".


For a complete listing of these tools, by icon, please see the next page.


## Calendar Icons


 Displays previous day

 Displays next day


 Displays month view calendar


 Displays year View Calendar

 iCal Event Export: if you use another online calendar, iCal can help you export events from CollegeFish to another calendar system. You will need to set up your calendar to accept events from CollegeFish. Please select the help button if you need more detail.


 Export CSV/Excel file: this puts your events into an Excel or CSV file that you may save or print.


 RSS feed: allows you to put CollegeFish information on another website


 Search: allows you to find an event

 Print: allows you to print your current calendar view

 Create or edit email reminder

 User Preferences: you may change the time zone, calendar view, etc from this icon

 Add New Item: takes you to “edit a calendar event”

 Help button. If you have any questions, the help button will give more information about the specific tool

## Understanding the Student View

As mentioned previously, all advisors have the same access to that students do to the student tools. As an advisor, we also feel that you will be working very closely with your students as they begin to use CollegeFish. As a result, we wanted to include information about the student functionality so you may help guide your students through the process.

As in the advisor functionality, the first and most important thing is making sure your students know how to log in to CollegeFish.

### **I have forgotten or have lost my CollegeFish.org login information. What do I need to do?**

Simply go to [www.collegefish.org](http://www.collegefish.org) and select the “Login Here” button. The following login page will appear, containing links to have your login information either reset or sent to your email address provided either through your CollegeFish.org profile or Phi Theta Kappa membership acceptance profile.

The screenshot shows the CollegeFish.org login page. The header includes the logo and navigation links: Home, Community College Partners, Four-Year College & University Partners, In the News, and Contact. The main content area is titled "Welcome to CollegeFish.org's Transfer Planning Tools!" and contains a login form with fields for "Login" and "Password", a "Log In" button, and a link for "Forgot your login? Get it reset." Below the form, there is a note: "Phi Theta Kappa members and advisors use your Phi Theta Kappa username and password. Members that don't yet have a username can request one." A footer note states: "By using this system".

**A new CollegeFish.org username and password will be emailed to the email in your CollegeFish.org profile (or Phi Theta Kappa membership acceptance profile on record).**

**Your CollegeFish.org and Phi Theta Kappa username and passwords are shared. If you need assistance with your username & password, you can email us at [tech\\_support@collegefish.org](mailto:tech_support@collegefish.org).**

**When I log in to CollegeFish.org what do I need to do first, and what are all of these options?** Before you can do anything else in CollegeFish.org students must complete a student profile. This profile will then be used to help us match students to schools which may be a “good fit,” as well as help in searches for scholarships and financial aid. The profile is extensive, but the information provided is critical to helping students prepare their future. Please remind students that they may change their preferences at any time.

The graphic below explains some of the main options available after the student profile has been completed.

The screenshot shows the 'Edit Profile - Contact' page on CollegeFish.org. The user is logged in as Virginia Bethany at Itawamba Community College. The page has a navigation menu with tabs for Contact, Education, Demographics, Financial Aid, Transfer Preferences, Extracurriculars, and Athletics. A 'Save' button is visible. On the left, there are several menu sections: 'Planning' (View Transfer Steps, View Resources at School), 'Schools' (Search for Schools, Browse School List), 'Scholarships' (Search for Scholarships, Browse Scholarship List), and 'Accounts' (My Student Profile, Change Password/Username). Below these is a 'My Recommended Schools' section showing 'Matches Unavailable' and a calendar for March 2008. The main content area is a form for contact information, including fields for Address 1 (103 Hunters Glen), Address 2, City (Clinton), and Secondary Address. There are also dropdown menus for 'Permanent' and 'Secondary Address'. Three callout boxes provide additional information: one points to the 'Schools' and 'Scholarships' sections, another points to the 'My Recommended Schools' section, and a third points to the 'FishBowl' section (not explicitly labeled in the screenshot but implied by the text).

These menu options are unavailable until the student profile has been completed.

The “FishBowl” is a place to save up to 6 schools a student is interested in pursuing. Any dates entered on these schools’ calendars will automatically appear on the student’s personal calendar and “Transfer Planning” to-do list.

This section automatically populates and updates when the profile is completed or updated.

The student’s personal calendar will also list any events placed on your community college’s CollegeFish.org calendar or any event placed on the CollegeFish.org calendar of a school saved in your “FishBowl”. As a Phi Theta Kappa advisor, your information will only be pushed to those student that are members of the Phi Theta Kappa chapter at your school.

**What data is requested in the student profile?** Snapshots of selected student profile pages follow, along with answers to some common questions.

[Contact](#)
[Education](#)
[Demographics](#)
[Financial Aid](#)
[Transfer Preferences](#)
[Extracurricular Activities](#)
[Athletics](#)

### Edit Profile - Contact

Fields marked with \* are required.

**Primary Address**

Address Type: Permanent

\* Address 1: 100 Test Lane

Address 2:

\* City: Asheville

\* Country: United States

\* State/Province: North Carolina

\* Zip Code: 11111

**Secondary Address**

Address Type:

Address 1:

Address 2:

City:

Country:

State/Province:

Zip Code:

**Contact Information**

\* Email: charliebethany@comcast.net

Primary Phone: Home 555.555.5555

Alternate Phone:

Preferred Mode of Contact:  Email  Phone

**Phi Theta Kappa Information**

\* Are you a Phi Theta Kappa Member?  Yes  No

Phi Theta Kappa Membership Identification Number:   
Not required to use TransferFish

**Privacy Statement/Information Release**

\* I understand and accept the conditions for the use of information that I provide as an enrollee in CollegeFish.org.   
[View CollegeFish Privacy Statement.](#)  Yes  No

\* I authorize TransferFish staff to release information to four-year colleges and universities interested in providing scholarships to TransferFish members.   
 Yes  No

Next

The student profile has several tabs! Each tab asks for specific student information!

Students should regularly update their Collegefish.org profile – this also reports your information to Phi Theta Kappa to ensure students receive full membership benefits.

The privacy statement must be agreed to before students will be allowed to continue.

### Edit Profile - Education

Fields marked with \* are required.

#### College Education Information

\* Approximate number of all college level credits completed excluding developmental/remedial coursework

\* Unit of Credit

\* Number of remedial credits completed

\* Cumulative GPA on a 4.0 scale

\* Current Major

Sub-Category

Major

\* Anticipated Community College Degree

Date you graduated with this degree (leave this blank if you haven't yet graduated)

\* Are you currently or were you attending high school while enrolled in Community College?  Yes  No

\* Have you held a Leadership position with a campus or community organization?  Yes  No

\* I am currently enrolled in an honors program.  Yes  No

SAT Score, if taken

ACT Score, if taken

\* Have you received credits through the CLEP exam?  Yes  No

\* Have you received credits through the DANTES exam?  Yes  No

\* My current community college attendance is the first time I have been to college.  Yes  No

\* I am the first member of my family to go to college.  Yes  No

\* English is my second language.  Yes  No

This tab is dedicated to the student's academic history. For example, remedial credits are given for courses which enable skill development, but do not count toward degree requirements. Knowing which courses are college-level & which are remedial will help students in their transfer planning.

Students must select a major at the sub-Category level however the 3<sup>rd</sup> level specialty is optional. Being specific will help to increase the chances of finding a "good fit" college.

### Edit Profile - Transfer Preferences

Fields marked with \* are required.

#### Transfer Preferences

My major at the four-year school will be:  
Architecture

Students can select multiple areas where they may want to attend a four year school.

State:  Country:

Region

<input type="checkbox"/> All	<input type="checkbox"/> Canada	<input type="checkbox"/> Micronesia	<input type="checkbox"/> Palau	<input type="checkbox"/> US - Far West
<input type="checkbox"/> US - Great Lakes	<input type="checkbox"/> US - Mid East	<input type="checkbox"/> US - New England	<input type="checkbox"/> US - Outlying areas	
<input type="checkbox"/> US - Plains	<input type="checkbox"/> US - Rocky Mountains	<input checked="" type="checkbox"/> US - Southeast	<input type="checkbox"/> US - Southwest	
<input type="checkbox"/> United Kingdom				

\* Size of school

\* I would prefer for my college to be located in this community setting:

\* Living preference  On Campus  Off Campus

\* Religious Affiliation

\* Prefer private/public school  Private  Public

\* I plan to start attending classes at a 4-year university  
Month:  Year:

\* Wish to attend school serving specific demographic  
 Historically Black  Tribal  No preference

\* Faculty/ Student ratio

\* I expect to attend full/part time  Full Time  Part Time

\* I will attend exclusively part-time until graduation  Yes  No

\* How important is it that the school offers non-traditional learning opportunities such as distance learning and accelerated degree programs?

\* How important is it that the school offers study abroad programs?

\* Will apply for credit for life experiences  Yes  No

\* Interested in on-campus daycare  Yes  No

\* I would like to attend a school offering learning disability services  Yes  No

By knowing when a student will begin at the four year college, recommendation can be made on WHEN they will need to complete items in their "to-do" list.

**What are “Next Steps” and what do they mean?** Items designated as “next steps” are general transfer steps that we suggest all students follow in order to increase the chance of transferring to a “best fit” school. They appear on the CollegeFish.org student home page once the student profile has been completed. Each step has a designated time frame during which it is recommended the student complete that particular step, based on when the student stated he/she wished to enroll in a 4 year college. If the current date is later than the end date for a step, meaning it is overdue, it will appear on your list highlighted in red. These steps are created to ensure students are prepared for transfer and don’t miss out on important admission, housing or financial aid deadlines.

In addition to pre-determined, general transfer steps, deadlines for colleges that students place in their “fish bowl” are also included in the “Next Steps” list.

Marking off a completed step in the transfer process is important. CollegeFish will be one of the first web tools that will track completion rates of community college students – which could be critical to track students that do not complete associate degrees. By finding those areas that students do not complete, CollegeFish may be able to assist future transfer students by providing additional or supplemental advice for that step.

My Next Steps				
Description	Begin Date	End Date	Complete	Skip
Complete FAFSA Form			<input type="checkbox"/>	<input type="checkbox"/>
Choose top schools			<input type="checkbox"/>	<input type="checkbox"/>
Contact Admissions			<input type="checkbox"/>	<input type="checkbox"/>
* Milestones/Deadlines are past due.				
<a href="#">View Previous Steps</a>				
<a href="#">Edit Reminder Preferences</a>				

“Next steps” along with a general deadline are provided for each student. Checking them when complete is important. If a deadline has passed, the item appears in red.

## College Search

Both students and advisors may search for a college based on numerous criteria. Selecting items such as location, size, majors, etc will help a student to find a school that might be a “good fit.”

The screenshot shows the COLLEGEFISH.ORG website interface. At the top, it says "Hello Cary Trammell at Hinds Community College" with "Logout" and "Contact Us" buttons. A notification bubble indicates "1 Schools". The left sidebar contains a "Planning" section with links for "View Transfer Steps" and "View Resources at S", a "Schools" section with "Search for Schools" and "Browse School List", a "Scholarships" section with "Search for Scholarships" and "Browse Scholarship List", and an "Accounts" section with "My Student Profile" and "Change Password/Username". A "My Recommended Schools" section lists several universities. The main content area has two filter sections: "Geographic Region" with checkboxes for Canada, US - Great Lakes, US - Plains, United Kingdom, Micronesia, US - Mid East, US - Rocky Mountains, Palau, US - New England, US - Southeast, US - Far West, and US - Outlying areas; and "State" with checkboxes for AF America, AF Europe, AF Pacific, Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Guam, Hawaii, Idaho, Illinois, and Indiana.

You have access to some student tools by using this menu.

### I am not getting back very many colleges when I do a college search, what’s wrong?

The college search function can narrow down to a very specific, small group of colleges quickly based on the answers provided in the search. Each item selected will narrow the number of colleges which are returned, so if you are not getting a large enough selection of colleges, take off the least important requirements to meet your needs and rerun your search.

## Geographic Region Definitions


Region	States Included
US-New England	CT, ME, MA, NH, RI, VT
US-Mid East	DE, DC, MD, NJ, NY, PA
US-Great Lakes	IL, IN, MI, OH, WI
US-Plains	IA, KS, MN, MO, NE, ND, SD
US-Southeast	AL, AR, FL, GA, KY, LA, MS, NC, SC, TN, VA, WV
US-Southwest	AZ, NM, OK, TX
US-Rocky Mountains	CO, ID, MT, UT, WY
US-Far West	AK, CA, HI, NV, OR, WA

## Browse Colleges

Besides selecting specific criteria, students may browse colleges either by the name of the college, by the state the college is located in, or by majors offered.

Browse by Name	Browse by State	Browse by Major
A		
A	B	C
D	E	F
G	H	I
J	K	L
M	N	O
P	Q	R
S	T	U
V	W	X
Y		
College Name	Campus Name	State
<a href="#">A T Still University of Health Sciences</a>	<a href="#">Kirksville</a>	<a href="#">Missouri</a>
<a href="#">Abilene Christian University</a>	<a href="#">Abilene</a>	<a href="#">Texas</a>
<a href="#">Adams State College</a>	<a href="#">Alamosa</a>	<a href="#">Colorado</a>
<a href="#">Adelphi University</a>	<a href="#">Garden City</a>	<a href="#">New York</a>
<a href="#">Adler Graduate School</a>	<a href="#">Richfield</a>	<a href="#">Minnesota</a>
<a href="#">Adler School of Professional Psychology</a>	<a href="#">Chicago</a>	<a href="#">Illinois</a>
<a href="#">Adrian College</a>	<a href="#">Adrian</a>	<a href="#">Michigan</a>
<a href="#">Agnes Scott College</a>	<a href="#">Decatur</a>	<a href="#">Georgia</a>
<a href="#">AI Miami International University of Art and Design</a>	<a href="#">Miami</a>	<a href="#">Florida</a>
<a href="#">AIB College of Business</a>	<a href="#">Des Moines</a>	<a href="#">Iowa</a>
<a href="#">Alabama A &amp; M University</a>	<a href="#">Normal</a>	<a href="#">Alabama</a>

Once the college is selected, the school's profile will be displayed. At the top of the profile are several tabs, with each tab dedicated to a specific group of relevant information.

General	Demographics	Admissions	Tuition and Aid	Campus Activities						
Academic Programs	Majors	Student Services	International Student Information	Student Representative						
<h3>Adams State College, Alamosa</h3> <p> <a href="#">Save in Fish Bowl.</a>    <a href="#">View dates and deadlines.</a></p>										
<h4>General Information</h4> <p style="text-align: right;"><a href="#">Back to Browse</a></p> <table border="1"> <tr> <td>School Name</td> <td>Adams State College, Alamosa</td> </tr> <tr> <td>Address</td> <td>208 Edgemont Blvd</td> </tr> <tr> <td>City</td> <td>Alamosa</td> </tr> </table>					School Name	Adams State College, Alamosa	Address	208 Edgemont Blvd	City	Alamosa
School Name	Adams State College, Alamosa									
Address	208 Edgemont Blvd									
City	Alamosa									

## Search and Browse Scholarships

Our scholarship database includes scholarships specifically for Phi Theta Kappa members as well as roughly 3,000 third party scholarships. Student may enter specific criteria and see if there are any scholarships that match. If no scholarships show up, students are recommended to include fewer criteria and rerun the search.

### Scholarship Eligibility Search

Select Scholarship Requirements to Include

Transfer Region

<input type="checkbox"/> Canada	<input type="checkbox"/> Micronesia	<input type="checkbox"/> Palau
<input checked="" type="checkbox"/> US - Far West	<input type="checkbox"/> US - Great Lakes	<input type="checkbox"/> US - Mid East
<input type="checkbox"/> US - New England	<input checked="" type="checkbox"/> US - Outlying areas	<input type="checkbox"/> US - Plains
<input type="checkbox"/> US - Rocky Mountains	<input checked="" type="checkbox"/> US - Southeast	<input type="checkbox"/> US - Southwest
<input type="checkbox"/> United Kingdom		

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Transfer State/Province

<input checked="" type="checkbox"/> AF America	<input checked="" type="checkbox"/> AF Europe
<input checked="" type="checkbox"/> AF Pacific	<input checked="" type="checkbox"/> Alabama
<input checked="" type="checkbox"/> Alaska	<input checked="" type="checkbox"/> American Samoa
<input type="checkbox"/> Arizona	<input checked="" type="checkbox"/> Arkansas
<input checked="" type="checkbox"/> California	<input type="checkbox"/> Colorado

Students may also browse scholarships either by state, by school or by third party.

The screenshot shows a web interface for browsing scholarships. At the top, there are three tabs: "Browse by State", "Browse by School", and "Browse by Third Party". The "Browse by State" tab is selected. Below the tabs is a section titled "Scholarship Browse" with the text "View Scholarships with no state restrictions." and a search input field. Underneath is a "Browse By State" section with a grid of letters from A to Y. The letter "A" is highlighted. Below the letters, the state "Alabama" is selected, and a list of scholarships is displayed. Two callout boxes provide instructions: one points to the organization names, stating "Selecting the organization links to the funding organization's website.", and another points to the scholarship names, stating "Selecting the name of the scholarship links to the scholarships application information."

**Browse by State** | **Browse by School** | **Browse by Third Party**

### Scholarship Browse

View Scholarships with no state restrictions.

**Browse By State**

A B C D F G H I K L M N O  
P Q R S T U V W Y

**A**

**Alabama**

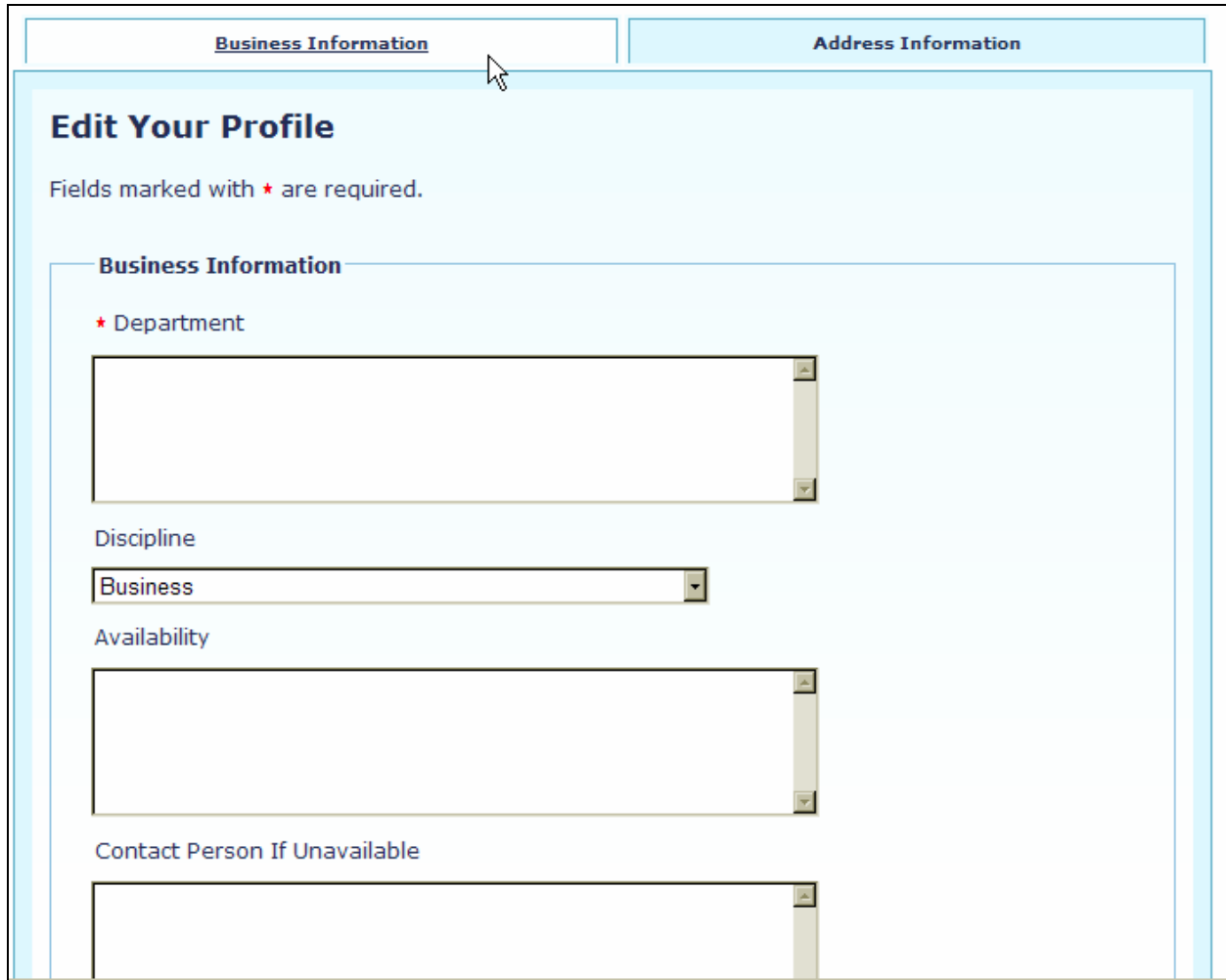
- **Alabama Broadcasters Association**  
Alabama Broadcasters Association Scholarship
- **Alabama Commission on Higher Education**
  - Alabama National Guard Educational Ass...
  - Police Officers and Firefighters Survivors E...
- **Alabama Department of Veterans Affairs**
  - ... Prog...
- **Ala...**
  - ... Scholarship

Selecting the organization links to the funding organization's website.

Selecting the name of the scholarship links to the scholarships application information.

## Advisor Accounts

Finally, your account allows you to keep updated information if you would like your students to keep in touch with you. You may post your contact information, your availability (such as hours you are available for advising), and a contact person in case you are away.



The screenshot shows a web interface for editing a profile. At the top, there are two tabs: "Business Information" (which is selected and highlighted in light blue) and "Address Information". Below the tabs is the heading "Edit Your Profile" and a note: "Fields marked with \* are required." The "Business Information" section contains four fields: 1. "Department" with a red asterisk, a text input field, and a scrollable dropdown menu. 2. "Discipline" with a text input field containing "Business" and a scrollable dropdown menu. 3. "Availability" with a text input field and a scrollable dropdown menu. 4. "Contact Person If Unavailable" with a text input field and a scrollable dropdown menu.

If you have any questions, feel free to contact us at [support@collegefish.org](mailto:support@collegefish.org).