To review nominations for the Scholarship and Awards, you will need to create an account in the NHSA Scholarships and Awards system, then contact Jane Adams (jadams@nhsa.org) to let her know your account is created so she can assign you reviewer rights in the system. The following is the steps to create your account. If you already have an account, contact Jane to add reviewer rights to your record.

Create an Account

1. Log into My NHSA. Go to [http://my.nhsa.org](http://my.nhsa.org). Login with your My NHSA username (email address) and password. If you have forgotten your password, click retrieve password. If your username is not found, you may contact NHSA Membership to verify your organization membership status. NHSAMembership@nhsa.org.

2. Click the Scholarship and Award banner when you log in, or choose the Scholarships and Awards menu item in the left menu.

3. Select Click here to register a new account (or login).
4. Create a new account by completing the form and clicking submit at the bottom.

5. Once your account has been created, contact Jane Adams to add reviewer rights to your user record: jadams@nhsa.org

6. Once Jane indicates the reviewer rights have been assigned to your account, you are ready to review and print the nominations.
Review Nominations


2. Click the Scholarship and Award banner when you log in, or choose the Scholarships and Awards menu item in the left menu.

3. On the main screen, click Login under Step 1

4. Log in with your username and password.
5. When you log in, you will see the review menu on the right side of the screen. Click Nominations to access the list:

![Nominations Page](image)

6. The nominations page includes a number of columns representing the individual nominations:

<table>
<thead>
<tr>
<th>Confirmation Number</th>
<th>Award</th>
<th>Nominee Email</th>
<th>Nominee First Name</th>
<th>Nominee Last Name</th>
<th>E-mail</th>
<th>Nominee State</th>
</tr>
</thead>
<tbody>
<tr>
<td>206</td>
<td>hsoty</td>
<td><a href="mailto:jwengler1989@gmail.com">jwengler1989@gmail.com</a></td>
<td>David and Jasmine</td>
<td>Wengler</td>
<td><a href="mailto:dross@hshn.org">dross@hshn.org</a></td>
<td>NE</td>
</tr>
<tr>
<td>205</td>
<td>btopa</td>
<td><a href="mailto:coor@hshn.org">coor@hshn.org</a></td>
<td>Brittany</td>
<td>Avres</td>
<td><a href="mailto:dross@hshn.org">dross@hshn.org</a></td>
<td>NE</td>
</tr>
<tr>
<td>204</td>
<td>ssotya</td>
<td><a href="mailto:ebinder@hshn.org">ebinder@hshn.org</a></td>
<td>Evelyn</td>
<td>Binder</td>
<td><a href="mailto:dross@hshn.org">dross@hshn.org</a></td>
<td>NE</td>
</tr>
<tr>
<td>200</td>
<td>hoppse</td>
<td><a href="mailto:varlondab@yahoo.com">varlondab@yahoo.com</a></td>
<td>Verlonda</td>
<td>Brown</td>
<td><a href="mailto:mhampton@kdfnm.org">mhampton@kdfnm.org</a></td>
<td>NM</td>
</tr>
<tr>
<td>199</td>
<td>btopa</td>
<td><a href="mailto:brittany.m.dixon9595@hotmail.com">brittany.m.dixon9595@hotmail.com</a></td>
<td>Brittany</td>
<td>Dixon</td>
<td><a href="mailto:tammy.orzulak@wyoingchild.org">tammy.orzulak@wyoingchild.org</a></td>
<td>WY</td>
</tr>
<tr>
<td>198</td>
<td>totya</td>
<td><a href="mailto:kelly.cederholm@wyoingchild.org">kelly.cederholm@wyoingchild.org</a></td>
<td>Kelly</td>
<td>Cederholm</td>
<td><a href="mailto:tammy.orzulak@wyoingchild.org">tammy.orzulak@wyoingchild.org</a></td>
<td>WY</td>
</tr>
<tr>
<td>197</td>
<td>btopa</td>
<td><a href="mailto:rhaman@usd489.com">rhaman@usd489.com</a></td>
<td>Jerica</td>
<td>Priest</td>
<td><a href="mailto:twilson@usd489.com">twilson@usd489.com</a></td>
<td>KS</td>
</tr>
<tr>
<td>196</td>
<td>ssecssa</td>
<td><a href="mailto:ngreenwald@smilehealthy.org">ngreenwald@smilehealthy.org</a></td>
<td>SmileHealthy</td>
<td>SmileHealthy</td>
<td><a href="mailto:kmay@crpc.org">kmay@crpc.org</a></td>
<td>IL</td>
</tr>
<tr>
<td>195</td>
<td>ssootya</td>
<td><a href="mailto:mac34498@live.com">mac34498@live.com</a></td>
<td>Jessica</td>
<td>Morrison</td>
<td><a href="mailto:tammy.orzulak@wyoingchild.org">tammy.orzulak@wyoingchild.org</a></td>
<td>WY</td>
</tr>
<tr>
<td>194</td>
<td>ssootya</td>
<td><a href="mailto:rhaman@usd489.com">rhaman@usd489.com</a></td>
<td>Brenda</td>
<td>Evans</td>
<td><a href="mailto:twilson@usd489.com">twilson@usd489.com</a></td>
<td>KS</td>
</tr>
<tr>
<td>193</td>
<td>btopa</td>
<td><a href="mailto:kmay@crpc.org">kmay@crpc.org</a></td>
<td>Kaileana</td>
<td>Robinson</td>
<td><a href="mailto:kmay@crpc.org">kmay@crpc.org</a></td>
<td>IL</td>
</tr>
<tr>
<td>192</td>
<td>ssootya</td>
<td><a href="mailto:rbrown@crpc.org">rbrown@crpc.org</a></td>
<td>Rebecca</td>
<td>Brown</td>
<td><a href="mailto:kmay@crpc.org">kmay@crpc.org</a></td>
<td>IL</td>
</tr>
<tr>
<td>191</td>
<td>totya</td>
<td><a href="mailto:dkschmidt@usd489.com">dkschmidt@usd489.com</a></td>
<td>Dayna</td>
<td>Schmidt</td>
<td><a href="mailto:jduhn@usd489.com">jduhn@usd489.com</a></td>
<td>KS</td>
</tr>
<tr>
<td>188</td>
<td>heshe</td>
<td><a href="mailto:jtbeath@shenngts.net">jtbeath@shenngts.net</a></td>
<td>BETH</td>
<td>THOMAS</td>
<td><a href="mailto:jtbeath@shenngts.net">jtbeath@shenngts.net</a></td>
<td>PA</td>
</tr>
<tr>
<td>187</td>
<td>azia</td>
<td><a href="mailto:teresa@mapleparkdental.com">teresa@mapleparkdental.com</a></td>
<td>Dr. Benjamin</td>
<td>Lashley</td>
<td><a href="mailto:dkoerber@ncap.info">dkoerber@ncap.info</a></td>
<td>26</td>
</tr>
</tbody>
</table>

7. Click on one of the headers to sort the list by that field. Click Nominee State to sort the Nominations by state, click Region to sort by Region.
8. The Award column shows a code to represent each Scholarship and Award category. The codes are as follows:

- aotha: Administrator of the Year Award
- ssotya: Support staff of the Year Award
- totya: Teacher of the Year Award
- hspotya: Head Start Parent of the Year
- btopa: Beating the Odds Parent Award
- ezia: Edward Ziglar Innovation Award
- sseicsa: Sargent Shriver Excellence in Community Service Award
- rhspes: Ron Herndon Head Start Parent Scholarship
- hhtms: Helen Hollingshed Taylor Memorial Scholarships
- hsaahss: Head Start Alumni, High School Senior
- hsppse: Head Start Parent, Post Secondary Education
- hsshe: Head Start Staff, Higher Education

9. Click View to the right of the nominee whose nomination you wish to review.
10. The submission profile will open:

11. To print a copy of the submission, right click on the web page and choose Print.

12. Scroll to the bottom of the submission to view the letters of reference, and if applicable, the higher education transcripts.

13. To return to the list of nominations, use the browser back button or click Nominations in the Reviewer menu on the right.
Accessing the Scoring Rubrics

1. To begin, log into My NHSA. Go to http://my.nhsa.org.

2. Click on Member Resources

3. Then select Scholarships and Awards Rubrics Folder

4. The first five rubrics are listed, click next to see additional rubrics.
5. Click the rubric from the list. Once the box opens, click Download Document to download the rubric to your computer.