



MSCA Professional Awards Portal User Guide

1. Go to <https://minnesota.schoolcounselorawards.org/scoy/other-awards>
2. **Create a username and password** (or login using an existing account). To create an account, select the Login button, then select “not registered.”
3. **Select Other Awards.** Scroll to find the individual links to nominate School Counselor of the Year (Elementary, Middle/Junior High, High School, Multi-Level, or Post-Secondary).
 - Potential School Counselor Scholarship will be available in August 2023 for awarding at the Fall 2023 Conference
 - Scholarship applications for graduating high school seniors for the class of 2024 will be available in winter 2024.
4. **View and Print** the nomination requirements and eligibility criteria by selecting the award document.
5. **Upload** your nomination and supporting materials as one document. Paper nominations are no longer accepted.
 - Select “Other Awards”
 - Look for School Counselor of the Year
 - Under “Upload Your Information” select “choose file”
 - Select your file and Submit
6. **Due Date** for the School Counselor of the Year (SCOY) award is **May 15, 2023**
7. **Please note:** Awards and scholarships are not submitted on the MSCA website- they are submitted on the awards portal only. ***Please DO NOT use the APPLICATION or NOMINATE buttons on the awards portal. Use OTHER AWARDS only***

Questions? Please contact:
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