



MSCA Professional Awards Portal User Guide for the School Counselor of the Year Nomination

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 *Counselor of the Year Award*
 4. **View and Print** the nomination requirements and eligibility criteria by selecting the **Counselor of the Year Nomination Form**
 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 23, 2025**
 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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