



MINNESOTA SCHOOL COUNSELOR ASSOCIATION

MSCA Professional Awards Portal User Guide

1. Go to www.minnesota.schoolcounselorawards.org/scoy/
2. **Create a username and password** (or log in using 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), Legislator of the Year, Support of School Counseling, Administrator of the Year, and Potential School Counselor Scholarship.
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”
 - * Find your award
 - * Under “Upload Your Information” select “choose file”
 - * Select your file and Submit
6. ***New this year: Due Dates** are different for the School Counselor of the Year (SCOY) awards and the rest of the Professional Awards.

SCOY: Due no later than **April 24th, 2022**

Other Professional Awards: Due no later than **September 16th, 2022**

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:

MSCA Awards Chair or MSCA Office