

Note: Before you can login you must complete and return The Promise Scholar Release of Information form to The Promise office. This form can be obtained at www.pittsburghpromise.org/release or from your high school guidance counselor's office.

1 Go to **www.pittsburghpromise.org** and click the **Student Portal** link in the top right hand corner.

2 Enter your **user ID and password**. If this is your first time logging in, it will prompt you to change your password. Next, confirm your contact information and click **Submit**. An email address is required. *If this is your first time logging in, and you do not have, or have forgotten, your User ID and Password, please contact your high school guidance counselor or The Pittsburgh Promise office. If you have previously logged in, and forgot your User ID and/or Password, please click the link below the login box to retrieve your User ID and/or Password.*

3 Click **Student Home** on the left side of the screen. This is your dashboard and will allow you to see your current Promise eligibility status. Your eligibility status will be “tentative” until you graduate from high school. *If you believe your eligibility status is incorrect due to your residency/enrollment grade, cumulative GPA and or attendance data, please contact your high school guidance office. If they cannot help you, call Pittsburgh Public Schools Student Services, 412.529.3952.*

4 Click **School Interest** on the left side of the screen. This page will allow you to add the schools to which you have or will apply. Click the **Add School** button on the upper left hand corner of the page. Complete the short form, and click **Save School Interest**. If you choose to add another school, repeat this step.

*IMPORTANT: Once you have made a decision about the school you will be attending, you must inform The Promise. Log back into your account and click the **School Interest** link in the menu bar. When the page opens click on the school you will attend and check the Enrolled box, then click **Save School Interest**.*

5 Click on **Guardians** on the left side of the screen. This page will allow you to add contact information for your parents/guardians. You may also add additional parents/guardians.

If you are 18 years of age or older and wish to authorize The Promise to communicate with your parents/guardians about your Promise scholarship, click the **Approve** button under **Actions**. If you are not yet 18 years of age, the system will automatically prompt you to add and approve guardians after you turn 18.

If your parent/guardian is not listed, click the **Add New Guardian** button, complete the short form, and then click **Save**. After you have added your guardian(s) the information will appear under **Pending Guardians**. You must click the **Approve** button, to approve each guardian you have submitted.

Note: Your Pittsburgh Promise eligibility does not become official until you graduate from high school and your final cumulative GPA and Attendance are confirmed. In the meantime, keep your grades and attendance on track for the scholarship.

What else can you do in your Student Portal?

Communicating with The Promise is easy using your portal. The **Message** option on the left side of the screen allows you to send and receive messages to and from The Promise.

If you wish to appeal your promise eligibility you can submit your appeal through the portal by clicking on the **Appeal** link on the left side of your screen. Click the **Add Appeal** button, write your appeal in the **Note** section, and attach any supporting documents.

Once you are enrolled in school, you will be able to track payments of your scholarship funds to your school, notify us if you are transferring schools, and more.

What else should I be doing?

- Take the SAT or ACT exam.
- Complete the FAFSA (www.fafsa.gov) and Pennsylvania State Grant forms by April 30th. This is required in order for your Promise funds to be paid. If you cannot submit the FAFSA because of your immigration status, please contact The Promise office at 412.281.7605.
- Finish strong! Keep your grades up and your attendance record above 90% through the end of high school.
- Do a good college search to find the right school: talk to your guidance counselor, visit collegeboard.com or pittsburghpromise.org, take a school or college tour, attend some college fairs, and explore apprenticeship programs if you're interested in a trade.



STILL HAVE QUESTIONS?

Contact The Promise for portal technical assistance:
412.281.7605