



### **Instructions to Register and Nominate a Student**

All College Counselors or School Representatives will have to register with our program and verify their email address. Once that is complete, you may nominate up to 15 students per high school.

#### **To Register:**

1. Visit our website [www.milken scholars.org](http://www.milken scholars.org) and click on the button “Nominate a Student”. You may also visit [www.milken scholars.smapply.io](http://www.milken scholars.smapply.io).
2. To register, click the top right button that says “Log In”. You can register with your Facebook, Twitter or Google Account or you can sign up for a new account on [SurveyMonkey.com](http://SurveyMonkey.com)
3. Please follow the prompts to verify your email address. You will not be able to nominate a student until you do so. Click on “Send Verification Link” and confirm your email. Check your email and click on the “Confirm email address” button.

#### **To Nominate**

1. Once you are logged in you can click on “View Programs” which will take you to the Nomination page. Click “More” and then “Apply” to nominate students.
2. Please make sure to click on the appropriate city corresponding to your high school so that you are able to choose your high school from the drop down menu.
3. Note that GPA should be unweighted. Entering a GPA over 4.0 will create an error when submitting nominations.
4. For SAT and/or ACT Scores, please enter the score that meets the criteria. Your nomination will be deemed ineligible if you enter anything below the minimum requirements.
5. For Nominator Alternate Address, please enter a non-school address.
6. Once all the information is entered, you can click “Mark Complete” and you will be asked to review your nomination before you submit.
7. To nominate more students, you can click on More Programs and begin the process again or come back later to submit more nominations before the nomination period ends on December 2, 2019.

For technical questions regarding the nomination website, click on the icon to the left of your name at the top right corner of the page.

Our contact information is:

**Phone:** (800) 654-5675

**E-mail:** [milken scholars@milken institute.org](mailto:milken scholars@milken institute.org)

Thank you for your participation in the 2020 selection process for the Milken Scholars Program.