

Instructions for the Teacher/Counselor Nomination

High school seniors applying for the Kaiser Permanente Health Care Career Scholarship are required to have a nomination submitted online by a teacher or counselor. Applicants can have only one nomination. Teachers and counselors can nominate as many students as they wish.

How it works:

- 1) The *applicant* must find a teacher or counselor to nominate him/her and then enter the teacher/counselor's email address into the online application.
- 2) Then the teacher/counselor will receive an email containing a link that will bring him/her to the application portal to sign in and complete the nomination. If the email is not received, check junk/spam folders.
- 3) **Returning nominators** using the same email address as before will be prompted to enter their password. *Forgot your password?* Simply click the "Trouble signing in?" link on the sign-in page and follow instructions for a password reset.

Nominators new to the site will be prompted to create a password. This same password should be used when the nominator subsequently visits the site to nominate other applicants. The exception is if an applicant enters a different email address for you (the nominator); if that is the case, the system will view you as a new user (based on the new/different email address) and will prompt you to create a password.

The nomination consists of several evaluative questions and a required field in which the nominator enters comments about the applicant (nominators may wish to type comments or enter/paste a formal letter of recommendation into the space provided).

Nominations must be submitted online through the application portal; they cannot be emailed or sent through postal mail. In addition, ***nominations are confidential***. Applicants cannot view nomination content; they can only see status (whether or not the task has been completed).

Applicants can fill out but cannot actually submit their applications until nominators have made their submissions, so the nomination deadline listed (December 12, 2017, 5 p.m. PST) is one day ahead of the actual application deadline (December 13, 2017, 5 p.m. PST).

Questions?

Contact Community Health Careers, Kaiser Permanente, at 503-813- 3992 or kpnw-scholarships@kp.org.