

**How do I access Main Round award rosters?**

Main Round award results can be accessed in the SEE system which is accessible through the LEADS portal.

The link to the LEADS portal\* is: <https://leads3.doe.louisiana.gov/ptl>

Password assistance: <https://password.doe.louisiana.gov>

\*Please remember to turn off your pop-up blockers before accessing the LEADS portal

**Once I've logged into LEADS, how do I access SEE?**

Select SEE- Scholarships for Educ. Excellence from the menu. The SEE portal will open in a new window.

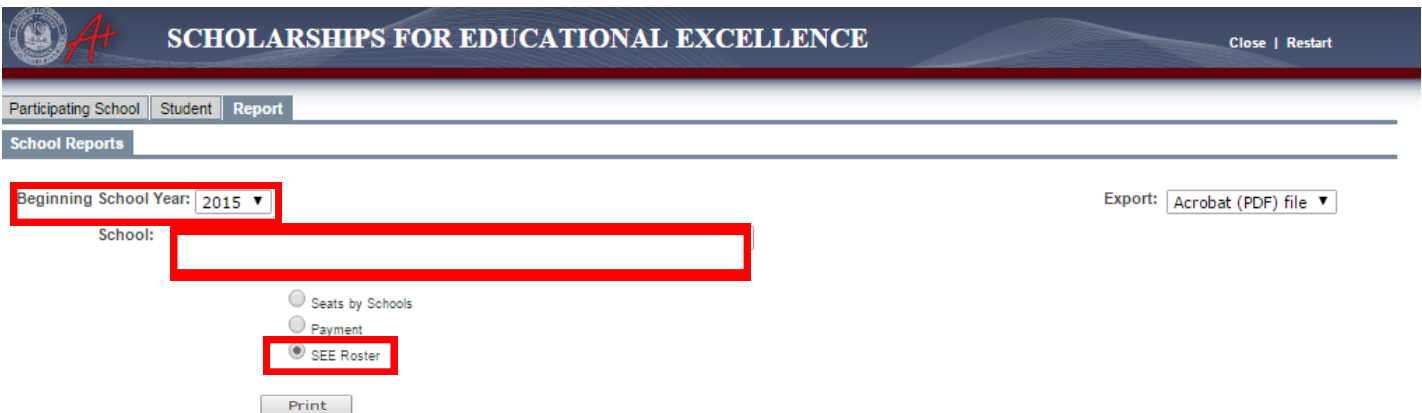


**Once I've logged into SEE, how do I find my school's roster?**

1. Select "Report" from the top row



2. Select the upcoming school year under Beginning School Year  
*For example, select 2016 to view rosters for the 2016-17 school year*
3. Your school's name will automatically populate under School
4. Select "SEE Roster"
5. Select Print. Your roster will open in a new window



**Sample Roster—Your roster will contain the following information:**

The following students have been awarded a Scholarship for Educational Excellence to your school. Please get in contact with them as soon as possible.

**KINDERGARTEN**

SSN	Student Name	Birth Date	Parent/Guardian Name	Phone Number	Cell Phone
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