

## How do I log-in to LEADs?

Log-in to the LEADS website with your credentials: <u>https://leads3.doe.louisiana.gov/PTL</u> \*In order for LEADS to work correctly, pop-up blockers must be disabled. For password assistance, please visit: <u>https://password.doe.louisiana.gov</u>

## 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.

| <b>©LEADS</b>  |                                     | E506121 |
|--|-------------------------------------|---------|
| Louisiana Educational Accountability Data System                         |                                     | LOGOFF  |
| LEADS APPLICATION PORTAL   | User Guides Annual Financial Report | ▼ View  |
| Ar SEE - Scholarships for Educ. Excellence Ar SCS - School Choice System | ADDITIONAL LINKS                    |         |
|  | LEADS News                          |         |
|  | Timelines                           |         |

Once I've logged into SEE, how do I find a Main Round applicant's eligibility status?

- 1. Select "Student" from the top row
- 2. Select "Apply" from the second row
- 3. Enter the applicant's SSN and click submit

You must have the applicant's complete SSN to view their eligibility status.

| SCHOLARSHIPS FOR EDUCATIONAL EX  | Close   Restart  |
|--|--|
| Participating School Student Report           Apply         Update         View         Enroll |  |
| Beginning School Session Year: 2015 V<br>Student Social Security Number: Submit                | <ul> <li>What if I can't find an applicant?</li> <li>Verify the SSN with the parent/guardian</li> <li>E-mail studentscholarships@la.gov</li> </ul> |

## How do I know if the applicant is eligible?

If an applicant was deemed eligible in the Main Round, their eligibility status will be marked on the third page of the application. Click "next" until you reach this page.

| SCHOLARSHIPS FOR EDUCATIONAL EXCELLENCE  |                                   |      |   |  |
|--|-----------------------------------|------|---|--|
| Participating School Student Report  |                                   |      |   |  |
| Apply Update View Enroll   |                                   |      |   |  |
| Is the student eligible under the income requirement?:<br>Is the student a resident of Louisiana?: | <ul><li>Yes</li><li>Yes</li></ul> |      | This Student is verified to be income eligible. |  |
| Is the student entering grades K - 12?:  | Yes                               | ◯ No | Eligibility Status: Eligible                    |  |