

GMS Instructions for High School and School District Personnel

Thank you for taking the time to nominate students for the Ohio Governor's Merit Scholarship. Please review the following instructions and the High School Guidance Memo **carefully** before submitting student information into the GMS Portal. Providing accurate information is important so students can receive award notifications on time and without issue.

Logging into the GMS Portal:

1. If you have previously set up your account in the GMS portal, you can log in to the portal at <https://meritscholarship.ohio.gov/district/> using your district email address. The previous password you used may no longer be active, so you will need to change it by selecting 'Set Password' on the login screen.
 - a. Each time you log in, you will need to verify your identity with a Multi Factor Authentication (MFA) code that will be sent to your email.
2. If your high school or district was not activated previously, your district Superintendent will need to log in to the portal at <https://meritscholarship.ohio.gov/district/> using their email address and IRN to activate the portal for your high school. (Activate Account) The Superintendent can then add other staff as GMS Admins who will input student data into the portal. If you are selected as a GMS Admin, you will need to log in to the above portal, using your email address. (District Login)

Entering Student Nominations into the Portal:

1. Enter all nominations into the online portal prior to the established deadline of **October 1st. Deadlines for student nominations are firm** and necessary to ensure that students receive their award offers with sufficient time to consider their options prior to making any decisions on post-secondary education attendance.
2. Be precise when entering student data into the portal. The most common reason for students being unable to access their accounts in the GMS portal is incorrect or inaccurate data being entered at the point of nomination.
 - a. Make sure there are no spaces or tabs at the beginning or end of any field. Inaccurately typed information impedes our ability to communicate with students and prevents students from accessing the portal.
 - b. Verify student birth dates prior to entering them in the portal. Student birthdates are part of the verification process to ensure that only nominated students can accept their awards.
 - c. If you are adding a list of students using the Upload CSV option, be sure to review the data in the portal to ensure accuracy and that no additional spaces or characters were added during the data transfer.
3. **The GMS portal will close on October 1st** and no further nominations or edits will be available after this date. It is important to have all student information added to the portal accurately by this date.