



2011–12 Nomination Procedures

The nomination process for the NHS Scholarship program is administered online. The deadline to submit online nominations is **January 20, 2012**. Advisers: Please distribute these procedures to each of your nominees.

Step 1 - Students:

- Go to: aim.applyists.net/NHS.
- Create an account using your e-mail address and a password.
- You may use your e-mail address and password to return to the site at any time to make changes until January 20, 2012.
- Complete the nomination form.
- Review the completed form for accuracy and sign it electronically.
- On the recommendations tab, enter the name and e-mail address of your adviser (or counselor) for the corresponding verification, recommendation, and electronic signature request. An automated e-mail will be sent to your adviser (or counselor) from ISTS Inc. with instructions and a code to complete the verification, recommendation, and electronic signature.
- Enter the name and e-mail address of your principal in the corresponding recommendation and electronic signature request. An automated e-mail will be sent to your principal from ISTS Inc. with instructions and a code to complete recommendation and electronic signature.

Step 2 - Advisers or Counselors:

- Once the student has filled out the recommendations tab on the nomination form, an e-mail will be sent to you from ISTS Inc. that will include instructions and a supplement code (your verification, recommendation, and signature are supplements to the student's nomination form). You must first create an account with your e-mail address and a password and then enter the supplement code in the supplement code box.
- Follow the instructions to certify that you have reviewed the student's responses and that they are correct, insofar as the official school records indicate.
- Provide your recommendation in the space provided.
- Electronically sign the student's nomination form to complete the adviser/counselor verification requirement.

Step 3 - Principals:

- Once the student has filled out the recommendations tab on their nomination form, an e-mail will be sent to you from ISTS Inc. The e-mail will include instructions and a supplement code (your recommendation is a supplement to the student's nomination form). Create an account with your e-mail address and a password. Enter the supplement code in the supplement code box.
- Provide your recommendation in the space provided.
- Review the nomination form for accuracy and confirm that it has been signed by the student and the adviser (or counselor) and electronically sign the form to complete the process.

Call Center/Help Line: If you experience any problems with the online process or have questions, please call ISTS at **615-320-3149** or **877-525-8491**.

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