



# College Bound Scholarship

## Toolbox for Middle School

### Why use the Toolbox?

The Toolbox, housed within WSAC's secure online portal, allows you to start multiple applications with a simple upload process. The Toolbox is the easier and faster way to start applications, print forms, and track progress all in one place.

The Toolbox displays live data. Once an application is entered, whether by you or your student, the student will appear in your list. And with weekly data updates from OSPI, transfer students with complete applications will appear on your lists more quickly.

### What can you do in the Toolbox?

- 1 ● Upload your eligible 7th or 8th grade students to start their application.
- 2 ● Print Missing Information Letters (MIL) immediately.
- 3 ● Download lists of students with complete or incomplete applications.
- 4 ● Update student information.

### How to access the Toolbox

Find the portal online at [bit.do/WSACportal](https://bit.do/WSACportal). You can get a free WSAC portal account by emailing College Bound at [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov) and providing your name, title, school, and phone number.



The College Bound Scholarship is administered by the Washington Student Achievement Council. For more information about the program visit [www.collegebound.wa.gov](http://www.collegebound.wa.gov), or contact us by email at [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov), or by phone at 888-535-0747, option 1.