



# College Bound Scholarship Middle School Toolbox

## Why use the Middle School Toolbox?

Using the toolbox within WSAC's secure online portal allows you to start multiple applications with an upload process. With the toolbox, it's easier and faster to start applications, print forms, and track progress all in one place.

The MS 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 students for an instant 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).

Opening a free account for the WSAC portal is simple: to get started, email College Bound at [collegebound@wsac.wa.gov](mailto:collegebound@wsac.wa.gov).



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.