

# *ADHE Scholarship Application Management System (SAMS) High School Counselor Checklist*



## *Create an Account*

- Go to <https://portal-sams.adhe.edu/public/Support/login-request>
  - Complete the one-page online form and click on the “Submit” button
  - You will receive an email from the SAMS portal once your counselor profile has been created
  - You will be required to verify the email associated with your counselor account, then complete the account set-up process by creating a password and security questions

## *Log in to Your Account*

- Once your account has been activated, log in to your account at <https://sams.adhe.edu/> under the “Returning User” section

## *SAMS Dashboard*

The first page you will see when you log in is your high school’s dashboard.

From here, you can:

- view every student that has applied through the SAMS system
- search for individual students
- view the ADHE status of each student

## *Arkansas Academic Challenge Required Documentation*

- Arkansas Academic Challenge (Lottery) Scholarship Application – students complete the application at <https://sams.adhe.edu/>
- FAFSA is required
- Test scores and transcripts (7<sup>th</sup> or 8<sup>th</sup> semesters)
  - Public schools will update information through the state TRIAND system
  - Private schools and homeschool students must send test scores and transcripts directly to the Arkansas Division of Higher Education (ADHE). Students can either upload the documentation to their online SAMS application, or mail to:  
ADHE-Financial Aid  
101 E. Capitol Ave., Suite 300  
Little Rock, AR 72201
- Official College transcripts (for any student who has already earned college hours)

## *SAMS Status Fields*

- **Accepted**: Student has accepted the scholarship, and the information will appear on the student's designated university roster.
- **Declined Award**: Student has declined the scholarship.
- **Eligible**: Student has completed the application, submitted all required documentation, and met all minimum qualifications for the scholarship. Award offer will be considered next.
- **Eligibility Pending**: Student still needs to submit required documentation before ADHE can complete processing. Students can log in to their SAMS account to see what documentation is still needed.
- **Hold**: Student has requested a hold, and their hold has been approved, students can check the date the hold will be removed by logging into their SAMS Account.
- **Ineligible**: Student does not qualify for the scholarship. REMINDER – A student cannot accept the Arkansas Workforce Challenge and the Arkansas Academic Challenge within the same semester.
- **Pending Acceptance**: Student has been awarded a scholarship but has not yet logged into SAMS to accept the scholarship. Students MUST accept a scholarship before they can be added to a roster.
- **Submitted Application**: Student has submitted an application. ADHE has not received any documentation (test scores, high school transcript, FAFSA).

## *Additional Forms and Reminders*

ADHE recommends students use a personal email account rather than an email tied to their high school or school district.

- **Hold Form**: Students can request their scholarship be placed on hold for up to four semesters. The hold form can be filled out on the student's SAMS account on the "My Scholarships" page: <https://sams.adhe.edu/>.
- **Request to Forfeit Freshman Award Amount of Arkansas Academic Challenge**: High school students who have/will earn 27 college credit hours prior to beginning college in the Fall, (after senior year) may be eligible to request an increase in Arkansas Academic Challenge (Lottery) funding from the freshmen level to the sophomore level. For more information and for access to the online form, visit <https://adhe.wufoo.com/forms/zwzw3bc0a8x2qg/>

## *Deadlines*

- **February 1** – Hold Request for Spring Semester
- **March 1** – Governor's Distinguished Scholarship
- **July 1** – Arkansas Academic Challenge Scholarship
- **July 1** – Arkansas Future Grant
- **July 1** – Request to Forfeit Freshman Award Amount Form  
(Arkansas Academic Challenge Scholarship)
- **October 1** – Hold Request for Fall Semester