VeCollect Instructions

Adding Evaluators to VeCollect

You will need to create both a letter record and an evaluator record.

- **Step 1:** To create the evaluator records, click on the “My Evaluators Tab”

- **Step 2:** Click on the button that says “Add New Evaluator”
**Step 3:** Fill out the evaluator information, most importantly, their correct email address. Then, click create evaluator record.

- Title: Dr.
- First name: Michael
- Middle name: Gary
- Last name: Scott
- Address1: 126 Kellum Court
- City: Scranton
- State: PA
- Province: 18506
- Country: United States
- Postal code: 
- Evaluator Type: Employer/Supervisor
- Email: mscott@gmail.com
- Phone: 570-123-4567
- Fax: 

After creating an evaluator record, you will create a "letter record" for that evaluator. You will indicate the type of health professions school/program to which you are applying and you will address the confidentiality of the letter.
Once you have successfully created your evaluator record for each of your evaluators (indicated by the green box at the top of your screen), you will need to create a letter record.

- **Step 4:** Select: “Create New Letter Record” under your evaluator’s information.
- **Step 5:** The new screen will ask you to indicate a letter type. If you are applying to Medical School (regardless of whether it is a MD, DO, or MD/PhD program), select MEDICAL SCHOOL as the letter type.

- **Step 6:** Make sure to select the “I request a CONFIDENTIAL evaluation…” bubble under the FERPA statement and type your name to provide a signature for this statement. Once you have done this, select “Create Letter Record.”
Once you’ve completed your letter record, your screen should look like the one below:

Note: Notice that the white box indicated by the red arrow) is blank. This means that you have not received a letter from this evaluator. When a letter has been uploaded, a red Adobe icon [ ] will appear. The envelope icon (indicated by the blue arrow) will automatically send your letter writer an email with instructions for writing a recommendation letter. More information on this will be provided in the steps below.

***Committee Letter (Re-applicants can skip this step)
In order to make an evaluator record for your committee letter, you will follow the same steps listed above but should enter the following information when you get to Step 3:

![Image of veCollect version 1.0](image)

**Create New Evaluator Record**

- From this screen you will create an “evaluator record” for each of your evaluators.
- For each evaluator record you will create a “letter record.” In most cases, an evaluator will write a single letter for an applicant. You will designate the “letter type” as the type of program or programs for which the letter will be written. In some cases an applicant who is applying to two types of programs, may have requested that the evaluator write two letters, one for each type of program. The applicant would need to create two letter records for that evaluator and indicate the type of program for each.
- For each letter record... Click to Read More

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Mrs.</td>
</tr>
<tr>
<td>First name</td>
<td>Wendy</td>
</tr>
<tr>
<td>Middle name</td>
<td></td>
</tr>
<tr>
<td>Last name</td>
<td>Loughlin</td>
</tr>
<tr>
<td>Address1</td>
<td>1210 H. J. Patterson</td>
</tr>
<tr>
<td>Address2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>College Park</td>
</tr>
<tr>
<td>State</td>
<td>MD</td>
</tr>
<tr>
<td>Province</td>
<td>United States</td>
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<tr>
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<td><a href="mailto:premad@umd.edu">premad@umd.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>301-405-7805</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
</tbody>
</table>

After creating an evaluator record, you will create a “letter record” for that evaluator. You will indicate the type of health professions school/program to which you are applying and you will address the confidentiality of the letter.

Create Evaluator Record  
Back to evaluators

**Note:** If you are applying to more than one program type (for example DO and MD schools), you will be receiving separate letters and will need to create a second Evaluator Record for Wendy. You will differentiate this letter by selecting the appropriate program type when you reach Step 6 again.
For example, if you are also applying to a DO school, select DO Schools before signing your FERPA agreement:

![Image of the FERPA statement and letter creation process]
Once you have created evaluator records for all of your letter writers, click the envelope icon (Except for the one for Wendy) in order to send them an email notification that will allow them to input your letters. Please speak with letter writers in person before sending them this email request.

Note: You may receive a notification asking you to confirm that you would like to send the notification to your letter writer. Double check that the email is correct and then click ok.
Setting Up Quiver

- Step 1: From the homepage, click the tab that says “My Quiver”

- Step 2: click “Create New Quiver”

- Step 3: Enter a quiver description that indicates program type (ex. MD Quiver, DO Quiver, Dental Quiver, etc.). Then check off which letters you would like to include in this quiver and click “Create New Quiver”.
***Reapplicants should include the year that they would like to matriculate into their desired program into the description box (ex. MD Quiver 2019, DO Quiver 2019, Dental Quiver 2019)

Note:
- Be sure to include the letter from Wendy so that the Committee Letter can be uploaded (even if it hasn't been uploaded).
- Your quiver may only contain a maximum of 7 letters (1 Committee Letter and 6 other letters).

***If you are applying to more than one type of program (ex. A MD as well as a DO school), you will need to create another quiver with the appropriate description:

Note: If you are applying to two program types, make sure that you are selecting the correct letter from Wendy to put in the appropriate quiver.
Once you are done, you can select “Back to quivers” to ensure that you have successfully created your quiver(s). Your “My Quiver” page may look something like this, depending on the number of program types you are applying to:
Locking Your Quiver

After you have received all of your letters, including the committee letter, and your quiver contains all of the letters you want HPAO to send out, your screen will look like this under “My Evaluators” tab:

- Requirements/guidelines set by your advising office. It is your responsibility to know follow these requirements/guidelines. [click here to see the requirements/guidelines for your institution]
- It is not appropriate to ask for letters that have a low probability of being used, e.g., do not ask for letters from 8 professors/instructors knowing you will only use 4 of them.
- More is not better. A lukewarm letter from someone who hardly knows...

Note:
- You will receive an email from an advisor when your Committee Letter is done
- The red Adobe symbol will appear under the evaluator record for Wendy when the letter is done
- For more information about when to expect your Committee Letter go to the Committee Letter page

At this point, you may lock your quiver. To do this:

- **Step 1:** Click on the “Process My Letters” tab

![My Evaluators](image)

**Note:** After you complete the following step, you will not be able to make changes to this quiver. Please ensure that all of the letter you want HPAO to send including the Committee Letter are in your quiver. If you lock your quiver and need to make changes later, you will need to make a new quiver with a new name (Ex. “Final Quiver”).

- **Step 2:** Enter your name and select “Process and Lock this Quiver”.

![Dashboard](image)
In order to have your letters sent, you must submit your Letter Forwarding Form. Your letters will not be sent until this form is in.