Requesting Letters of Recommendation through LSAC

Step-by-Step Instructions

BYU Pre-Professional Advisement Center
STEP 1:
Visit LSAC.org

Hover over ‘Sign in...’ in the upper right corner.
STEP 2: Select JD Account

Select the ‘JD Account’ option located on the top of the pop up panel.
STEP 3: Log Into LSAC Account
STEP 4: Click on the ‘My Home’ Header
STEP 5: Scroll down to the Credential Assembly Service Section. This is the third section down on the ‘My Home’ page.
STEP 6: Click ‘Manage Letters of Recommendation’

Click the ‘Manage Letters of Recommendation’ link located under the Credential Assembly Service (CAS) Heading.
STEP 7:
Click Add/Edit My Recommenders
STEP 8: Click ‘Add NEW Recommender’
STEP 9: Agree to Wave Your Access Rights

After reading the access rights waiver, select yes and continue.
STEP 10:
Enter ‘Recommender Information’ and scroll down

Verify that ALL information is accurate and appropriate prior to submitting the form.
**STEP 11:** Enter ‘Recommender Contact Information’ and scroll down

**Finding a professor’s work address:**
1. Go to the professor’s department’s website.
2. Find the faculty directory and locate your professor.
3. Find office address in the professor’s listed information or on his/her CV.

<table>
<thead>
<tr>
<th>RECOMMENDER CONTACT INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Country</td>
</tr>
<tr>
<td>Select a country</td>
</tr>
<tr>
<td>Building/department (if applicable)</td>
</tr>
<tr>
<td>In care of (school or company, if applicable)</td>
</tr>
<tr>
<td>* Street address</td>
</tr>
<tr>
<td>* City</td>
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</tbody>
</table>
STEP 12: ‘Letters of Recommendation’

Indicate the number of letters you are requesting from this recommender.

Important LOR note: This does not submit your LOR request. Select the appropriate button on the next page to print or e-mail the form.
STEP 12 (Continued):

Indicate which schools this letter should be sent to (i.e. “All schools”/“Harvard”/“Schools out of the USA”)

Important LOR note: This does not submit your LOR request. Select the appropriate button on the next page to print or e-mail the form.
STEP 12 (Continued):

Click ‘Submit’
Complete steps 7-12 for each additional recommender. Continue to Step 13 once all recommenders have been added.
STEP 13: E-mail or Print Each Request Form

If you choose the print option, it will be your responsibility to personally deliver or mail the form to the recommender.

If emailing, continue to step 14. If printing, skip to step 17.
**STEP 14:**
Click ‘Email’
**STEP 15:** Verify Information

Double check email prior to sending to guarantee successful delivery.
STEP 16: Click ‘Send Email’
STEP 17: Click ‘View to Print’
STEP 18: Click ‘Preview’

After clicking preview, a PDF will open.
STEP 19: Verify that information is accurate

After verifying information, click out of the PDF and return to the previous LSAC page.
STEP 20: Click ‘Print.’

Deliver the printout to your recommender so that they can include it in the envelope with their signed letter.
Frequently Asking Questions
The following link contains answers to commonly asked questions.

https://os.lsac.org/Help/FAQs.aspx
Still have questions?
prelaw@byu.edu
(801) 422-3044