STEP 1: GO TO PREHEALTH.BYU.EDU OR PPA.BYU.EDU
STEP 2: PRESS “CLICK HERE” TO CREATE AN ACCOUNT
STEP 3: CLICK “YES, LOGIN” AND ENTER YOUR NET ID

This is for those recommenders not affiliated with BYU.
TYPE IN YOUR BYU NET ID AND PASSWORD

Sign In

Net ID:

Password:

Forgot your Net ID or password?
Create a Net ID

Warn me before signing me into other sites.

Sign In

Security: BYU protects personal information by restricting network access to individuals with an authorized username and password. The username is a unique, personal network identifier called a Net ID and is assigned to each BYU patron.

For security reasons, please sign out and Exit your web browser when you are finished accessing authenticated services!
STEP 5: PROVIDE EMAIL ADDRESS AND SELECT MEDICAL, DENTAL OR PODIATRY

Use an email address that you check regularly. This is how you will be notified* when your letters are received.

*Because the email is sent from a server system you may need to check your spam/junk folder.
STEP 6: CLICK REQUEST NEW LETTER

Before requesting a letter, confirm that your desired letter writer is willing to write you a letter.
STEP 7: PROVIDE INFORMATION AND DESCRIPTION OF RECOMMENDER, THEN CLICK SUBMIT

Remind your recommender to check their spam/junk folder if they say they haven’t received the request.
HERE IS WHAT THE LETTER WRITER WILL SEE IN THEIR EMAIL

A student has requested a letter of recommendation
Preprofessional Advisement Center <noreply@thunderbolt.byu.edu>
Sent: Fri 4/10/2015 2:14 PM
To: Allison Barnes

To Professor Letter Writer,

The applicant identified below has asked you to provide a letter of recommendation. He/she has waived the right to view your letter and will not have access to view it.

Applicant name: Allison Barnes
Applicant email: allison.barnes@gmail.com
Recommendation description: Medical

Please click on the link below to upload your pdf document (must be on letterhead and include your signature):

- Upload your letter here

Allison Barnes has included the following personal message:

Personal message to the letter writer

If you prefer to submit your letter by mail, please follow submission instructions on the attached cover sheet.

PLEASE DO NOT REPLY TO THIS EMAIL. If you have any questions please contact us at healthprosec@byu.edu or 801.422.3044.
STEP 9: PLEASE READ THEN INDICATE YOUR DECISION

We strongly encourage you to waive your rights to view the letters. Hitting “submit” will send the email to your Recommender.
YOUR LETTER REQUEST HAS NOW BEEN SENT. BUT IS NOT YET UPLOADED FROM YOUR LETTER WRITER.
YOU WILL RECEIVE AN EMAIL NOTIFYING YOU THAT YOUR LETTER HAS BEEN RECEIVED AND UPLOADED. YOU CAN ALSO CHECK THE STATUS OF YOUR LETTERS.

Status of letters.
FOR QUESTIONS:

healthprosec@byu.edu
3328 WSC
Provo, UT 84602
801.422.3044 (phone)
801.422.0398 (fax)