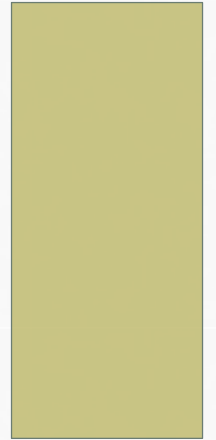


LETTER TRACKER INSTRUCTIONS

LETTER WRITERS



PURPOSE

- The purpose of this presentation is to help letter writers upload their letters onto Letter Tracker. It goes through all steps that letter writers see.
- If you are not able to find the email request sent from the student, look in your junk/spam. If you still can't find it, have the student send you another request.

RECEIVING THE EMAIL



Preprofessional Advisement Center <noreply@thunderbolt.byu.edu>

Emily Barnes

A student has requested a letter of recommendation

Follow up. Start by Tuesday, January 8, 2019. Due by Tuesday, January 8, 2019.



cover_letter.pdf
3 KB



recommender_instructions.pdf
52 KB

To (Dr, Professor, etc.) Letter Writer,

The applicant identified below has asked you to provide a letter of recommendation. He/she has waived the right to view their letter.

No student will have access to your letter. However, if the student has NOT waived their right to view your letter the student may request access to the letter by contacting the Preprofessional Advisement Center.

Applicant name: Emily Barnes

Applicant email: emilylme6@gmail.com

Recommendation description: Either medical or dental

BEFORE SUBMITTING YOUR LETTER

Be sure your letter:

- Is in **PDF** format.
- Includes an **actual signature**.
- Includes a **date**
- Is on **official letter head** (if you do not have official letter head, include your contact info at the top).

PLEASE review these letter writing guides:

- Attachment entitled [recommender_instructions.pdf](#)
- <https://www.samc.org/download/349990/data/lettersguidelinesbrochure.pdf>

UPLOAD YOUR LETTER HERE

[Upload your letter for Emily Barnes here](#)

OR

copy and paste this URL into your web browser's address bar

http://ppalettertracker.byu.edu/recommender_page.php?reqid=77c71791211b

Emily Barnes has included the following personal message:

The personal message you sent them, perhaps you said, thank you!

HELPFUL RESOURCES:

For help in navigating Letter Tracker check out the tutorial for letter writers at:

<https://ppa.byu.edu/sites/default/files/Letter%20Tracker%20Instructions.pdf>

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

Aspects of the email requesting the letter from letter writers.

• Used only if mailing a physical letter.

• Helpful tips in how to write and what to include in a letter.

• How to upload your letter.

*These will all be explained in further slides.

UPLOADING THE LETTER

PLEASE review these letter writing guides:

- Attachment entitled `recommender_instructions.pdf`
- <https://www.aamc.org/download/349990/data/lettersguidelinesbrochure.pdf>

UPLOAD YOUR LETTER HERE

[Upload your letter for Emily Barnes here](#)

OR

copy and paste this URL into your web browser's address bar

http://ppalettertracker.byu.edu/recommender_page.php?reqid=77c71791211b

You can upload your letter by clicking on the upload link.

Or by copying and pasting the link at the bottom into your browser.

If the link doesn't seem to be responding or you are unable to create an account; try pasting the bottom link into a different browser. Chrome usually works the best.

WELCOME TO LETTER TRACKER

BYU | BRIGHAM YOUNG UNIVERSITY

Preprofessional Advisement Letter Tracker

Welcome to letter tracker.

Do you have a BYU netID?

Yes, login

No, continue

Letter Tracker is currently in beta. Please report any issues to healthprosec@byu.edu or 801-422-3044

Click "Yes, login" if you are a BYU professor or are currently associated with BYU and have a netID.

If you are a letter writer not associated with BYU or do not have a netID, click "No, continue". This will lead you to make a Letter Tracker account so you can upload your letter.

CREATE A LETTER TRACKER ACCOUNT

- If you do not have a BYU netID, you will need to create a Letter Tracker account. Click “Create an account” and fill out the appropriate information.
- If you have previously created an account: enter in your email and password on the left.

BYU | BRIGHAM YOUNG UNIVERSITY

Preprofessional Advisement Letter Tracker

Welcome to letter tracker

Email:

Password:

[Dont have an account?](#)

[Forgot your password?](#)

Letter Tracker is currently in beta. Please report any issues to healthprosec@byu.edu or 801-422-3044

CREATE AN ACCOUNT

BYU | BRIGHAM YOUNG UNIVERSITY Log out

Preprofessional Advisement Letter Tracker

Create an account

This page is **ONLY** for people who do not have a BYU netID. If you have a BYU netID, go [here](#).

This page is for people who want to submit a letter. If you are here to request a letter, log in [here](#).

* First Name

Middle Name

* Last Name

* Email

* Password
6-20 characters in length, must have at least 1 letter and 1 number

* Repeat password

Letter Tracker is currently in beta. Please report any issues to healthprosec@byu.edu or 801-422-3044

Fill out the information to make a Letter Tracker account.

Please use the email used to request the letter.

WHAT TO INCLUDE IN YOUR LETTER

- The request email that was sent to you from Letter Tracker includes many suggestions of what to write about.
- We review the letters by checking for the following details, please be sure to include:
 - Letterhead
 - Date
 - Handwritten signature

UPLOAD THE LETTER

BYU | BRIGHAM YOUNG UNIVERSITY Log out

Preprofessional Advisement Letter Tracker

Welcome to Letter Tracker, Allison Barnes.

Please remember that your letters must be signed with Letterhead.
The letters you upload MUST be PDFs.

Letters of Recommendation

Applicant	Program	Description	Status	View	Upload
Inga Jaco, Elias	Medical	Medical	Date requested: 03/06/15 Date uploaded: 04/09/15	<input type="button" value="View"/>	<input type="button" value="Upload new letter"/>
Hoybjerg, Connor	Dental	Dental school application	Date requested: 03/23/15 Date uploaded: 04/09/15	<input type="button" value="View"/>	<input type="button" value="Upload new letter"/>
Stanfield, Christian	Dental	Dental School Letter of Recommendation	Date requested: 03/06/15 Date uploaded: 04/09/15	<input type="button" value="View"/>	<input type="button" value="Upload new letter"/>
Brasher, Austin	Dental	Dental	Date requested: 04/13/15 Not uploaded.	Not submitted	<input type="button" value="Upload letter"/>
Liu, Mason	Medical	Osteopathic Medical doctor	Date requested: 04/27/15 Date uploaded: 04/28/15	<input type="button" value="View"/>	<input type="button" value="Upload new letter"/>
Barnes, Allison	Medical	Test	Date requested: 01/07/16 Date uploaded: 01/14/16	<input type="button" value="View"/>	<input type="button" value="Upload new letter"/>
Barnes, Allison	Medical	test 1/12-1	Date requested: 01/12/16 Not uploaded.	Not submitted	<input type="button" value="Upload letter"/>
Barnes, Allison	Medical	test 1/12-3	Date requested: 01/12/16 Not uploaded.	Not submitted	<input type="button" value="Upload letter"/>
Barnes, Allison	Medical	test 1/12-2	Date requested: 01/12/16 Not uploaded.	Not submitted	<input type="button" value="Upload letter"/>
Barnes, Allison	Medical	test 1/14	Date requested: 01/14/16 Not uploaded.	Not submitted	<input type="button" value="Upload letter"/>
Coronado Flores, Christel	Medical	English translation	Date requested: 02/11/16 Date uploaded: 02/11/16	<input type="button" value="View"/>	<input type="button" value="Upload new letter"/>
Barnes, Allison	Medical	asdf	Date requested: 02/18/16 Not uploaded.	Not submitted	<input type="button" value="Upload letter"/>
Flores, Iram	Medical	Medical	Date requested: 03/25/16		

To upload the letter, click on “Upload letter” for the student who requested your letter.

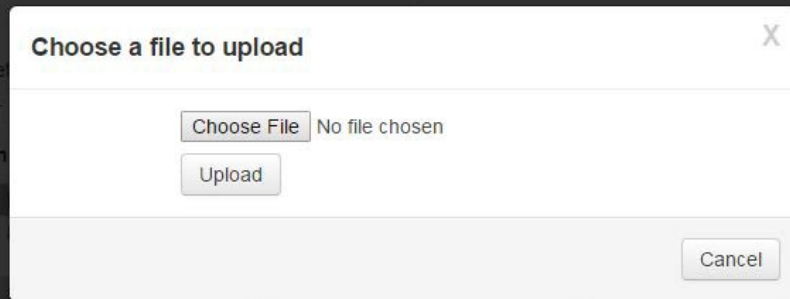
Be sure the letter is in PDF format. The file will not upload unless it is a PDF.

If you are re-uploading a letter that has been updated, click “Upload new letter”.

UPLOAD THE LETTER

Click “Choose File” to select the letter from your computer.

Once selected, click “Upload”. It will pull up a copy of your letter and a series of questions.



UPLOAD THE LETTER

- Click here if this letter has a date (e.g., January 1, 2000). If no date, please resubmit the letter with a date.
- Click here if this letter is on letterhead. If not on letterhead please resubmit with letterhead (self-generated letterhead is allowed).
- Click here if this letter has a handwritten signature. If no signature or you used an electronic signature, please resubmit with a handwritten signature (electronic signatures are scrubbed and NOT allowed by Adobe®).

Would you like to keep this pdf?

Yes

No

Please look at the copy of your letter that is on this screen and check for each of these criteria. The file you see is the file that will be uploaded. If it looks weird or is missing something, please correct the issue before uploading. If these criteria are met, select each of the boxes and say “Yes” you would like to keep this pdf. Your letter has now been uploaded successfully.

COVER LETTER (ATTACHMENT)

The cover letter is only for letter writers who would rather send their letters via mail. This is NOT the preferred method, but will be accepted. Include this cover sheet with the letter. Please send the letter to the Letter Secretary at the address listed below.

Student address

Code: 12bb0120365e

To submit your letter by postal mail, you must include this form with your signed letter in order for BYU's Preprofessional Office to match the letter to the applicant's file. Letters received without this completed form or without your signature will be returned to you. Do not send supporting materials (e.g. resumes) with your letter.

Please mail this form and your signed recommendation letter, preferably on letterhead, in a sealed envelope directly to BYU's Preprofessional Office at the address below. If the applicant provides you with an envelope addressed to the Medical School Admissions Committee and bearing his or her return address, please place your signature across the bottom portion of the envelop flap after sealing. Please do not staple your letter to his form.

BYU Preprofessional Office – Letter of Recommendation

**Brigham Young University
3328 WSC
Provo, UT 84602**

RECOMMENDER_INSTRUCTIONS (ATTACHMENT)

The recommender instructions are provided for your convenience as the letter writer to know what to write and the appropriate format.

Please include:

- Your actual **signature**
- **Letterhead** (if you do not have access to a letterhead, please put your contact information at the top of the letter.)
- Include the **date** of the letter written.
- Also please put the letter in **PDF** format. No other format is accepted in Letter Tracker.

ADDITIONAL HELP

If you have followed all of these instructions and still cannot upload your letter, or have other questions, feel free to contact the Preprofessional Advisement Center at:
(801)422-3044 from 8am-5pm

Or the letter secretary at:

healthprosec@byu.edu

Thank you!