veCollect

A tool for managing letters of evaluation / recommendation
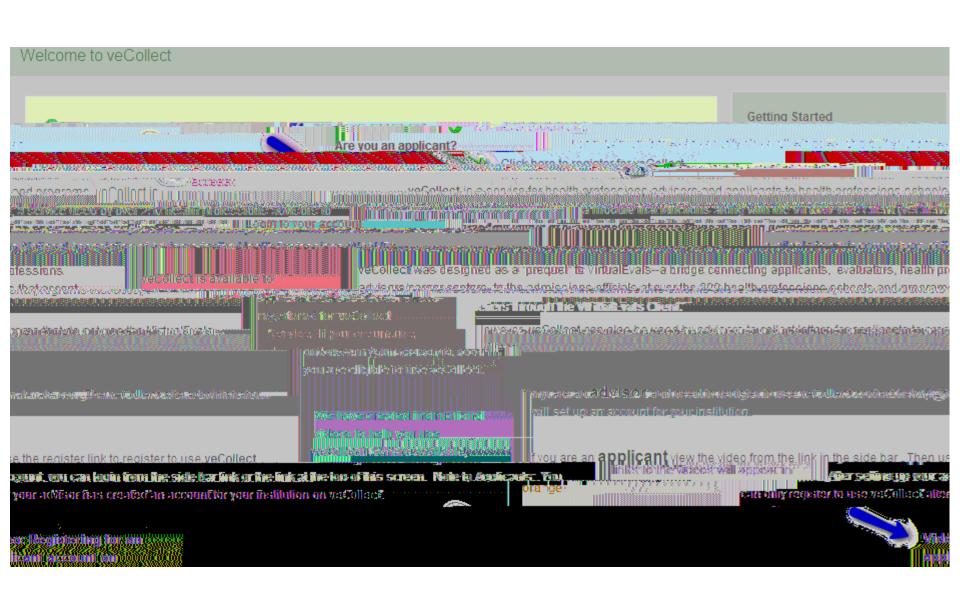
Steps in using veCollect

- Register/create your veCollect account.
- Create evaluator records.
- Create letter records.
- Communicate with evaluators.
- Track receipt of letters.
- Create quiver(s).
- Process letters and lock quiver(s).
- Let advisor know to transmit your letters.

Registering to use veCollect

- Go to https://collect.virtualevals.net
- See the link in orange to a video
- Use the   click here to register for veCollect access   link
- Select your state from the dropdown
- Select your school from the dropdown
- Your school may require an authorization code or that your registration be approved; and may also require manual activation
- Complete the form, choosing a login and

Easy to Use

Once you have registered to use veCollect and created a login and password, you can log in and out of the system as needed to complete the information required.
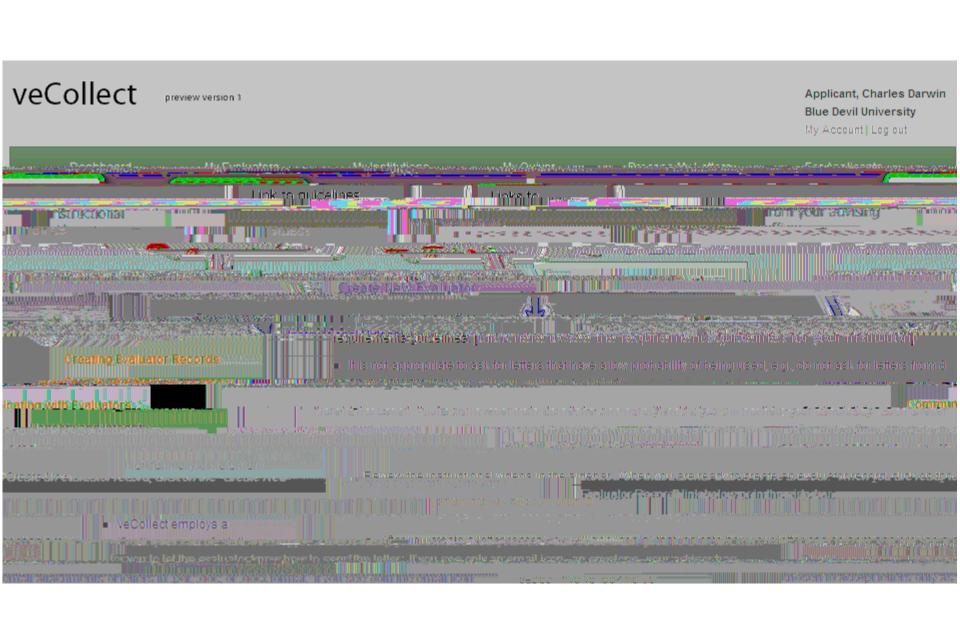
Welcome to veCollect

Getting Started

Are you an applicant?

Click here to register for veCollect

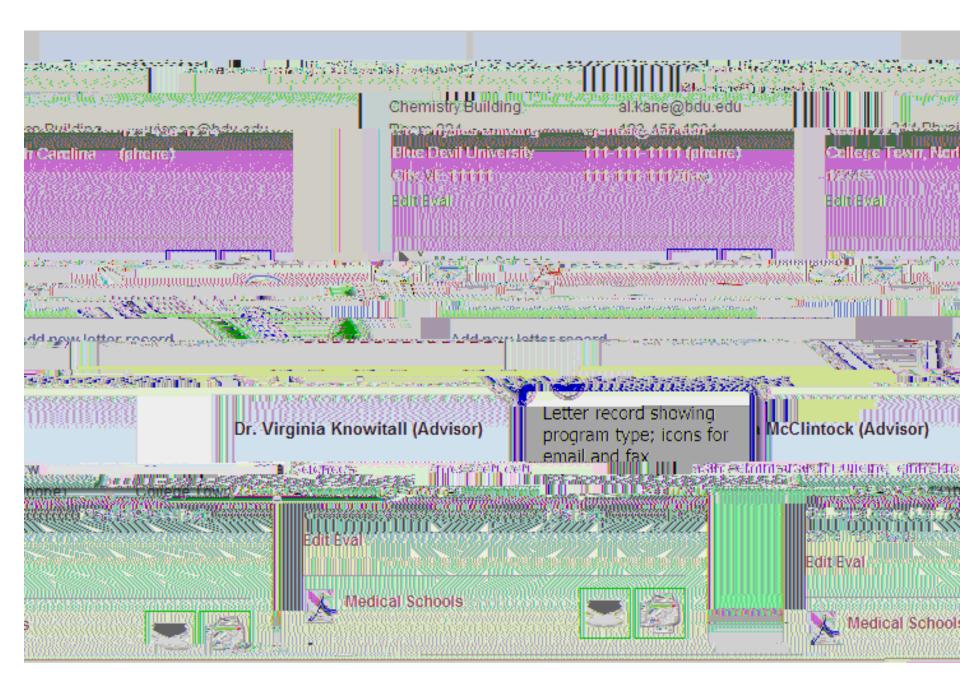# Preparing to Use veCollect

- Use the tools
  -

Create Evaluator Records

- Review your advisor's letter guidelines
- Review the instructions for veCollect
- Choose who you want to write for you and make those requests, letting evaluators know you will use veCollect
- View the video
- Create evaluator records. Make sure to have correct contact information for evaluators, including email address

Link to guidelines

Create New Evaluator

Creating Evaluator Records

Communicating with Evaluators

- veCollect employs a

Create Letter Records

- Review instructions and video
- Create letter records
- Review and sign the FERPA statement for each letter record. Health professions schools prefer confidential letters

Chemistry Building al.kane@bdu.edu

Blue Devil University 111-111-1111 (phone)
City, VI 11111 111-111-1112 (fax)

Edit Eval

Add new letter record Add new letter record

Dr. Virginia Knowitall (Advisor) Letter record showing program type; icons for email and fax McClintock (Advisor)

Edit Eval

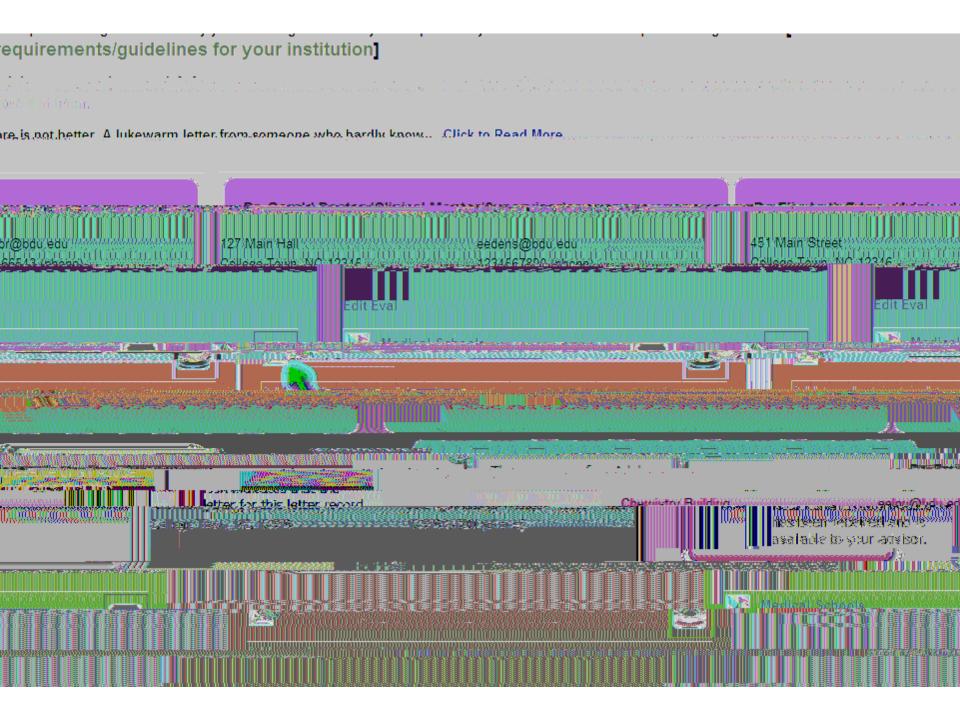Medical Schools

Edit Eval

Medical Schools

Medical Schools

How Does an Evaluator Submit a letter to veCollect?

Email: When you click on the email icon next to the letter record, veCollect sends the evaluator an email requesting a reply with the letter attached as a .pdf, .doc, or .docx.

Fax: If your advisor has elected to accept letters as faxes, you can click on the fax icon to download a cover sheet and give it to the evaluator. The evaluator then faxes to veCollect the cover sheet and the letter.

How will I know if a letter has been received?

- An Adobe icon will appear in the box in the specific letter record (see next slide)

requirements/guidelines for your institution]

...re is not better. A lukewarm letter from someone who hardly know... Click to Read More

r@bdu.edu

127 Main Hall
College Town, NC 12345

eedens@bdu.edu
1234567890

451 Main Street
College Town, NC 12345

Edit Eval

Edit Eval

...letter for this letter record

Chemistry Building

...has been uploaded and is available to your advisor.

Medical Schools

Creating a Quiver

- Read the instructions and view the video
- You will create a quiver —the group of letters you want to use for—based on the guidelines of your advising office and whether or not the letters have been received.

My Institutions

- You will not need to complete this section.
- NWU will be uploading letters to AADSAS, AACOMAS, or AMCAS using VirtualEvals.

Process and Lock my Letters

- When your quiver is ready, letters have been received, your list of institutions is complete, and you are ready to have your letters transmitted, you will process and lock your letters.

- Once a quiver is locked, you cannot make further changes to it.

- You will sign a statement certifying that all information you entered into veCollect is valid and truthful

Important

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