



WWU Grad School CollegeNet
Letter of Recommendation
System Overview

Student Enters Recommender Info in Application & Submits Request




The screenshot displays a multi-step application process. At the top, a progress bar includes the following steps: Program Selection, Personal Information, Teaching Assistantships, Educational History, **Letters of Recommendation** (highlighted in yellow), Entrance Exam Scores, and Additional Information. Below this bar, a 'Conduct and Confirmation' section is partially visible. The main heading is 'Graduate Application', followed by 'Letters of Recommendation'. The 'Recommender 1' section contains the following fields:




- First Name:
- Last Name:
- Title:
- Email:
- Relationship to You:
- A dropdown menu for relationship selection.
- A checkbox for waiving the right to access recommendations.


The waiver text reads: "The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are permitted to waive the right to access recommendations. Do you waive this right?"

At the bottom of the form is a button labeled "Submit Recommendation Request".

Recommender receives email from CollegeNet

Please submit your recommendation for Just Testing  Inbox x  

 **Just Testing** <lor_help@collegenet.com> 2:58 PM (2 minutes ago) ☆  

to me 

Dear First,

Just Testing has requested that you submit a recommendation form in support of an Graduate School Application to Western Washington University.

This applicant has waived the right to view their recommendation.

Go to the following web address to login to the system, or create a new Letters of Recommendation account:

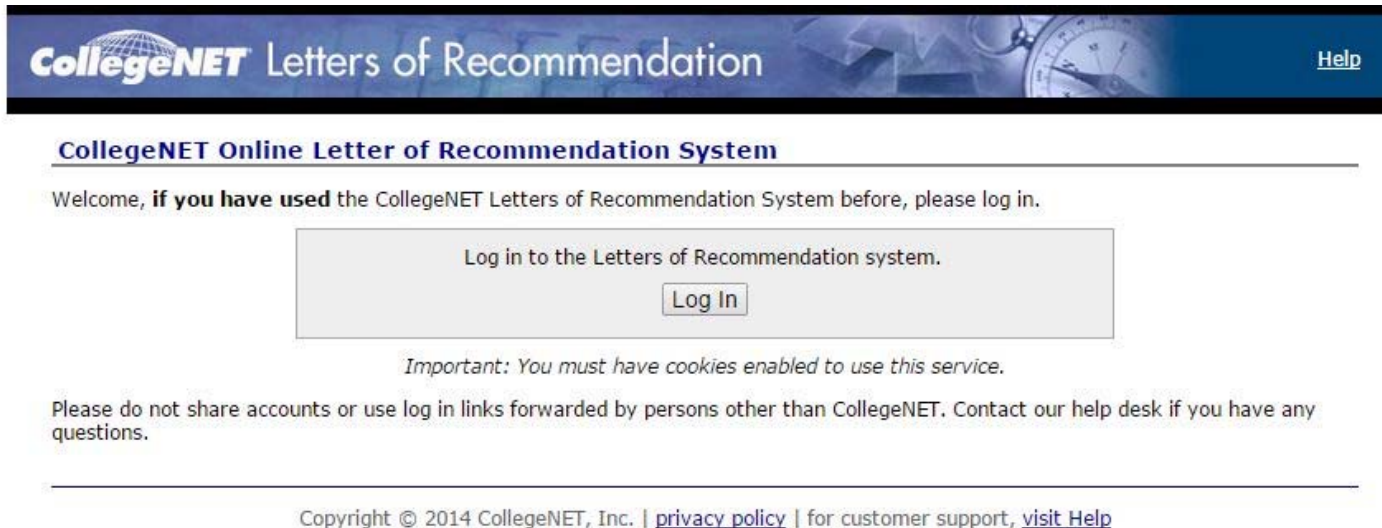
<http://www.applyweb.com/lor?token=PpDOdYQBodudqjgy6nNTdqJeA7zibgl0M1415228262>

Should you experience any technical difficulties or require assistance with your account, please follow this link to check the FAQ or to contact CollegeNET Support:

https://www.applyweb.com/public/input?s=helprec&p=1&HELP_APP_CODE=WWUGREC

Thank you!

Recommender clicks link in email, Logs in to CollegeNet reference letter system



The screenshot shows the login page for the CollegeNET Letters of Recommendation system. At the top, there is a dark blue header with the CollegeNET logo and the text "Letters of Recommendation". A "Help" link is visible in the top right corner. Below the header, the page title "CollegeNET Online Letter of Recommendation System" is underlined. The main content area contains a welcome message, a login instruction, a "Log In" button, an important note about cookies, and a disclaimer. The footer contains copyright information and links to the privacy policy and help desk.

CollegeNET Letters of Recommendation [Help](#)

CollegeNET Online Letter of Recommendation System

Welcome, **if you have used** the CollegeNET Letters of Recommendation System before, please log in.

Log in to the Letters of Recommendation system.


[Log In](#)

Important: You must have cookies enabled to use this service.

Please do not share accounts or use log in links forwarded by persons other than CollegeNET. Contact our help desk if you have any questions.

Copyright © 2014 CollegeNET, Inc. | [privacy policy](#) | for customer support, [visit Help](#)

CollegeNet Reference Letter System menu

 Letters of Recommendation [My Account](#) [Log Out](#) [Help](#)

You are logged in as Best Buddy (██████████@gmail.com)

To begin, click the name of the applicant for whom you want to work on or view a recommendation.

My Recommendations

Not Started

▼ Just Testing (denise.mor@wwu.edu) ([hide](#))

Western Washington University Graduate Application

Letter of Recommendation

Request Date: 2014-11-05


Applicant **has** waived the right to view this recommendation.

In Progress

Completed

Recommender Accepts the Request and Completes the WWU Grad School reference form

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The Graduate School

Letter of Recommendation

Applicant Last Name:
 Applicant First Name:
 Applicant Middle Name:
 Proposed Program of Study:
 Referee Last Name:
 Referee First Name:
 Referee Email:
 Position:
 Institution:
 Relationship to Applicant:

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are permitted to waive their right of access to recommendations. The following statement indicates the wish of the applicant regarding this recommendation:
 This applicant has waived the right to view their recommendation.

To the Referee: If you would like to attach a letter in lieu of or in addition to completing the remainder of this form, you may do so here. No file chosen
 Accepted File Types: pdf, doc, docx, rtf, txt

Please rate the applicant on the characteristics listed below.

| | Poor | Fair | Good | Very Good | Excellent | No Basis for Evaluation |
|-----------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-------------------------|
| Initiative and Resourcefulness | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Motivation and Perseverance | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Dependability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maturity | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ability to work with others | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Intelligence/Academic Ability | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Breadth of General Knowledge | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Written Communication | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Oral Communication | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Research Potential | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Potential as a Teaching Assistant | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

How long, and in what capacity, have you known the student?

Please comment on the student's strengths and weaknesses.

If the applicant has special qualifications that are not identified above, please comment.

How would you rate the applicant's academic performance among his/her peers?

Would you accept this applicant as a graduate student working under your supervision?

Electronic Signature and Agreement

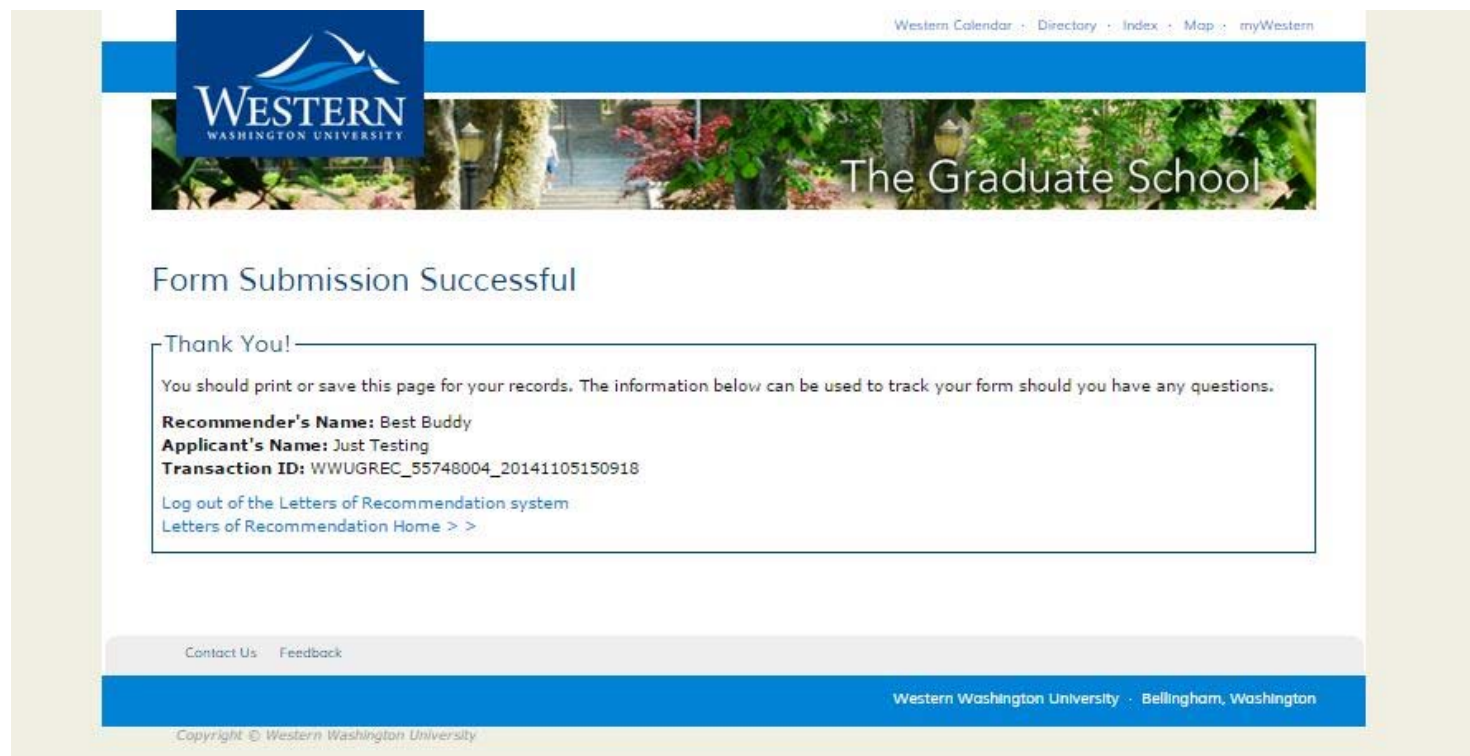
I certify that all the information given on this recommendation is complete and accurate.
 I Agree Date: (mm/dd/yyyy)

IMPORTANT: After clicking Submit, please wait until you see the "Thank You!" page before you exit the system. Your recommendation has not been submitted successfully until you see the confirmation page.

Contact Us Feedback

Western Washington University - Bellingham, Washington

Recommender Submits Form, and receives confirmation of the transaction



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WESTERN
WASHINGTON UNIVERSITY

The Graduate School

Form Submission Successful

Thank You!

You should print or save this page for your records. The information below can be used to track your form should you have any questions.

Recommender's Name: Best Buddy
Applicant's Name: Just Testing
Transaction ID: WWUGREC_55748004_20141105150918

[Log out of the Letters of Recommendation system](#)
[Letters of Recommendation Home > >](#)

[Contact Us](#) [Feedback](#)

Western Washington University · Bellingham, Washington

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Student Application Activity page reflects that reference is submitted

The screenshot shows the 'Activity for Just Testing (denise.mor@wwu.edu)' page. At the top left is the Western Washington University logo. At the top right is a blue button labeled 'Just Testing'. Below the header is a blue bar with the text 'Activity for Just Testing (denise.mor@wwu.edu)'. The main content area is titled 'Western Washington University Graduate Application'. Underneath, there is a section for 'Graduate Application' with a 'Submitted' status indicator. This section contains two buttons: 'View Form HTML' and 'View Details'. Below this is a 'Check List:' section with a 'View Checklist' button. The next section is 'Online Letters of Recommendation', which contains a table with three rows of recommendation data. At the bottom left of the page is a link that says 'Back to the Main Menu'.

| Online Letters of Recommendation | | | |
|----------------------------------|---------------------|-------------------|----------|
| Best Buddy | Completed! | Waive Status: Yes | Action ▾ |
| Second Recommender | Has not started yet | Waive Status: Yes | Action ▾ |
| Third Recommender | Has not started yet | Waive Status: Yes | Action ▾ |