veCollect

A tool for managing letters of evaluation / recommendation

Through veCollect you will:

- List your evaluators and contact information.
- Indicate whether your letters will be confidential.
- Communicate to evaluators how to transmit your letters.
- Track receipt of your letters.
- Finalize your evaluators with your advisor.
- List the schools to which you are applying.

Your advisor will:

- Track receipt of your letters.

- Have access to your letters.

- Review your letters to make sure they meet guidelines set by the advisor.

- Download the letters from veCollect and transmit them to schools/programs at your request, following the established procedures of the advising office.

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 password

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

✅ **You have logged out.**
For maximum browser security close all windows and quit your browser.

veCollect is a service for health professions advisors and applicants to health professions schools and programs. veCollect is a module that functions along with the **VirtualEvals Client (veClient)**, a service used by over 250 health professions advisors to transmit letters of evaluation/recommendation to health professions schools programs. The services of the **veClient** are available to advisor members of the National Association of Advisors for the Health Professions (NAAHP).

veCollect was designed as a "prequel" to VirtualEvals--a bridge connecting applicants, evaluators, health professions advisors/career centers, to the admissions officials at over the 200 health professions schools and programs that accept letters through the **VirtualEvals Client.**

However, **veCollect** can also be used by advisors to collect letters for applicants to programs that do not use the **VirtualEvals Client**.

If you are an **advisor** and need to register to use **veCollect** contact help@virtualevals.org. The **veCollect** site administrator will set up an account for your institution.

If you are an **applicant** view the video from the link in the side bar. Then use the register link to register to use **veCollect**. After setting up your account, you can login from the side bar link or the link at the top of this screen. Note to Applicants: You can only register to use **veCollect** after your advisor has created an account for your institution on **veCollect**.

veCollect is available to applicants whose advisors have registered for veCollect Service. If you are unsure, check with your advisor to see if you are eligible to use veCollect.

We have created instructional videos to help you use veCollect. Where available, links to the videos will appear in orange.

Video: Registering for an applicant account on

Preparing to Use veCollect

- Use the tools
  - Familiarize yourself with items in horizontal menu
  - Pay particular attention to "For Applicants"
  - Keep an eye our for the video links in **orange** and view them
  - Understand the letter process used by your advisor and review your institution's guidelines for letters

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

veCollect

preview version 1

Dashboard	My Evaluators	My Institutions	My Quiver	Process My Letters	For Applicants

My Evaluators

Link to guidelines from your advising office

Links to instructional videos

You will enter information for each of your evaluators. There is no hard limit on the number of evaluators you can list on veCollect. However, you should keep three things in mind.

- Requirements/guidelines set by your advising office. It is your responsibility to know follow these requirements/guidelines. [click here to see the requirements/guidelines for your institution]

- It is not appropriate to ask for letters that have a low probability of being used, e.g., do not ask for letters from 8 professors/instructors knowing you will only use 4 of them.

- More is not better. A lukewarm letter from someone who hardly knows you will not help your candidacy. Such a letter may even hurt your candidacy if it is perceived that you have shown poor judgment in asking for a letter from someone whose knowledge of you is quite limited.

Review the instructional videos in the sidebar. When you are ready to create an evaluator record, click on the "Create New Evaluator Record" link below or in the side bar.

Once you have created evaluator records, they will be displayed below.

- After you create a letter record, you will see icon(s) that indicate how your letter can be sent and provide a mechanism for you to let the evaluator know how to send the letter. If you see only an email icon--an envelope--your advisor has chosen to accept letters only as email attachments of letters in .pdf, .doc, or .docx format. If you see both the email icon

Create New Evaluator Record

Instructional Videos:

Creating Evaluator Records

Creating Letter Records

Communicating with Evaluators

Honesty and Integrity
You will be asked to sign electronically a statement certifying that information you enter into veCollect is truthful.

- veCollect employs a verification process for letters. That process may, in some cases, involve looking up

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

Dr. Winnifred Jones (Research Mentor/Supervisor)

314 Physics Building   wjones@bdu.edu
Blue Devil University   111-111-1111 (phone)
City, VE 11111   111-111-1112(fax)
Edit Eval

Medical Schools

Add new letter record

Dr. Albert Kane (Professor/Instructor)

Chemistry Building   al.kane@bdu.edu
Room 224   123-456-1234
College Town, North Carolina (phone)
12345
Edit Eval

Medical Schools

Add new letter record

Dr. Virginia Knowitall (Advisor)

Main Administration Building ginny.know
Room 012   123-456-2543 (phone)
College Town, North   123-456-2544(fax)
Carolina 12345
Edit Eval

Medical Schools

McClintock (Advisor)

al Sciences   bmc@bdu.edu
College Town, NC 12345   123 (phone)
                            123(fax)
Edit Eval

Medical Schools

Letter record showing program type; icons for email and fax
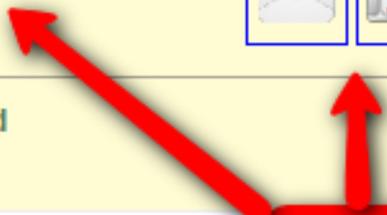
How Does an Evaluator Submit a letter to veCollect?

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)

It is not appropriate to ask for letters that have a low probability of being used, e.g., do not ask for letters from 8 professors/instructors knowing you will only use 4 of them.

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

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r. Gerald Doctor (Clinical Mentor/Supervisor)

1 Main Street   gdoctor@bdu.edu
llege Town, NC 12346   1234566543 (phone)

lit Eval

Medical Schools

dd new letter record

Dr. Elizabeth Edens (Advisor)

127 Main Hall   eedens@bdu.edu
College Town, NC 12345   1234567890 (phone)

Edit Eval

Medical Schools

Add new letter record

The presence of an Adobe icon indicates that the letter for this letter record has been received and is available to your advisor.

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r. Emily Elon (Professor/Instructor--Science)

hemistry Building   eelon@bdu.edu
llege Town, NC 12345   1234567890 (phone)

lit Eval

Medical Schools

dd new letter record

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

- Your relationship with your advising office is central to processing your letters.
- Keep in touch with your advising office; be sure you understand their requirements.
- Keep in touch with admissions offices and their websites for applicants; make sure you submit everything in a timely fashion.
- If you have questions, contact your advising office.