So you've been asked to provide a letter of reference...

A William Paterson University student has submitted an online scholarship application to the Donor Scholarship Program and requested that you provide a letter of recommendation.

We understand how busy you are, but would like to stress the importance of providing these letters for students and adhering to the stated deadline. Absent letters can only be detrimental to students and their chances of receiving a scholarship, as applications that include letters of recommendation provide a more complete picture and are therefore more competitive. Additionally, your comments are very helpful to us when we are communicating to our scholarship donors about their recipients.

If you feel that a student has named you as a reference in error, please immediately inform the student and Mariel Read Essner at <u>IAScholarships@wpunj.edu</u> so an alternate reference can be selected by the student. You may also use this email address to communicate any questions or concerns you have.

If you have any questions at any point in the process, please contact Mariel Read Essner at IAScholarships@wpunj.edu or 973-720-3811.

Thank you for your time and consideration.

To Fitzpatrick, Elizabeth	The link in your request email should take you to the sign-in page.
Action Items + Get more at	J = = = = = =9 [=9 = .
 Dear Elizabeth Fitzpatrick, Bob Michael has requested that you serve as a reference for a William Paterson University Foundation and Alumni Association Scholarship opportunity. Please note that your letter will not be viewable by Bob Michael, though s/he will be able to see that you have successfully uploaded your letter. You can upload your letter of reference via the following link: <u>http://wpunj.academicworks.com/reference/requests/46?</u> email_id=fitzpatricke1%40wpunj.edu Please be sure to click on the "References and Reviewers" tab of the sign-in box before attempting to sign in. Further instructions can be found at <u>William Paterson University Foundation and</u> Alumni Association Scholarships. The deadline to submit your letter is Friday, June 3, 2016. Thank you for your time and consideration. 	Alternately, you can cut and paste the following URL into your web browser: <u>https://wpunj.academicworks.com/users/ sign_in</u> .
The William Paterson University Foundation and Alumni	
Opportunities Applicants and Administrators References and Reviewers Velocmel Muse are an Applicant or Scholarship Administrator, please sign in using your Login and password. If you are an Applicant or Scholarship Administrator, please sign in using your Login and password. If you are an Applicant or Scholarship Administrator, please sign in using your Login and password. If you are an Applicant or Scholarship Administrator, please sign in using your Login and password. If you are an Applicant or Scholarship Administrator, please sign in using your Login and password. If you are an Applicant or Scholarship Administrator. Sign In With Your WPUNJ Username	Once there, please be sure that you are on the "References and Reviewers" tab.
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	Applicants and Administrators	References and Reviewe
Welcome!		
please sign in usir	order to access your account to serving your email address and the passwo ou need to recover your password, ple	rd you set when you created
Email Address		
Reference / Revi	ewer Email Address	
Password		

In order to sign in, you will need to enter the email address at which you received the request email.

You will also need to create a password for your AcademicWorks account—*this is true even for WPUNJ faculty and staff.*

If you need to create a password or if you served as a reference last year and do not remember your password, click "Trouble signing in?" Enter your email address to be sent an email with a link prompting you to create new password.

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	Applicants and Administrators	References and Reviewe
Having Trouble Accessing Your Account?		
have not received an invitation email: If you are serving as a R enter your email address below and click Recover Password. You		
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never received an email confirming my account: If you are an a confirmation email, enter your email address below and click Rese sent to you.		· · · · · · · · · · · · · · · · · · ·
Email		
		Recover Passwor

izabeth

Hi, Elizabeth.

We have received a request to reset your password. You can reset your password via the following link:

https://wpunj.academicworks.com/users/password/edit? reset_password_token=T5xU3nm-HYajxqH7Rb2B

If you did not make this request, please ignore this email. Your password will not change until you visit the previous link and create a new password.

Thanks!

Enter your email address to be sent an email with a link prompting you to create new password.

VILLIAM ATERSON UNIVERSITY			
Reference Requests	_		• Elizabeth
			Active Expire
Requested By	Status	Requested On	
Reference Questionnaire			
Elizabeth	Not Started	April 04, 2016	Begin
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	William Paterson Universit	ty of New Jersey Homepage	

Once you have logged in, you will be able to see the names of any students who have requested a letter of reference from you.

If you used the AcademicWorks system to provide a letter of reference last year, please be sure you are on the "Active" tab and responding to current requests.

You do not need to complete the reference questionnaire in one session. If you wish to leave and come back to it later, be sure to click the "Save" button at the bottom of the page.

A William Paterson University student has submitted an online scholarship application to the Foundation and Alumni Association Scholarship Program and requests th letter of recommendation.	at you pro	/vide a				
Ye understand how busy you are, but would like to stress the importance of providing these letters for students and adhering to the stated deadline of Friday, June 3, 2016. Absent letters an only be detirmental to students and their chances of receiving a scholarishing as applications of recommendation provide a more complete picture and are therefore more competitive. Additionally, your comments are very helpful to us when we are communicating to our scholariship donors about their receipients.						
If you feel that a student has named you as a reference in error, please immediately inform Elizabeth Fitzpatrick at IAScholarships@wpunj.edu.so an alternate referen by the student. You may also use this email address to communicate any questions or concerns you have.	e can be	selected				
Thank you,						
The William Paterson University Foundation and Alumni Association Scholarship Committee						
Describe This Applicant						
* Reference Provider's First Name						
* Reference Provider's Last Name						
* Reference Provider's Place of Employment & Department						
	Save	Submit				
* Reference Provider's Title						

Dear Reference Provider

				Example Formatting: "bol	d",italic	a_ + Fid1	
				nts about the applicant and your opinion of his/her worthiness to receive a William Paterson Univers	sity Four	dation or A	Alumni
Assoc							
в	1	12	=		Help	Preview	Edt
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You may either share your letter of reference for the student by filling in the space provided or by uploading a Word document or PDF immediately below.

Please be thoughtful and thorough when providing your comments—the more information we have about a student, the better able we are to judge his/her eligibility for a scholarship.

* Electronic Signature (Type Full Name)	
* Date	
MM/DD/YYYY	
Please enter a date formatted like MM/DD/YYYY.	
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	Save Submt

IAscholarship	wpunj.academicworks.com says: ×	
	You will not be able to edit this reference anymore. Are you sure you're finished?	
	OK Cancel	
		Example Format
omments about the	applicant and your opinion of his/her worthiness to receive a	William Paterson

 William Paterson University of New Jersey Scholars

 Referral Submission Confirmation

 Fitzpatrick, Elizabeth

 Elizabeth Fitzpatrick,

 Thank you for submitting your referral for Elizabeth. You can view the details of this referral by visiting the following link:

 http://wpunj.academicworks.com/reference/requests/676?

 email_id=fitzpatricke1%40wpunj.edu

 Thanks!

When you have completed the reference questionnaire, click "Submit" at the bottom of the page.

Once an application is submitted, it can no longer be edited.

Please be sure that you are in fact ready to submit your comments before you click the button; if not, you may save them and return to them later.

You should receive a confirmation email within 24 hours of submitting the reference questionnaire. If you do not see it in your inbox, check your junk mail or spam folder and/or sign back into the AcademicWorks site to confirm that your questionnaire was submitted.

If you have any questions at any point in the process, please contact Mariel Read Essner at <u>IAScholarships@wpunj.edu</u> or 973-720-3811.

Thank you for your time and consideration.