

Donor Scholarship Application Reference Instructions

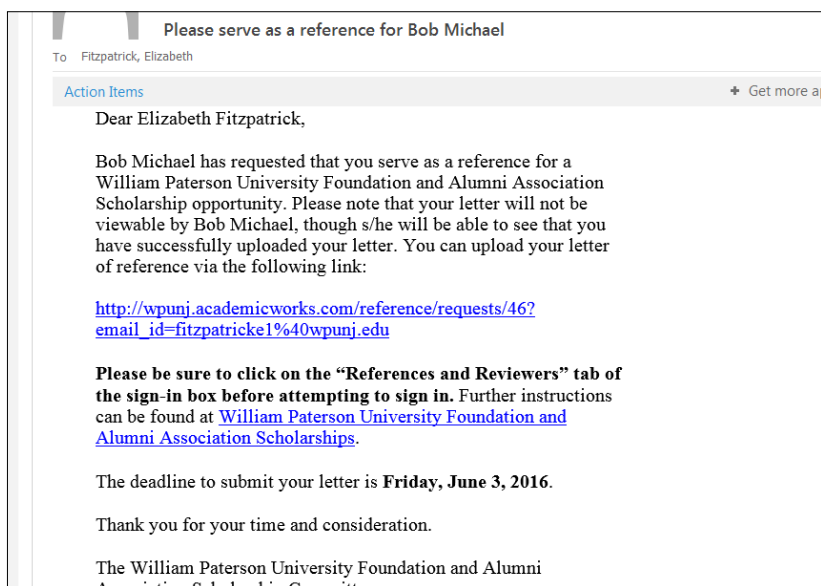
A William Paterson University student has submitted an online scholarship application to the Donor Scholarship Program and requested that you provide a letter of recommendation.

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 the Office of Donor Relations at IAScholarships@wpunj.edu 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 the Office of Donor Relations at IAScholarships@wpunj.edu or 973-720-2934.

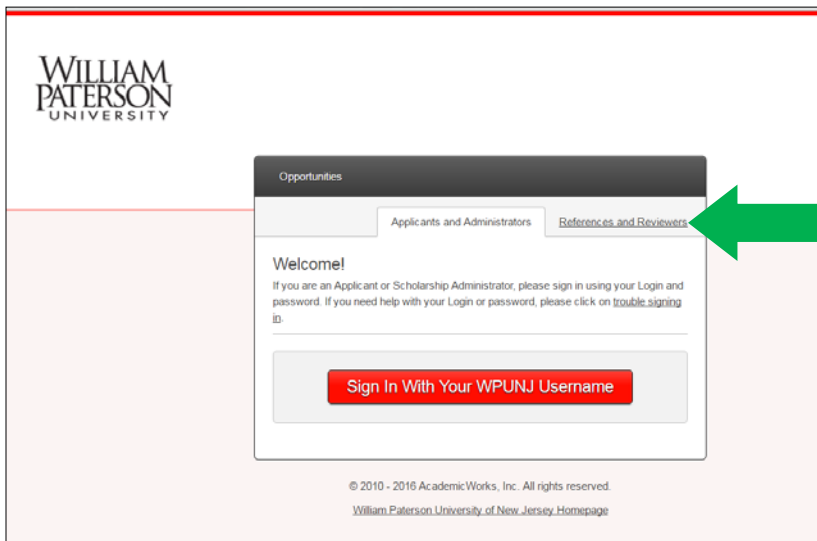
Thank you.



When a student provides your name and email address in their donor scholarship application, you will receive an automated email from IAScholarships@wpunj.edu.

Within the email is a link that will take you to the login page for the donor scholarship portal. Alternatively, you can cut and paste the following URL into your web browser:

https://wpunj.academicworks.com/users/sign_in.



Once there, please be sure that you are on the "References and Reviewers" tab.

If you are William Paterson faculty or staff, make sure that you are completely logged out of WConnect and any other William Paterson systems, otherwise, the donor scholarship portal will automatically log you in as an applicant (which is the default).

If the donor scholarship portal automatically logged you in, please log out and then follow the instructions to log in.

trouble signing in.' There are two input fields: 'Email Address' with the placeholder 'Reference / Reviewer Email Address' and 'Password'. At the bottom left, there is a link 'Trouble signing in?' with a green arrow pointing to it. At the bottom right, there is a red 'Sign In' button. The footer says '© 2010 - 2016 AcademicWorks, Inc. All rights reserved.'" data-bbox="56 44 554 362"/>

Opportunities


Applicants and Administrators | References and Reviewers

Welcome!

Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using your email address and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#).

Email Address

Password

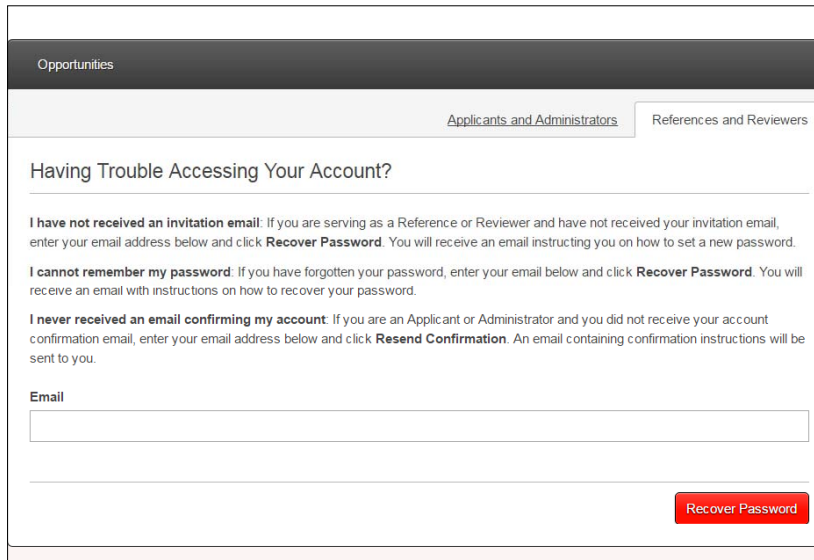
[Trouble signing in?](#)  [Sign In](#)

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

You will need to create a password for your AcademicWorks account—*this is true even for William Paterson 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?”



Opportunities

Applicants and Administrators | References and Reviewers

Having Trouble Accessing Your Account?

I have not received an invitation email: If you are serving as a Reference or Reviewer and have not received your invitation email, enter your email address below and click **Recover Password**. You will receive an email instructing you on how to set a new password.

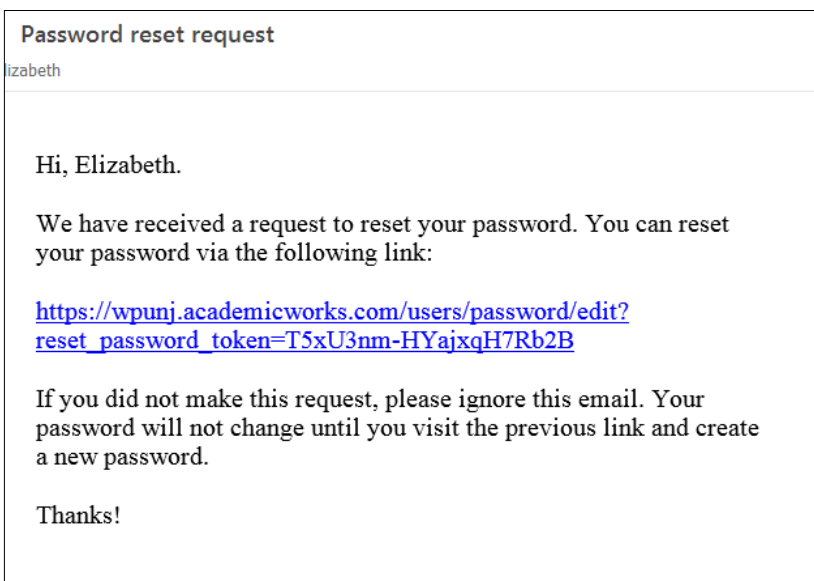
I cannot remember my password: If you have forgotten your password, enter your email below and click **Recover Password**. You will receive an email with instructions on how to recover your password.

I never received an email confirming my account: If you are an Applicant or Administrator and you did not receive your account confirmation email, enter your email address below and click **Resend Confirmation**. An email containing confirmation instructions will be sent to you.

Email

[Recover Password](#)

Enter your email address and click on “Recover Password” to be sent an email with a link prompting you to create new password.



Elizabeth

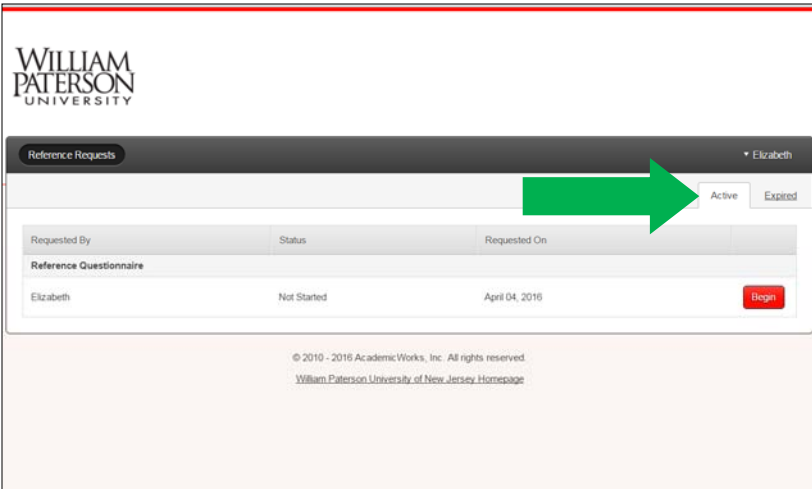
Hi, Elizabeth.

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

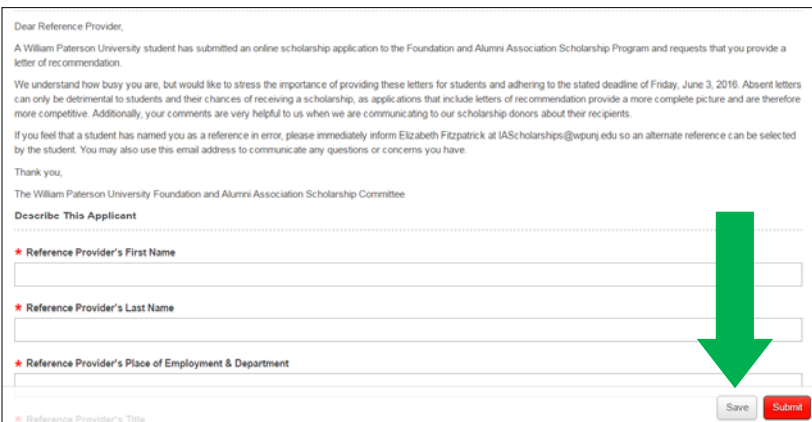
If you did not make this request, please ignore this email. Your password will not change until you visit the previous link and create a new password.

Thanks!

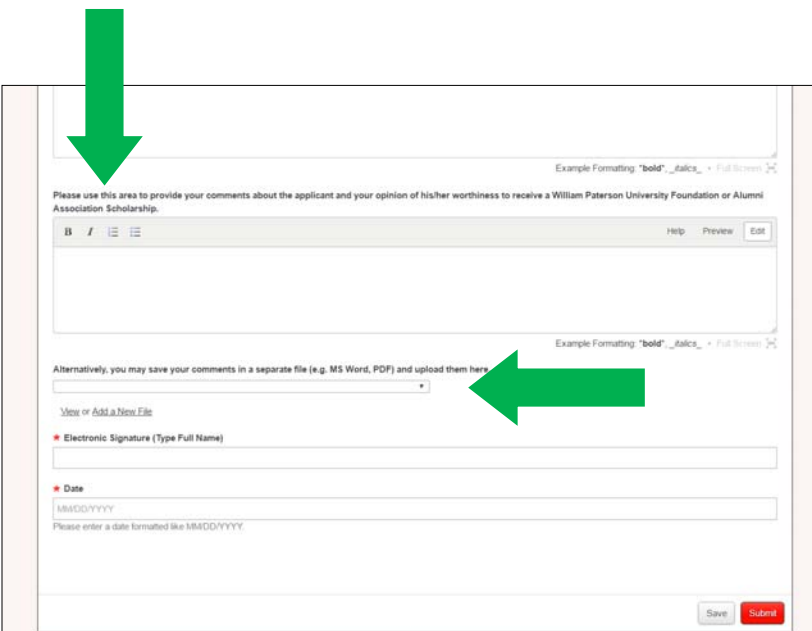


Once you have logged in, you will be able to see the names of any students who have requested a letter of reference from you.

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.



You may either input your letter of reference for the student by filling in the space provided or by uploading a Word document or PDF. Be sure to complete all required questions, as indicated by an asterisk. If a required question is not completed, you will not be able to submit the reference.

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.

Save Submit

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

wpunj.academicworks.com says:
You will not be able to edit this reference anymore. Are you sure you're finished?

OK Cancel

Once the reference is submitted, it can no longer be edited.

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

William Paterson University of New Jersey Scholarships
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!

You should receive a confirmation email after 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 the Office of Donor Relations at IAScholarships@wpunj.edu or 973-720-2934.

Thank you.