

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

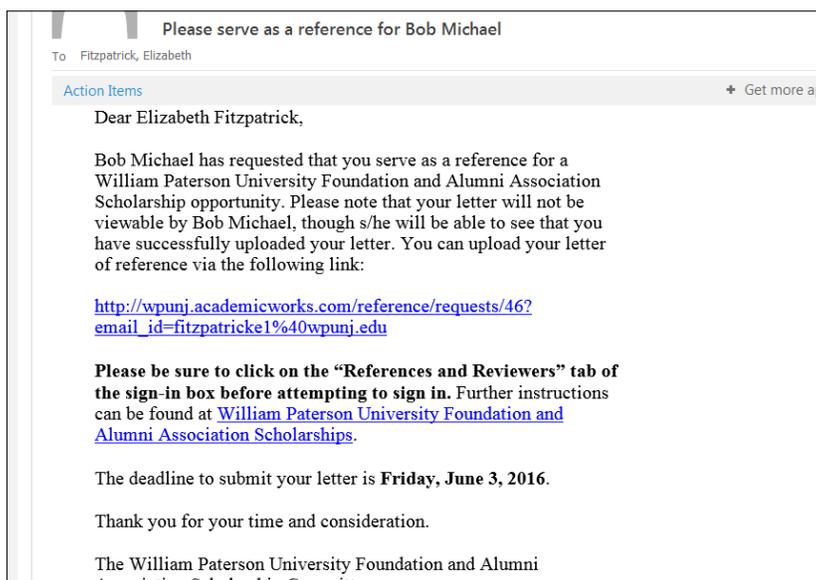
A William Paterson University student has submitted an online scholarship application to the Donor Scholarship Program and requested that you provide a letter of recommendation.

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 [IAScholarships@wpunj.edu](mailto: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 Mariel Read Essner at [IAScholarships@wpunj.edu](mailto:IAScholarships@wpunj.edu) or 973-720-3811.**

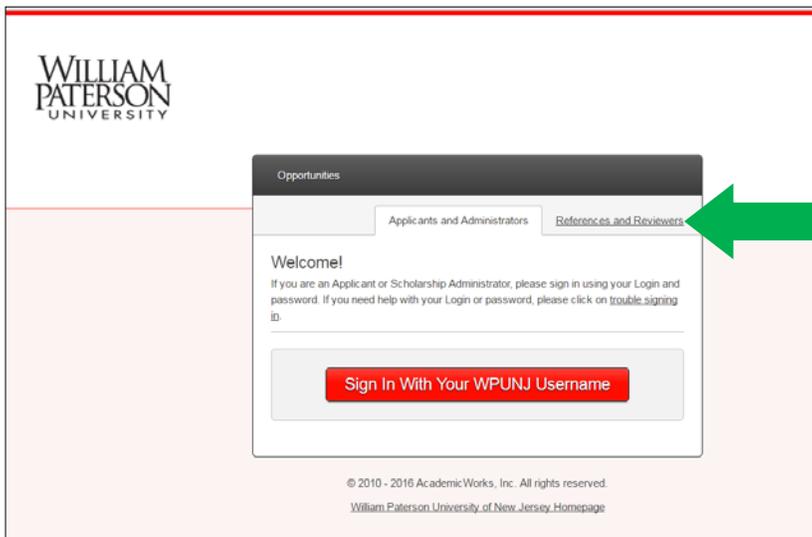
Thank you for your time and consideration.



The link in your request email should take you to the sign-in page.

Alternately, you can cut and paste the following URL into your web browser:

[https://wpunj.academicworks.com/users/sign\\_in](https://wpunj.academicworks.com/users/sign_in).



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

trouble signing in.' There are two input fields: 'Email Address' (with placeholder 'Reference / Reviewer Email Address') and 'Password'. At the bottom left is a link 'Trouble signing in?' with a green arrow pointing to it. At the bottom right is a red 'Sign In' button. The footer says '© 2010 - 2016 AcademicWorks, Inc. All rights reserved.'" data-bbox="56 44 555 362"/>

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**

Reference / Reviewer Email Address

**Password**

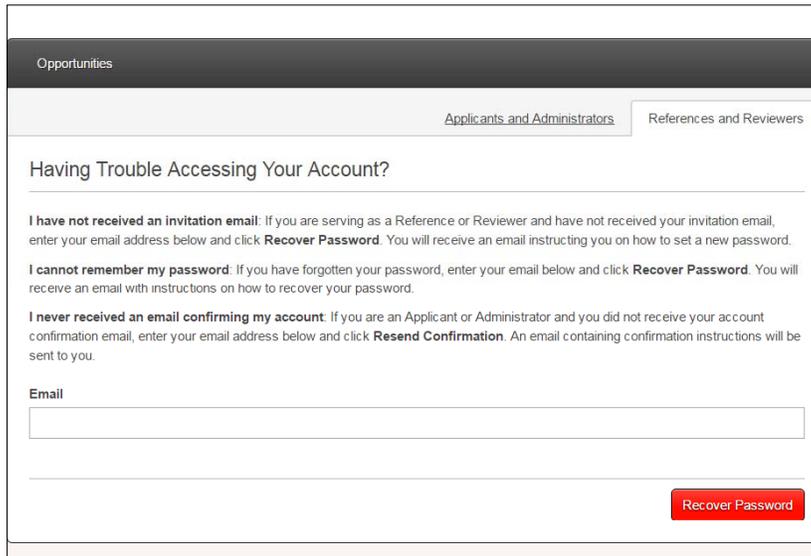
[Trouble signing in?](#)  [Sign In](#)

© 2010 - 2016 AcademicWorks, Inc. All rights reserved.

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.



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.

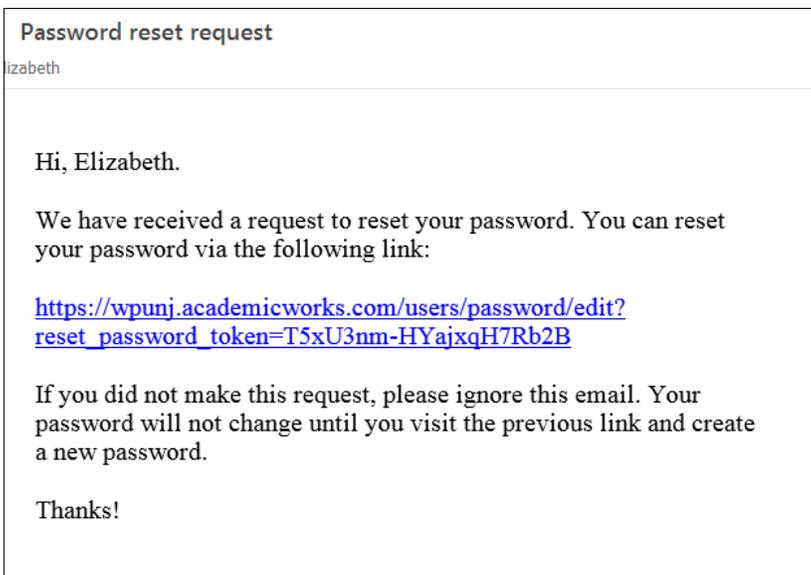
**I cannot remember my password:** If you have forgotten your password, enter your email below and click **Recover Password**. You will receive an email with instructions on how to recover your password.

**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 to be sent an email with a link prompting you to create new password.



**Password reset request**

Elizabeth

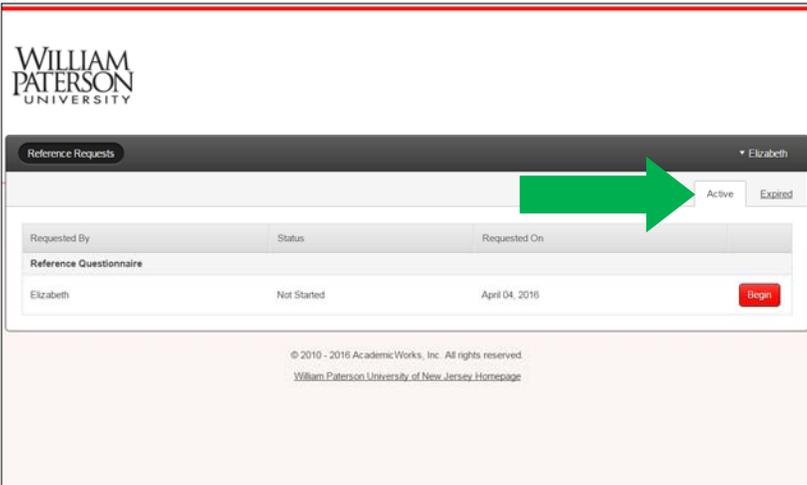
Hi, Elizabeth.

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

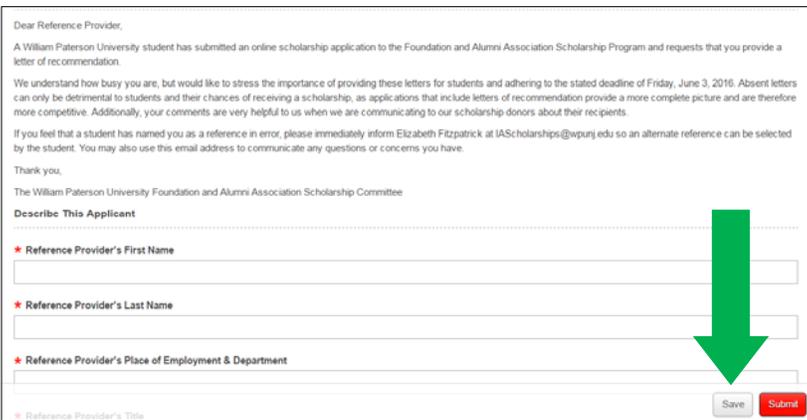
If you did not make this request, please ignore this email. Your password will not change until you visit the previous link and create a new password.

Thanks!

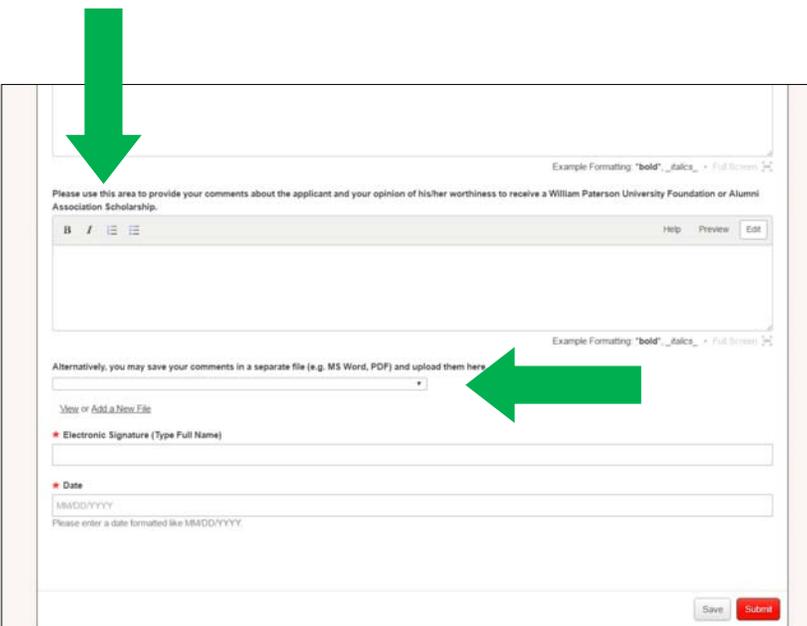


Once you have logged in, you will be able to see the names of any students who have requested a letter of reference from you.

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 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.

