APPLICANT’S GUIDE TO CREATING AND MANAGING AN ONLINE LETTERS OF RECOMMENDATION (LOR) ACCOUNT

You need to create an account on the Online Letters of Recommendation (LOR) website so we can begin monitoring the letters of recommendation you need for admission to your degree program(s).

Please do the following:

1. Go to http://gradletters.etsu.edu/. Click on the “Create an account” link and a new window will appear; fill in the blocks with the needed information. Be sure you choose the correct program and term for which you’re applying (if you are applying for more than one program /term, you can add this information after you’ve created your account). Click the “Submit” button when finished.

2. You will receive an email from “ETSU Graduate Studies <DO-NOT-REPLY@etsu.edu>” asking you to confirm that you actually did create an account in the LOR system. Click on the link provided in the email to confirm.

3. You will receive another email from “ETSU Graduate Studies <DO-NOT-REPLY@etsu.edu>” which provides you with a temporary password to your account. Click on the logon link provided in the email and enter your FULL email address (e.g. smithjp@mail.etsu.edu) and the temporary password you received by email as your sign-on credentials. You can change this password later as instructed below.

4. Your LOR account will look something like the below screenshots.
INSTRUCTIONS:

- **Add a Program and Term**: You can add more than one program and term. Click “Add Program and Term” at the top of the page. Minimum/maximum number of references will be listed in the new window.
- **Change Your Password**: Click “Change Password” at the top of the page.
- **Add a Reference**: Click “Help” at the top of the page OR click “View” in the “Actions” column then click “Add Reference” at the top of the page.
- **View Status of References**: Click “View” in the “Actions” column.
- **Delete a Program/Term**: Click “Delete” in the “Actions” column OR click “View” in the “Actions” column then click “Delete this Program and Term” at the top of the page. The LOR system will ask you to confirm this action.
- **Logout**: Click “Logout” at the top of the page.
- **Questions/Problems**: Contact Doug Harris, System Administrator, at harriswd@etsu.edu or at 423-439-6166 between 8:00 am – 4:30 pm, Mon-Fri.

INITIAL SIGN-ON PAGE

![Image of the initial sign-on page from East Tennessee State University School of Graduate Studies](image-url)
"VIEW" PAGE (NOTE MINIMUM/MAXIMUM REFERENCES FOR EACH PROGRAM/TERM FOR WHICH YOU’RE APPLYING)

Program and Admission Term Information
Applicant's Name: Christopher Philippe
Program: Computer and Information Sciences MS
Admission Term: 2012 Fall
Minimum References: 3
Maximum References: 6

References

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<tr>
<th>Name</th>
<th>Date Requested</th>
<th>Status</th>
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