

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.

The screenshot shows the 'Your Information' form on the ETSU School of Graduate Studies website. The form is titled 'Your Information' and includes a navigation breadcrumb: 'ETSU > Graduate School > Online Letters of Recommendation > Home'. Below the title, it says 'Please complete the form to create your account for Online Letters of Recommendation.' The form fields are: Last (Family) Name: Phillippe; First (Given) Name: Christopher; Middle Name: Allen; Email: gradapp@etsu.edu; Confirm Email: gradapp@etsu.edu; Program: Computer and Information Sci (dropdown menu); Admission Term: 2012 Fall (dropdown menu). At the bottom right are 'Submit' and 'Cancel' buttons.

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 Graduate School Technical Assistance at gradapp@etsu.edu or at 423-439-6166 between 8:00 am – 4:30 pm, Mon-Fri.

INITIAL SIGN-ON PAGE

ETSU > Graduate School > Online Letters of Recommendation > Home

[Add Program and Term](#) [Change Password](#) [Help](#) [Logout](#)

Your Information

First Name: Christopher
Middle Name:
Last Name: Phillippe
Email: gradapp@etsu.edu

Your Program and Admissions Terms

Program	Term	Actions
Computer and Information Sciences MS	2012 Fall	View Delete

Showing 1 to 1 of 1 entries

“VIEW” PAGE (NOTE MINIMUM/MAXIMUM REFERENCES FOR EACH PROGRAM/TERM FOR WHICH YOU’RE APPLYING)

EAST TENNESSEE STATE UNIVERSITY
SCHOOL OF GRADUATE STUDIES

ETSU > Graduate School > Online Letters of Recommendation > Home

[Back to List](#) [Add Reference](#) [Delete this Program and Term](#) [Logout](#)

Program and Admission Term Information

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

References

Name	Date Requested	Status	Actions
No matching records found			

Showing 0 to 0 of 0 entries