

1. What you can do:
 - a. Send an email to a recommender
 - b. Cancel a recommender
 - c. Mark a letter of recommendation as received
 - d. Add an additional recommender
 - e. Edit recommender information
2. The navigation path to the Letters of Recommendation (LOR) Staff Administrative Interface within PeopleSoft is ASU Customizations > ASU Admissions > Graduate Appl Admin Tools > View/Edit Recommenders.
3. How to utilize the interface – make sure that the EmplID indicates the correct student, the Acad Org and Acad Plan are correct, and the term is correct for this applicant and application:
 - a. Send an email to a recommender
 - i. Check the “Email Recommender” box for the recommender that you wish to have an email sent to.
 - ii. Click the SAVE button at the bottom of the page.
 - iii. You do not compose the email; the system will send the recommender an email that informs them that an applicant has requested they submit a recommendation.
 - b. Cancel a recommender
 - i. Check the “Cancel this Recommender” box for the recommender that you wish to cancel.
 - ii. Click the SAVE button at the bottom of the page.
 - iii. The recommender will receive an email informing them that they no longer need to submit a recommendation for the applicant.
 - iv. Do not use this option if you are trying to indicate that you have received an LOR via some other means.
 - c. Mark a letter of recommendation as received
 - i. Check the “Received by Paper” box for the recommender that you wish to indicate that you have received the recommendation.
 - ii. Click the Save button at the bottom of the page.
 - d. Add an additional recommender
 - i. Click the blue + box. A blank recommender section will be created with the “Email Recommender” box already checked by default.
 - ii. Input the recommender’s First Name, Last Name, Company, and Email Addr. Do not attempt to use the Tab function on your keyboard on this page.
 - iii. Click the SAVE button at the bottom of the page.
 - iv. You do not compose the email; the system will send the recommender an email that informs them that an applicant has requested they submit a recommendation.
 - e. Edit recommender information
 - i. Find the recommender section you wish to edit.
 - ii. Edit the appropriate information.
 - iii. Click the SAVE button at the bottom of the page.
4. You may perform multiple actions noted in paragraph 3 above. If you do this, make sure the last action is to click the SAVE button at the bottom of the page.