

Williams College Special Instructions for Uploading Documents to veCollect

1. Create an evaluator record for each document—pre-health self-assessment guide, biographical report, and resume.
2. You (the applicant) are the evaluator! Select the “Add New Evaluator” button at top of screen or the “Create New Evaluator Record” link at bottom of page.
3. Fill in the evaluator record with your information.
 - Use an email that you will use for all of your application-related emails.
 - For the field “Evaluator Type,” select **Other** from the drop-down menu.
 - On the screen Edit Evaluator Record you may edit and correct mistakes.
 - Select “Create New Letter Record” at top and/or bottom of page
4. New letter screen for you (the evaluator) to customize document type.
 - From “Letter type” drop-down menu, select **Resume (if advisor requests)**:
 - For FERPA statement, select the first option, “I request a Confidential evaluation....” Basically, you don’t need to do this for your own documents, but this step is essential to letter of recommendation process.
 - Type your name in the signature box.
 - Select “Create Letter Record” button.
5. You are back on the My Evaluators screen. “Letter Record was successfully created” is at the top. Below you should see your name and contact information within a rectangular box. The icon labeled “Resume (if advisor requests) appears under “Edit Eval.”
 - Select Add new letter record within this rectangle.
 - From “Letter type” drop-down menu, select **Biographical Report**.
 - Select FERPA response, type your name, and select “Create Letter Record.”
 - Repeat for **Self-Assessment Guide**.
6. On the My Evaluators screen you should see your name as an evaluator with three blank documents labeled as Self-Assessment Guide, Resume, Biographical Report.
7. To upload your documents, select the envelope icon (the message email request to “your email” will appear temporarily.)
8. Check your email. The email from vecollect will look like this “collect+4575c77f-***8-4a.
9. Retrieve it from your TRASH OR SPAM, where it will likely be. Open in your inbox.
10. This language all refers to a Letter of Evaluation, so ignore it. (You get to see what your evaluator sees😊) Go down to Section “Letter Transmission” and you see the link to which you will attach your document. Do it!
11. You have to wait for veCollect to attach this emailed document to the appropriate file. **It may take 24 hours!!**

Wasn’t this easy??? Next you will create Evaluator Records for all of your letter writers.