# VECOLLECT INSTRUCTIONS

## Registering for veCollect Access
- Go to [https://collect.virtualevals.net](https://collect.virtualevals.net)
- Use the “Click here to register for veCollect access!” link
- Select your state from the dropdown
- Select your school from the dropdown
- Create a login and password, and complete the registration form
  - Be sure to include applicable ID numbers
  
  **NOTE**: If you do not have these ID Numbers yet, you can enter them later. These numbers are used by medical/dental schools to link your letters to your application, so they will need to be entered before your letters can be sent.

- We will manually activate your account once you have paid the associated fee.
  - The fee for Pre-Dental Students is $15 for one year (February-January).
  - The fee for Pre-Medical Students is $20 for one year (February-January).
- Once your account has been activated, you will receive notification via e-mail

## Creating Evaluator Records
- Click on “My Evaluators”
- Click on “Add New Evaluator”
- Fill in the name and contact information for your evaluator
- You must create an Evaluator Record for each of your letter writers

## Creating Letter Records
- Once you have created an Evaluator Record, you must create a “Letter Record” for each evaluator/letter writer.
- Click on “New Letter Record”
- Select the letter type from the dropdown (Medical Schools or Dental Schools)
- Respond to the FERPA statement
- Type your name as a signature confirming your confidentiality preference
- It is strongly recommended that you request CONFIDENTIAL evaluation and waive your right to inspect your letters.

## Requesting Electronic Submission of Letters
- Click on “My Evaluators”
- Verify the e-mail address you have entered for your evaluator is correct
- Click on the envelope symbol to the right of the specific letter record
- Confirm by clicking OK

**For further instruction, see the links in orange for instructional videos.**
Tracking Letters

- Click on “My Evaluators”
- If a letter has been received and uploaded, you will see the Adobe symbol next to the specific letter record

Selecting Institutions

- Once you have decided on the institutions you are applying to, click on “My Institutions” and then “Add New Institutions”
- Add the institutions you want your letters released to
  - **Pre-Dental:**
    - All letters will be sent to all AADSAS schools
    - Select “TMDSAS” if you are applying to Texas schools
  - **Pre-Medical:**
    - For MD schools, select “AAMC/AMCAS”
    - DO NOT list individual MD schools
    - For DO Schools, select individual DO schools you are applying to
    - For Texas schools, select “TMDSAS”

Sending Your Letters

When you are ready for your letters to be sent, you will need to create and lock a quiver containing all of your letters.

- **Creating a Quiver**
  - Click on “My Quiver,” then “Create New Quiver”
  - Give your quiver a name. This should be the same as the “letter type” for your letter records (Medical Schools or Dental Schools).
  - Select the letters to be included in your quiver and click “Create New Quiver”
  - NOTE: Due to system limitations, we can only send one letter packet containing all of your letters to all schools you are applying to. We cannot send different packets to individual schools. Create only one “quiver.”

- **Locking Your Quiver**
  - Click on “Process My Letters”
  - Type your name as a signature confirming your understanding
  - Click “Process and Lock this Quiver”

- **E-mail Your Pre-Health Counselor**: Once you have created and locked your quiver, e-mail your pre-health counselor indicating that you are ready for your letters to be sent.

Other Notes

- If you have specific letters for schools from alumni or key contacts that you want sent to a school, have the key contact send the letter directly to the school.
- Due to system limitations, we are unable to customize quivers to individual schools. One quiver containing all letters is sent to all schools.