

# PRIVATEFOLIO INSTRUCTIONS

## DENTAL SCHOOLS

Please read these instructions carefully. Failure to do so could result in delays in sending your letters.

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### What is PrivateFolio?

PrivateFolio is a 3rd party service that allows applicants to collect confidential letters of recommendation for health professional programs.

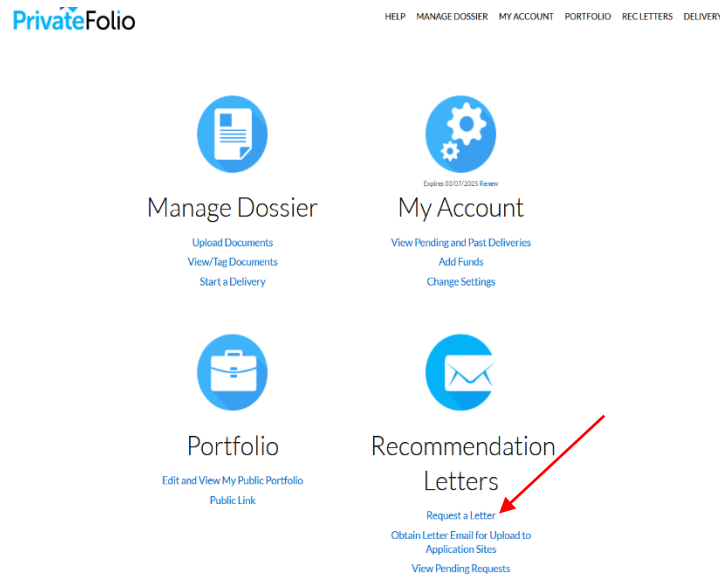
### How Do I Create my PrivateFolio Account?

1. Go to <https://www.privatefolio.com/auth/webUser/signup?invitedReferralCode=UVU-PPAC> (you must use this link in order to be properly affiliated with UVU and receive your account for free).
2. Enter your information, choose a password, and press Submit to create your account.
3. You will receive a confirmation email. Click on the confirmation link in this email, and then log in to your account using your email address and password.
4. You will be asked to choose an account term. Your UVU affiliation will allow you to sign up for a free one-year account.

Congratulations! Your PrivateFolio account has been set up and you are ready to request letters.

# How Do I Request a Confidential Letter of Recommendation for my PrivateFolio Account?

1. In PrivateFolio, click “Request a Letter”, located under “Recommendation Letters”.



2. Fill in the name and email address of your letter writer and provide a title for the letter (e.g., Professor First Name, Last Name - Letter of Recommendation). This title will be visible to the letter writer.
3. You have the option of modifying the text of the request that will be sent to your letter writer and you can also indicate a due date for the letter and whether it should be signed (we highly recommend indicating a due date and the letter will need to be signed). In the text of the request also add a note for the letter writer to submit the letter on letterhead.
4. Check the box indicating that you waive FERPA rights of access (this is required to ensure the confidentiality of letters). Then Press “Submit”.
5. Your letter writer will receive an email with the details of your request and will provide them with a link through which they can upload the letter.
6. Once the letter is uploaded to PrivateFolio, you will receive a confirmation email notifying you that the letter has been uploaded and is available for use. Note that the UVU Pre-Professional Advisement Center staff will be able to view letters once uploaded.

The screenshot shows the 'Request a Letter of Recommendation' form. The breadcrumb trail is 'Home > Rec letters > Request Rec letters'. On the left, there is a sidebar with 'Operations' and a list: 'Request Rec Letter', 'Pending', 'Letters on File', and 'Archive'. The form itself has the following fields and options:

- Fields with \* are required.
- First Name: Albert
- Last Name: Einstein
- Email: Einstein@uvu.edu
- Title: Letter of recommendation request from John Doe
- Title (optional): Einstein Rec 2024
- Due Date: 03/01/2024
- Message: I am pursuing an opportunity that requires a confidential letter of recommendation and I'm writing to request that you write a letter on my behalf. Thank you for your assistance. Sincerely, John Doe
- Checkboxes:  This letter must be signed;  In requesting this confidential letter I waive all rights of access to this letter otherwise provided by the Family Educational Rights and Privacy Act of 1974 \*
- Submit button: SUBMIT

**You do not need to use any other functionalities on PrivateFolio (deliveries, portfolio, referrals, etc.). The UVU Pre-Professional Advisement Center staff will handle document review and deliveries to application sites.**

## **Sending Your Letters**

When you are ready for your letters to be sent, you will need to fill out and submit this [Google Form](#). Please ensure that you have entered all applicable IDs on the form. You should have entered:

1. UVID
2. Dental Schools: AADSAS ID
3. If applying to Texas Schools: TMDSAS ID

Once the form is submitted, Doug Watson will prepare and send your letters.

## **Other Notes**

- AADSAS does not send different packets to different schools. All letters uploaded into the system go to every school to which you apply.
- If you have specific letters for schools from alumni or key contacts that you want sent to a single school, contact Doug Watson for instructions on how to handle this.
- If you have e-mailed your letter writers through PrivateFolio and they still have not received the notification, please ask them to check their spam/junk folders.

## **Request for Letter of Recommendation**

The following page of this packet is a request for a letter of recommendation form. Feel free to make copies of this to provide to each of your letter writers.

Please contact Douglas Watson with any questions you may have at:

801-863-5168 or [dwatson@uvu.edu](mailto:dwatson@uvu.edu)

Best of luck on your applications!

(Student's Name) \_\_\_\_\_ has requested that you prepare a letter concerning his/her potential for a dental career. The letter you write will be sent to professional schools and will have a significant bearing on the decision regarding his/her admission. Refer to the 'Suggestions for Writing the Letter of Recommendation' for information that should be included in your evaluation.

***Your letter must be signed by you and printed on the letterhead of your business/organization. Dental schools will not accept letters that are not on letterhead or do not have a signature.***

### SUGGESTIONS FOR WRITING THE LETTER OF RECOMMENDATION

- Letters of recommendation should be of adequate length (about 1 page) and demonstrate you know the student well enough to provide an assessment of them. Provide specific examples whenever possible.
- How long and under what circumstances have you known the student? Be sure to state whether or not you were the student's direct supervisor. If you supervised the student in research, please state the hypothesis in your letter.
- What particular characteristics have you observed which you feel will help this student be successful in a career in dentistry?
- If known, how does the student handle stressful situations?
- How would you assess the student's emotional maturity?
- Address the letter "Dear Admissions Committee".

### HOW TO SUBMIT YOUR LETTER

There are 4 possible ways to submit your letter of recommendation:

1. Submit an electronic PDF or Word document that includes your signature and letterhead to PrivateFolio. If you prefer this method, please ask the student to send the PrivateFolio email request to you. Follow the instructions in the email to submit.
2. Email your scanned Letter of Recommendation to the Pre-Professional Advisement Center at [ppac@uvu.edu](mailto:ppac@uvu.edu). This may be a PDF or word document that is on letterhead and contains your signature.
3. Ask the student to pick the letter up and deliver it to the Pre-Professional Advisement Center (FA-314) for you. In this case, the letter must be in a sealed envelope with your signature over the seal to ensure confidentiality.
4. Mail your signed Letter of Recommendation to:

Pre-Professional Advisement Center  
Utah Valley University – MS 101  
800 West University Parkway  
Orem, UT 84058

## What to Put on Your Applications

**AADSAS** - Indicate that your letters will be sent as a **committee/packet** from Utah Valley University.

My Application Add Program

# Evaluations

0/5 Sections Completed

**Evaluations**

Experiences

Achievements

Licenses

Personal Statement

Create your evaluation requests below. You may enter a maximum of 4 individual evaluation requests or 1 individual and 1 committee request

In this section, you can send requests for evaluations. Evaluations (sometimes called Letters of Evaluation, Letters of Reference, or Letters of Recommendation) are submitted by the evaluators themselves via **Letters by Liaison**, our recommender portal; they cannot be completed or submitted by the applicant or another party on behalf of the evaluator. [Click here](#) for more information.

You can edit and delete requests that are in Requested or Accepted status. Once a request is Completed, you cannot make any changes regardless of whether you've submitted your application or not.

You can enter information for a maximum of 4 evaluations. Each evaluation should be written by one person. You can submit:

- Up to 4 individual evaluations, or
- 1 committee letter/packet and 1 individual evaluation. A committee letter can either be one letter that is collaboratively written by a group of people or a collection of letters submitted on behalf of an institution or office.

I Am Not Adding Any Evaluations

Create Evaluation Request

+ Create Evaluation Request

Under Evaluator's Information:

1. Select "Yes" when asked, "Are you requesting a committee evaluation?"
2. List Douglas Watson as the sender with the e-mail address [dwatson@uvu.edu](mailto:dwatson@uvu.edu)
3. Select today's date for the due date
4. Select "Yes" to waive your rights to access the evaluation
5. Check the 2 boxes to give Permission to Contact Reference and Permission for Schools to Contact Reference
6. Click on "Save this Evaluation Request"

ADEA THE VOICE OF DENTAL EDUCATION

My Application Add Program

# Create Evaluation Request

0/5 Sections Completed

**Evaluations**

Experiences

Achievements

Licenses

Personal Statement

**Evaluator's Information**

\* Are you requesting a committee evaluation  Yes  No

\* First Name

\* Last Name

\* Email Address

\* Due Date

\* Personal Message to Your Evaluator

**Waiver of Evaluation**

\* I waive my right of access to this evaluation.  Yes  No

\* **Permission to Contact Reference**

I hereby give permission to contact this reference via email to request the completion of the reference form and letter of reference. If my reference does not submit an online reference form in response to the email request, it is my sole responsibility to contact the reference directly to ensure all references required by my designated schools are received by the deadline.

\* **Permission for Schools to Contact Reference**

I understand that the schools to which I am applying may contact the reference either to verify the information provided and/or for further clarification of the information provided, and I hereby give permission for the schools to do so.

Save This Evaluation Request

**TMDSAS** - Indicate that your letters will be sent via **HP Committee Packet** from Utah Valley University. Be sure to have answered “yes” to the following question in the [Colleges Attended Questions] section: “Would you like to release your information to the health professions advisor at any school(s)?” and indicate the school which will be uploading your committee packet.

In addition, you will need a cover letter from Doug Watson. Please email Doug at [dwatson@uvu.edu](mailto:dwatson@uvu.edu) and let him know you are intending to apply to TMDSAS and need a cover letter.