

## Recommendation Instructions

### RECOMMENDER INSTRUCTIONS

In order to complete the Recommender Form on our website, follow these steps. (Please note Recommenders must register):

If you have not registered:

- Visit <https://scholarships.uncf.org/Account/LogOn>
- Click “Register” to create an account at the top of the page • Proceed to create an account • After the account has been created, log in using e-mail address and password • At the top of the page, to the left of “Welcome,” click “Reference Landing Page”
- On the right-hand side of the page click “Use Invitation Code” or “Search for Student” (to search by student you must have registration ID which is comprised of student zip code and last 4 digits of the telephone number) • Select the student and click “Next”
- Answer the verification questions
- Select the indicated recommendation type (see above) “Recommender Form”
- You may then input directly or create your Letter of Recommendation using a word processing tool such as MS Word or text editor and cut and paste it into the text editor window below.

If you have already registered:

- Visit the invitation email” You have been invited as a reference • Click “here” to write about this student highlighted in blue. You will then be directed to the designated application page to login.
- Click the “Log on” button once page loads • At the top of the page, to the left of “Welcome,” click “Reference Landing Page”
- On the right-hand side of the page click “Use Invitation Code”
- Select the student and click “Next”
- Answer the verification questions
- Select the “Recommender Form”
- You may then input directly or create your Letter of Recommendation using a word processing tool such as MS Word or text editor and cut and paste it into the text editor window below.