Admissions
Grad eApp – Recommendation Management

Overview

Within the Workflow system, most eDocs will contain recommendation information. This can be found in the Recommendations tab within the eDoc.

Steps

Login to One.IU

1. Navigate to one.iu.edu and sign in.
2. In the Search box, type “action list” and press ENTER.
3. Click the Action List task icon.

4. Click on the document Id of the application you wish to view.

Recommendation Management

1. Click on the Recommendations tab to view the contents of this tab. (If the tab is already expanded, you will see the button instead.) The contents of this tab consist of: recommender name, address, email, and other basic contact information. The list of recommenders is easily distinguished due to the background color alternating between green and white.
2. Recommendation requests to the various recommenders are sent via e-mail when the application is submitted. This email contains all of the necessary information for the recommender to fill out and submit an on-line recommendation for the applicant. A status of READY is indicated for each recommender that has been successfully set up, within the eDoc.

Resending a Recommendation Request

1. On the occasion that a recommender may have overlooked or forgotten to submit his/her recommendation, the resend button can be used. This is located within the recommender's information under the Recommendations tab, right next to his/her e-mail address.

2. Click the resend button to resend the same email with the same information as was sent the first time (upon submission of the application). This will remind the recommender that the recommendation has not been completed and will provide the instructions again. This button can be used as many times as needed.

Recommenders Reset Their Own Password

1. Occasionally, recommenders will forget their password. Recommenders can now reset their password themselves by clicking Reset Password on the Recommender login page.
2. A new email will be sent to the recommender’s email address. The Recommender can click the link in the email to reset the password.

Dear Howie Krumpet

You requested a password reset for the recommendation you are doing for the applicant listed below who is applying for the admission on the Bloomington campus. Use the first URL link listed below to reset your password. Use the second link for subsequent access to the recommendation.

Name of Applicant: Iris Student  
Email Address: student@indiana.edu  
Program: Classical Studies - GrSch  
Plan: Classical St. Latin & Greek MA

Upon accessing the recommendation for the first time, you will be asked to provide a password of your own choosing and then to confirm it. Subsequent visits to the recommendation form will ask you for your password. For security purposes, the password reset link will only work once. Click below to reset your password: https://test uiapp2.ui.edu:443/isisd-unt-p/Recommendation.do?z=eb46a459-2a13-4fd1-84c1-93033958501e

Click below to complete the online Recommendation: https://test uiapp2.ui.edu:443/isisd-unt-p/Recommendation.do?z=eb46a459-2a13-4fd1-84c1-93033958501e

For security purposes, please keep this message confidential and do not share with the applicant.

3. The Recommender will be prompted to enter a new password and to confirm the new password.

4. Click [Create Password]. The Recommender can now continue the online recommendation process.
Resetting a Recommender’s Profile

1. In the case where a recommender forgets his/her password to log in to the recommendation system, or would like to eliminate what has been entered and start over, the button can be used. This button is located next to the button in the Recommendation tab.

2. Click the button to reset the recommendation. This will force them to create a new password then next time they enter the recommendation.

**NOTE:** Clicking this button will not only reset the password, but will also reset the entire recommendation profile, so any answers that were entered under the profile with the forgotten password will need to be re-entered.

Status Change and Collecting Recommendation Information

1. When the recommendation is successfully completed and submitted, the status will change from READY to SUCCESS. Only at this time can the recommendation information be viewed/saved/printed by Workflow approvers. This information is located in the area below the recommender’s contact data in the Recommendation tab of the eDoc.

**NOTE:** Most programs require recommendations; however, there are a few programs that do not require recommendations.

Adding Additional Recommenders to a Student’s Application

Sometimes students will want to add additional recommenders to an already submitted application.

1. On the Recommendations tab, click add.

2. Complete the recommender’s contact information.
3. Click **Add Recommender**. The recommender will be added to the student’s application and a Recommendation Request email will automatically be sent to the new recommender.

Repeat steps 1-3 to add additional recommenders.