

CLAS Academic Advising Center

Academic advising for students pursuing majors and/or minors offered by the College of Liberal Arts and Sciences
Call Us: (616) 331-8585 • Visit us On-line: www.gvsu.edu/clasadvising

veCollect Instructions

1. Go to <https://collect.virtualevals.net>
2. Create Applicant Record- “Click here to register for veCollect access!” on right side of screen
 - a. To view created applicant record click on Login to your account
 - b. You will receive an email when your account has been activated
3. Create Evaluator Profile
 - a. Sign FERPA Statement
 - b. Create letter records—include names of individuals you already have a letter from
 - c. Send email to letter writer (click the email picture to send, this is not automatic) unless CLAS Advising has already received your letter
4. Create two additional profiles – one named “Student Information Sheet” and one named “Application”. List your own email in this profile. Send yourself an email from veCollect (as if you were a letter-writer). Then, you will be able to upload the completed student information sheet and completed application to these profiles.
5. Letter writer will receive an email with instructions
6. Add Institutions
 - a. Majority of schools for MD will fall under the AAMC/AMCAS
 - b. Check list of schools that are not participating with AMCAS Letters
 - c. DO Schools will have to be listed on their own
 - d. There is a filter that can be used for Chiropractic, Dental, Medical (MD/DO), Optometry, Pharmacy, Podiatry, Veterinary
7. Create a Quiver (on the right)
 - a. Group letters for MD or DO schools (create a separate quiver for each)
 - b. CHARGE IS \$5.00 per student to open account;
 - c. pay online at <http://www.gvsu.edu/clasadvising/ecommerce.htm>
 - d. or bring money (cash or check payable to GVSU) to CLAS Academic Advising Center

Step-by-step Instructional Video:

<http://www.screencast.com/users/VirtualEvals/folders/Jing/media/afb38f2e-e446-4d0c-a66e-275286fa9e98>