veCollect Instructions

1. Go to https://collect.virtualevals.net

2. View Instructional Video using the orange link located on the right side of the screen

3. Create Applicant Record using the link: “Click here to register for veCollect access!”
   a. After your record has been completed & your account has been activated (may take up to 24-48 hours), you will receive an email from the CLAS Academic Advising Office
   b. To access your completed applicant record click on “Login to your account”
   c. There is a $5.00 CHARGE per student to open an account
   d. Pay online at http://www.gvsu.edu/clasadvising/payment
   e. OR bring money (cash or check payable to GVSU) to CLAS Academic Advising Center (C-1-140 Mackinac Hall)

4. Create Evaluator Profile using the link “My Evaluators” at the top of the screen
   a. Select “Add New Evaluator” & Create Evaluator Record
   b. Create New Letter Record & “sign” (agree to) FERPA Statement
   c. Send email to letter writer by clicking the email icon (this is NOT automatic)
   d. Letter writers will then receive an email with instructions
   e. Repeat this process for each letter writer

5. Create 2 additional Evaluator Profiles, which will allow you to upload your Student Information Sheet and Application
   a. For one, write first name: “Student,” last name: “Information Sheet;” For the other, write first name: “AMCAS,” “AACOMAS” or “AADSAS,” last name: “Application;”
   b. For address, email address & phone number, list your own information
   c. For type select “Other”
   d. Create New Letter Records for each profile
   e. Send yourself an email from veCollect (as if you were a letter-writer) for each profile
   f. Once you receive these emails, save them and follow the directions within the text to upload your completed student information sheet & application(s)

6. Create New Quiver(s) by clicking on “My Quiver” at the top of the screen
   a. Group letters for MD and/or DO schools (create a separate quiver for each)