

## 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)
  - b. Quivers should only contain letters of recommendation. Your application(s) and student information sheet do not need to be in the quiver.