

Electronic Recommendation Records

This article outlines how to view, update, and edit recommender profiles, as well resend the unique recommender electronic forms.

Electronic Recommender Records

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- [How can the applicant resend the electronic recommender email?](#) Applicant can remind recommender and resend the original email once per day.
- [How does a WSB staff member resend the electronic recommender form?](#) Recommender did not receive the recommender email from the online application.
- [What if the recommender's name is not displaying properly?](#) Applicant reports that the name of the recommender is spelled wrong or incorrect. WSB staff can update recommender Person Record, including name and email.

Update recommender information on In Progress Application

If the application is In Progress, the applicant can update this information from the online application system.

The applicant should first delete the incorrect recommendation record by selecting "Remove" button next to the recommender's name. The applicant can then add a new recommender record with the correct email address. If the applicant reports that the recommender's name is still spelled incorrectly, see below.

Update recommender information on Submitted Application

If the application is Submitted, the WSB admissions staff needs to update this information via LRM.

1. Access the applicant's Application Record and open the recommendation record that needs to be updated.

Applicant	Recommender Full Name	Relationship to Applicant	Created On	Recommendation Type	Submitted	Submitted Date
WSBTST, Matthew Schlei	Test Test	It's Me	4/14/2016 2:58 PM	Electronic	No	

2. Click on the recommender's name to open up the recommender's Person Record.

RECOMMENDATION : INFORMATION
RCMD_WSBA00000044466

Created On: 4/14/2016 2:58 PM
Submitted: No
Submitted Date: --

Information

Status

Applicant	WSBTST, Matthew Schleifer	Recommendation for	WSBA00000044466
Recommender	Test Test, Test Test	Recommendation Type	Electronic
Submitted	No	Submitted Date	--
FERPA Waiver	Yes	Moved to Secure Doc	

3. Update the recommender's profile and then Save & Close the record.

Profile

Basic Information

Email *	test.fake@fakeemail.test
First Name *	Test Test
Last Name *	Test Test
Current Zip Code	53715
Phone Preferred	8675309

4. If necessary, WSB staff can resend the **unique recommender URL** to the recommender directly.

It may also help to confirm the recommender email is valid.

Information			
Unique Recommendation	https://admissions.bus.wisc.edu/Recommendation/Index/bda21d2a-e684-e611-a010-005056873892	Recommender Job Title	Test Title
Recommender Full Name	Wsbtest, AlisonRecc092716	Recommender Employer	Test Employer
Relationship to Applicant	--		

Applicants can resend email to recommender once per day within the application system using the 'Send Reminder' button.

Recommender	Status	
PhDRecc 1 Wsbtest	<input type="checkbox"/> Not Started	Send Reminder
phdrecc2 wsbtest	<input type="checkbox"/> Not Started	Send Reminder