PPA Letter Service Portal User Guide

Contents

Create Your Account

1. Go to https://cco.purdue.edu/ppa. Click on "New User? Create an account within 3 minutes."
   *Because this is a new portal, in 2024 everyone is a "new user" and must create an account.

2. Answer the registration questions.
   a. Eligibility: If you are applying in 2024 to begin medical or dental school in 2025, answer "Yes". If you are not, answer "No," and you will not be able to use the service this year. Contact preprofessional@purdue.edu if you have questions.

   b. Login Information: If we have letters on file for you already, answer YES. Don't know if we have letters on file for you? Email preprofessional@purdue.edu, and we'll let you know.

   If we don't have letters on file for you, or you have never used the service, answer "No."

   Enter your email address. We recommend using your personal email address and not your Purdue email address which you will lose access to after graduation.

Create and confirm your password.

c. About You: Give us your first, last, and preferred names and your phone number.

3. ABOUT YOU

First Name

Last Name

Preferred Name

Best phone number to reach you

d. More About You: Give us your PUID, College, Major, Graduation Year, and Term and check the box if you are an alum.

4. MORE ABOUT YOU

PUID

Current College (or College at the time of graduation)

Please Select

Current Major

Anticipated Graduation Year   Anticipated Graduation Term

Please Select

☐ I am a Purdue Alumni

e. Waiver: Indicate whether or not you waive your right to access the letters.
Click on "Why is this important" for information about waiving your right to access to help you make your decision.

5. WAIVER

I waive my right of access to these evaluations

Yes

❓ Why is this important

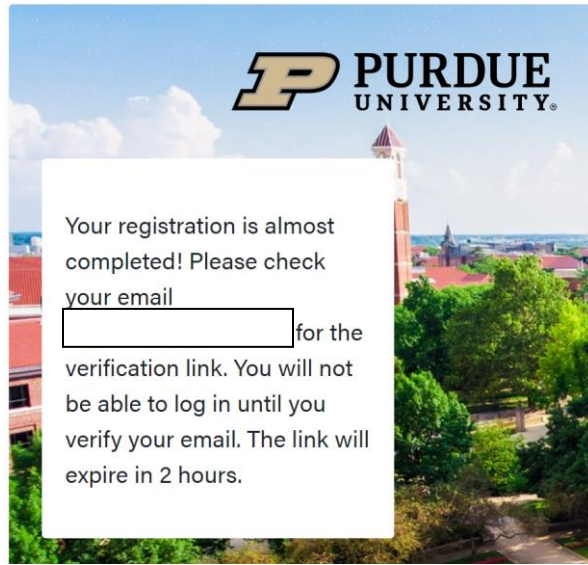f. Read the conditions of use. Check the box to agree and then click "Create Account."

Click here to read the Letter Service Conditions of Use
☐ I Agree to the Letter Service Conditions of Use

CREATE ACCOUNT →

g. Review and confirm the information you entered.

h. Check your email for a verification link.

i. Click the verification link in the email. You'll receive the notice below. Click on "this link" (https://cco.purdue.edu/PPA) to login and initiate a new letter service request.
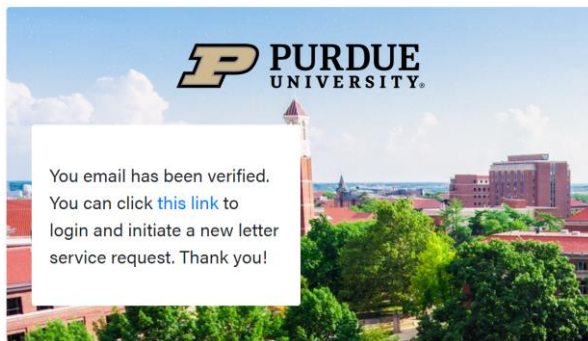
Login and Initiate a New Letter Service Request

1. Go to https://cco.purdue.edu/PPA and enter the email address and password you used to create your account.

2. You'll be taken to the Letter Service home page.
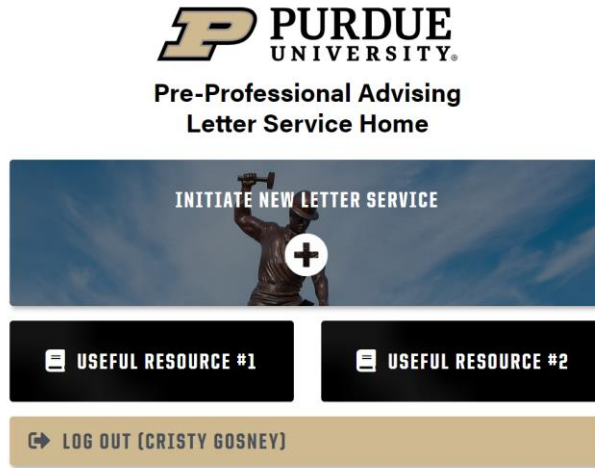
3. Click on "Initiate New Letter Service."
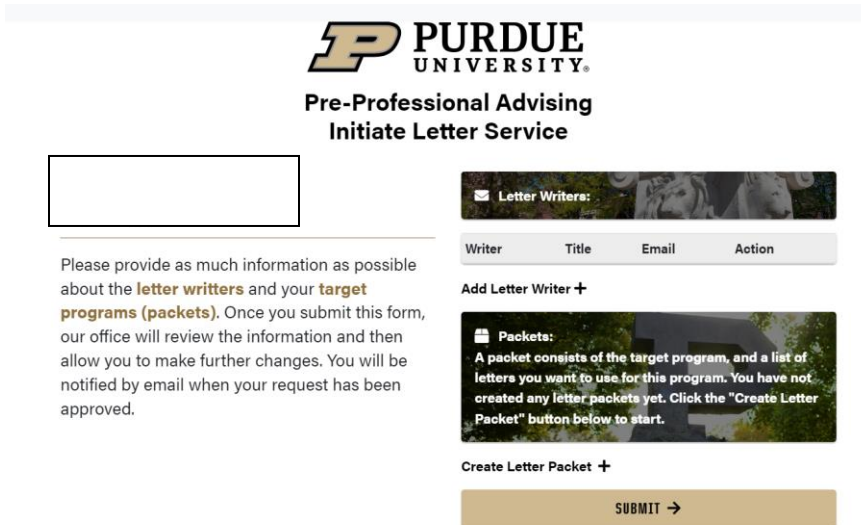
Adding Letter Writers

4. Click on "Add Letter Writer." Please note that entering a letter writer's information at this stage **DOES NOT** trigger an email to the letter writer.
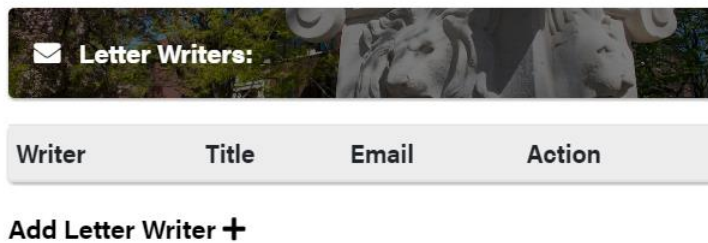
5. Enter the writer's first and last name, title, and email address. Click "Submit."

6. You'll see the writer's information now listed under "Letter Writers."

Writer	Title	Email	Action
Cristy Gosney	Senior Pre-Professional Advisor	crgosney@purdue.edu	Remove

Add Letter Writer ✛

7. Click "Add Letter Writer" and repeat the process until all of your letter writers are added.

Writer	Title	Email	Action
Cristy Gosney	Senior Pre-Professional Advisor	crgosney@purdue.edu	Remove
Amy Terstriep	Director	aterstri@purdue.edu	Remove

Add Letter Writer ✛

Creating Letter Packets

8. Click on "Create Letter Packet."

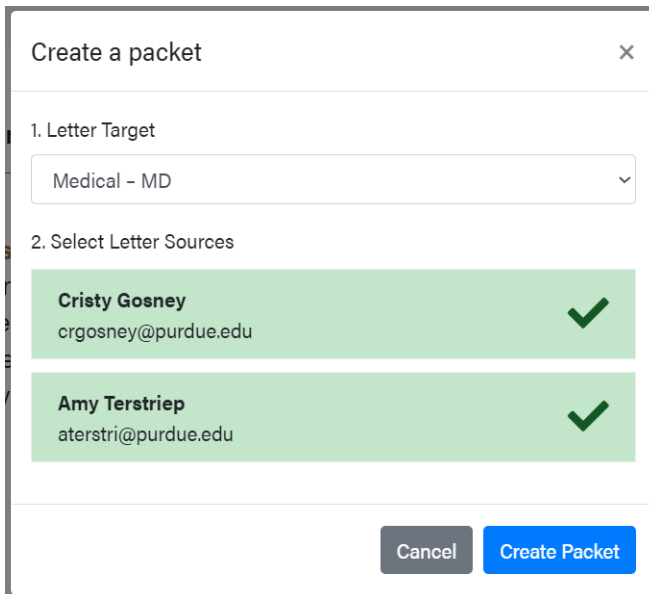   From the Letter Target drop down menu, choose the type of packet you want to create: Medical – MD (AMCAS); Medical – DO (AACOMAS); Medical – TMDSAS; Dental – AADSAS; or Dental – TMDSAS.

   In the "Select Letter Sources" list, click on the plus sign next to the writers whose letters you want to assign to this packet. Note that not all letters have to be included in all packets. For example, you may have a letter that is necessary for your Medical – DO (AACOMAS) packet that isn't necessary for your Medical – MD (AMCAS) packet. If you change your mind about a letter, click on the check mark to turn it back into a plus sign to unassign the letter from the packet.

   Then, click "Create Packet."
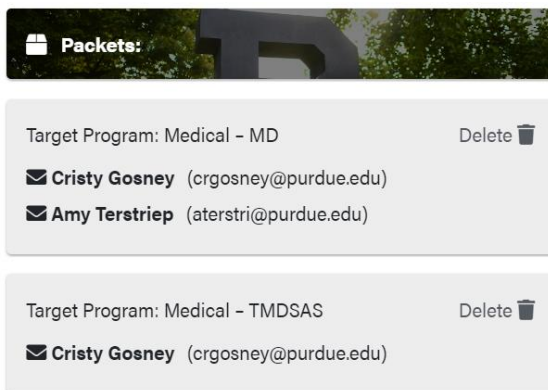
9. You'll see the packet you've created now listed under "Packets." If you are applying to other application services, click on "Create Letter Packet" and repeat the process.

10. Once you've added your letter writers and created your packets, click "Submit." You'll receive a confirmation message.
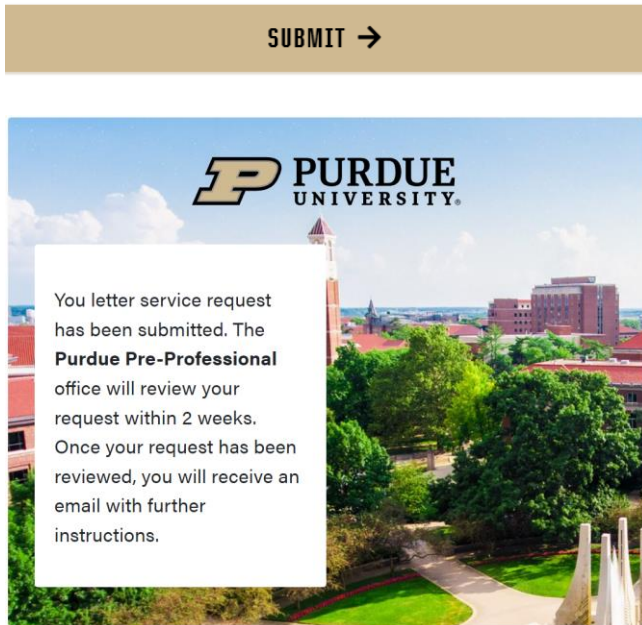
11. At this point, our office will review the information. You'll be notified by email (from preprofessional@purdue.edu) when your letter service request has been approved. You will be allowed to make changes to your letter writers and packets if needed.

> **SAMPLE APPROVAL EMAIL**
>
> Your letter service request has been created, please continue by clicking https://cco.purdue.edu/PPA/.
>
> Thank you,
> Purdue Pre-Professional Advising

Managing Your Account

1. Go to https://cco.purdue.edu/ppa and enter your email and password.
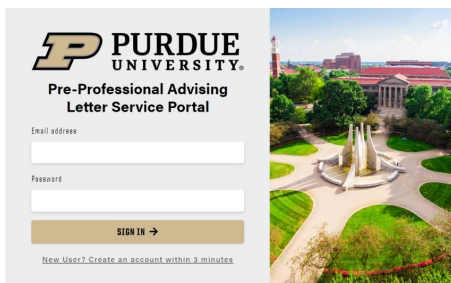
2. At your home page, you'll now see your approved request to use this year's letter service. Click on this year.

3. Here, you can manage your account as needed.

Send Email Request to Letter Writer

a. When you have confirmed with your letter writers their commitment to write a letter for you, you need to send them an email request from your account. If you do not complete this step, your writer will not get information about how to upload their letter to your account.

Under Actions, click "Send" to send the email request to your letter writer.Click "OK" to confirm.

cco.purdue.edu says

Are you sure you want to send the invitation link?

OK   Cancel

You'll see a confirmation that the email was sent.

cco.purdue.edu says

Email sent successfully.

OK

In your list of letter writers, you can see which writers have been sent an email and how long ago the email was sent. You can re-send the email request here if a writer can't find the original request in their inbox or you want to remind them. Please note that you must wait 7 days to send another email request, and we urge you to be thoughtful about how often you do this.

Writer	Email	Status	Actions
Cristy Gosney	crgosney@purdue.edu	Sent 0 days ago	Sent | Remove
Amy Terstriep	aterstri@purdue.edu	Have not requested	Send | Remove

The email sent to the letter writer includes information such as:

- The date by which PPA prefers to receive the letter of recommendation. Typically this is near the end of May, but we'll accept letters until the close of the application cycle.
- Whether or not you have waived your right to the letter.
- Basic letter requirements such as letterhead, signature, date, writer's title, and email address.
- A link to the core competences for healthcare applicants.
- PPA contact information if they have questions about writing the letter or submitting it to us.
- A unique link to upload their letter to your letter packet.

Remove a Letter Writer

a. If you want to remove a letter writer from your list of writers, click "Remove".

Check Receipt of a Letter

a. When a letter has been received, the status will change to "Letter Received." You cannot view the letter itself. You will also be notified by email.

11

Writer	Email	Status	Actions
Cristy Gosney	crgosney@purdue.edu	Letter Received	Sent | Remove
Amy Terstriep	aterstri@purdue.edu	Sent 0 days ago	Sent | Remove

SAMPLE LETTER RECIEPT NOTIFICATION EMAIL

You just received a letter from (name of letter writer). You can login to your account to track your progress: cco.purdue.edu/PPA.

Sincerely,
Pre-Professional Advising
Center for Career Opportunities
www.purdue.edu/preprofessional

Manage Your Packet

Click "Edit" to manage your packet. Edit ✏️

a. **Upload AMCAS Letter Request Form (if applicable)**

If you are applying to MD programs through AMCAS, you need to upload your letter request form from your AMCAS application into your Medical – MD (AMCAS) letter packet. Save the form on your computer, then click "Choose File" and upload the form into the packet. PPA will not upload your letter packet to AMCAS if you haven't uploaded this form.

Applicant ID

Upload AMCAS Letter Request Form

Choose File | No file chosen

b. **Confirm application submission.**

When you have submitted your application, you must enter the submission date and your name as confirmation of application submission. Do this for each of your applications if applicable (e.g. AMCAS and AACOMAS; AADSAS and TMDSAS). PPA will not upload your letter packet to the application service until you have confirmed you've submitted your application.

Application Submission Date

mm/dd/yyyy

Please input your name below for final confirmation

c. **Remove a letter writer from a specific letter packet**

If you want to remove a letter writer from a specific letter packet, but not entirely remove them from your list of writers, click Edit next to the packet from which you want them removed. Then, click on the name of the letter writer. The check mark will change to a plus sign.

Want to add the writer back to the packet? Click on the writer's name and the plus sign will change to a check mark.

Letter Sources (changes here are saved in real-time)

Amy Terstriep
aterstri@purdue.edu ✔

Cristy Gosney
crgosney@purdue.edu ✚

d. **Want to delete a packet entirely?**

Click "Edit" next to the packet you want to delete, then click "Delete Packet." Confirm your decision.

Click "Save Changes" when you are done.

e. **When a packet is complete** – all letters have been received, you've uploaded the AMCAS Letter Request form (if applicable), you've entered your ID numbers (if applicable), you've entered the date of application submission, and entered your name – you'll see this:

Program

Medical – MD

Letter Sources (changes here are saved in real-time)

Amy Terstriep
aterstri@purdue.edu ✔

Cristy Gosney
crgosney@purdue.edu ✔

Applicant ID

Upload AMCAS Letter Request Form **Uploaded**

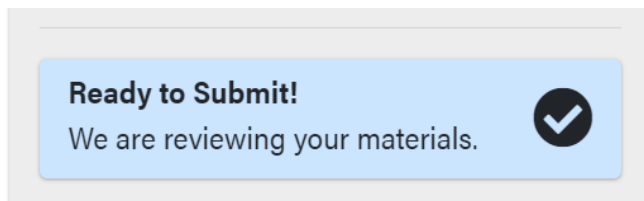Choose File | test AMCAS letter request form.pdf

Application Submission Date

01/10/2024

Please input your name below for final confirmation

Cristy Gosney

Click "Save Changes" and then at your home page, you'll see this:

Ready to Submit!
We are reviewing your materials. ✔

Confirmation of Letter Packet Submission

1. When PPA has reviewed your materials and submitted your letter packet to the application service, you'll see a "Letters Submitted" status for the packet. You will also receive an email confirmation.
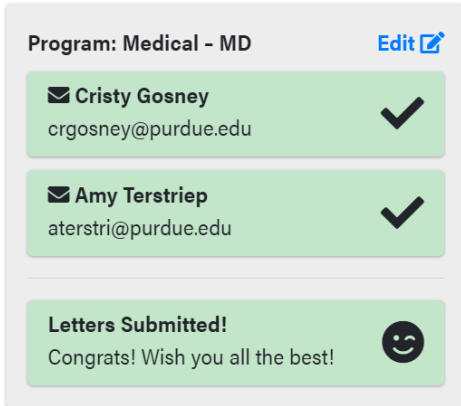
SAMPLE PACKET SUBMISSION CONFIRMATION EMAIL

Congratulations! Your packet (name of packet), has been submitted by the Purdue Pre-Professional office. Thanks for choosing our letter service. Wish you all the best!

Sincerely,
Pre-Professional Advising
Center for Career Opportunities
www.purdue.edu/preprofessional

Additional Instructions & Information for Letter Service Users

1. When you log into the Letter Service Portal, you'll see two black buttons – one labeled "Letter Service Instructions" and the other "PPA Homepage."
   a. It is vital that you click on "Letter Service Instructions" and read all of the information at this website, including the information in the accordion boxes (click on the "+" to open the box). Information at this webpage includes step-by-step instructions for completing the letter of evaluation section of your application(s), what to do with Dean of Student forms, transcripts, etc.
   b. Click on the PPA Homepage button to find additional information about applying to professional school in the Application Hub and Learning Center, upcoming events in the News section, and more.
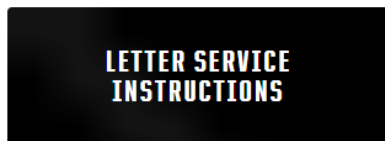
Questions?

Contact Pre-Professional Advising at preprofessional@purdue.edu if you have any questions about using the Letter Service Portal.