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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.

![Login Information Form]

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

![About You Form]

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

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

g. Review and confirm the information you entered.
h. Check your email for a verification link.

![Verification Link Image]

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.

![Verification Notice Image]

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.

![Login Image]
2. You’ll be taken to the Letter Service home page.

3. Click on “Initiate New Letter Service” and you’ll be taken to the screen below.

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.”

Add a writer

Writer First Name

Writer Last Name

Writer Title

Email

6. You’ll see the writer’s information now listed under “Letter Writers.”

Add Letter Writer

7. Click “Add Letter Writer” and repeat the process until all of your letter writers are added.
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
- Dental – TMDSAS

Assigning Letters to Packets

9. In the **letter sources list**, click on the plus sign next to the writers whose letters you want to assign to this packet. You must assign at least one letter to a 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.”
Letter Limit Reminder
As stated in the Letter Service Conditions of Use, there are limits to the maximum number of letters that can be assigned to each packet.

- Medical – MD (AMCAS). Limit of 6 letters assigned to the packet
- Medical – DO (AACOMAS). Limit of 7 letters assigned to the packet, if the 7th is from a physician
- Medical – TMDSAS. Limit of 4 letters assigned to the packet
- Dental – AADSAS. Limit of 4 letters assigned to the packet
- Dental – TMDSAS. Limit of 4 letters assigned to the packet

10. 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.

11. Once you’ve created your list of letter writers, created your packets, and assigned letters to your packets, click “Submit.” You’ll receive a confirmation message.
12. 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.

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

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.

<table>
<thead>
<tr>
<th>Writer</th>
<th>Email</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cristy Gosney</td>
<td><a href="mailto:crgosney@purdue.edu">crgosney@purdue.edu</a></td>
<td>Sent 0 days ago</td>
<td>Sent</td>
</tr>
<tr>
<td>Amy Terstriep</td>
<td><a href="mailto:asterstri@purdue.edu">asterstri@purdue.edu</a></td>
<td>Have not requested</td>
<td>Send</td>
</tr>
</tbody>
</table>

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 from Your List

a. If you have already sent the writer the email or have received a letter from a writer, you cannot remove that writer from the list.

b. Otherwise, to remove a letter writer from your list of writers, click “Remove”.

c. If you are unable to remove a writer from the list (because you’ve sent the email and/or received a letter), you can still remove that writer from any packet. You can have writers on your list who are not assigned to any packet.

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 here. You will also be notified by email.
SAMPLE LETTER RECEIPT 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.

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.
b. **Adding Your Applicant ID Number**

If you are applying through AACOMAS, AADSAS, or TMDSAS, you need to give us your applicant ID number. Click “Save Changes” when finished. PPA cannot upload your letter packet without this number.

![Application form fields for Applicant ID and Application Submission Date with options to save changes or delete packet]

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c. **Assigning or Removing a letter writer from a 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. The writer has been removed from this packet, but not from your list of writers.

Want to assign a writer to the packet? Click “Edit” next to the packet to which you want them added. Click on the writer’s name and the plus sign will change to a check mark. The writer has been added to this packet.

Click “Save Changes” when finished.

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

- **Amy Terstriep**
  sterstri@purdue.edu
  
- **Cristy Gosney**
  crgosney@purdue.edu
d. **Create a new packet and assign writers.**

If you need to create a new packet, after you’ve already set up your account, click “Create New Packet” and from the drop-down menu, choose the packet type you need. Click “Create Packet.” You’ll receive a confirmation message.

**www.cco.purdue.edu says**

New packet added successfully.

Next, you **assign the writers** whose letters you want included in this packet. Click the “Edit” button next to the newly created packet and click on the names of the writers whose letters you want to include in this packet. The names will turn green and a check mark appears. To undo this action, click on the name again and the name will turn gray with a plus sign.
e. **Delete a packet**

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

Click “Okay” to confirm your decision.

f. **Confirm application submission.**

Double check your selection of writers for this packet and make any final changes needed. Once you have confirmed application submission and have entered your applicant ID number or uploaded your AMCAS Letter Request form, and input your name, you can no longer make changes to the packet, including which letters are in it!

When you have submitted your application to the application service, 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). **DO NOT complete this section if you have not yet submitted your application to the application service.** Click “Save Changes.”
At this point, if all of your letters of recommendation have already been received, you’ll get a confirmation message:

**Ready to Submit!**
We are reviewing your materials.

If, however, a letter(s) is outstanding, you will not see this message. Instead, you’ll see an Awaiting Letters status.

**Awaiting Letters**
Be patient! They will come soon.

Once the final letter is received, your packet status changes to Ready to Submit.

Once your packet’s status has changed to Ready to Submit, you will no longer have access to it or be able to make any changes. PPA staff are reviewing your materials and submitting your letter packet to the application service.

**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!
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.