

## **FACULTY REP STEP-BY-STEP INSTRUCTIONS:**

### **Step 1: Sign-in to the website.**

You can sign-in to the website in the bottom left corner of our homepage (www.truman.gov) with your username and password. Your username will always be your email address. Should you update your email address, your username will change accordingly. Your password can be changed to whatever you wish. If you have forgotten your password, please use the "Forgotten Your Password?" link to have your password emailed to you.

### **Step 2: Access the on-line application.**

From the For Faculty Reps portion of our website, you can access the application by clicking on the "Manage Your Students" link in the lower right-hand corner.

### **Step 3: Update your profile.**

You will be directed to the first step of the application: Manage Nominations. Please be sure that we have your most current contact information. If the information is current, check the box to confirm that the information shown is correct. If you need to update your information, you can click "Update Your Profile" either in the body of the text or on the left navigation bar. You can update your profile at any time during the year-changes you make are effective immediately. Any changes to your email address will also change your username.

### **Step 4: Begin the nomination process.**

To start a new nomination, please click on Option 1: Register Student. To review or edit the materials for an existing nominee, please click on "View Nomination" under Option 2: Manage Existing Applications. To review an application, select "Review Application" under Option 2. The status of your nominees is also shown on this screen. Those applications that require action from you will be shown in bold as "Awaiting Review".

### **Step 5: Review instructions.**

The next screen will show the instructions for the application process. You can return to this screen at any time during your session. There will also be help with individual questions along the way.

### **Step 6: Confirm your student's eligibility.**

The information you enter in this area will become the Institutional Nomination form. You will be asked for your student's class standing, class rank, and whether this is the first time the student has been nominated. If you respond "No" to any of the required questions, you will receive an error message and you will be prompted for additional

information. You may return to this form at any time before the application is submitted to make updates and changes.

**Step 7: Complete the nomination form.**

You will now be asked for additional information about your student-including his or her email, permanent home address, and information about the nominating institution. Since this application will be linked to the email address of the student, please be sure the email you provide is an account that the student checks regularly. You can return to this form later to make updates and changes.

If you have more than one student to register, please click on “Step 1: Manage Students” to begin the process again. Do not use your back button and type over the information you have just entered.

**Step 8: Registration is complete!**

You will see a screen confirming the registration. An email will be sent to your student with his or her login information.

**Step 9: Request and Upload the nomination materials.**

After registering the student, you will be directed to the "Resources" page. This page allows you to download request sheets for the three letters of recommendation as well as a transcript request form for the student you just nominated.

These forms will be preprinted with the student's name and identification number. Your name and address will also be listed at the bottom of the form. Your student will also have access to these forms from the For Candidates section of the website.

After you have obtained the letters and the transcript you may upload them to this area of the site. We can accept files in Word, WordPerfect, PDF, GIF, BMP, or JPEG format. You may upload only one file in each of the letter categories; you may upload up to three files in the transcript area. If you upload the wrong file or wish to make a change, you will be able to do so at any time prior to the deadline.

Each letter should clearly indicate which category (public service, leadership, academic success) it is meant to address. We suggest that writers include a sentence after the salutation that makes this intent clear (e.g.: “In re: John Smiths’ Leadership Abilities”). In the alternative, Faculty Reps could place a small notation (e.g. “Smith - leadership”) in the upper right corner of the letter if they do not have access to the original electronic file. Faculty Reps could also simply scan the completed request form along with the letter to indicate which characteristic is being addressed.

We do not need the transcript request forms returned to us as each transcript should include the student's name.

If you are unable to upload any item, please contact us for assistance. We will not accept paper copies of materials unless there is no possible way the materials can be submitted electronically. If you must mail hard copy materials, please ensure that they arrive at the Foundation one week prior to the deadline to allow for processing.

### **Step 10: Preparing your letter of institutional nomination.**

After the resources page, you will be able to add your nomination letter. You may either cut and paste your letter from another program or work directly in the on-line application and save your work as you go. There is no size or length limit for your letter, but the Foundation suggests that you limit your letter to no more than two printed pages. Keep in mind that what you see on the screen will be identical to the printed version. Please break the letter into paragraph form; some white space is helpful to the readers.

*Note: A number of Faculty Reps reported difficulty with this area of the application - in part due to the use of incompatible browsers. We also found that most Faculty Reps did not use our application to compose their letter. Thus, in response to the browser difficulties, we have removed the tools that allowed you to spell check and format your document. Please format your document in another program (such as Word or WordPerfect). When you transfer the material via cut and paste, the formatting will remain intact.*

### **Step 11: Working with your student.**

You should decide in advance how you want to review the material of your students. There are several options available:

1. Email Review Through the On-Line System: Once a student has completed a full draft of the application, he or she can submit the application to you electronically. You will receive an email notifying you that the application is ready for review. If you click the link, you will be directed to log in to the website. You can then view individual pages of the student's application. At the bottom of each page, you will be prompted to either accept or reject the page. If you reject a page, a pop-up window will appear that allows you to provide comments to the student via email. The student should respond to this email (his or her response will go to your email address) when he or she has completed the edits. If you accept a page, it is not immediately sent to the Foundation. You and your student can continue to access and edit the application until you officially submit the entire application and the deadline has passed.

2. Paper Review: Students can continue to print out drafts and provide them for your review.

3. Using the Student's Login: Students can share their login credentials with you and you can view their progress as they work. Please keep in mind that if you have signed in as a student, you will not be able to access your nomination materials and you will be able to edit and make changes directly within your student's application.

**Step 12: Final submission of the application.**

After you have approved all pages and completed the Institutional Nomination letter, the system will prompt you to indicate whether you are ready to submit the materials. Once you have indicated your final approval, you will see a screen that confirms the application is complete. You will no longer be able to view the student's application after completing this step - please remember to print out copies prior to submission.

If you check the status of the application (under Option 2: Manage Existing Applications), you should see "Awaiting Mailings." You will see this status regardless of whether you have materials to mail in to the Foundation. This status means that the application has been sent to us but is awaiting a review, by hand, by Foundation staff. This review will take place after all mailings are received. Both you and your student will receive email confirmation from the Foundation by midnight, EST, Friday, February 8, 2008. Those with incomplete applications will also be notified and given several days in which to provide completed applications.

If you are mailing additional materials, you and your student will receive an email once the items arrive at the Foundation and are processed. After all applications have been received and processed, the student's status (under Option 2: Manage Existing Applications) will then be shown as "Complete".

If your student's status does not show as complete or you do not receive an email by midnight, EST, Friday, February 8, 2008, contact the Foundation immediately on Monday morning. You will have ample time to correct any problems with the application.

We wish you the best of luck with the competition. As always, please contact us with any questions!