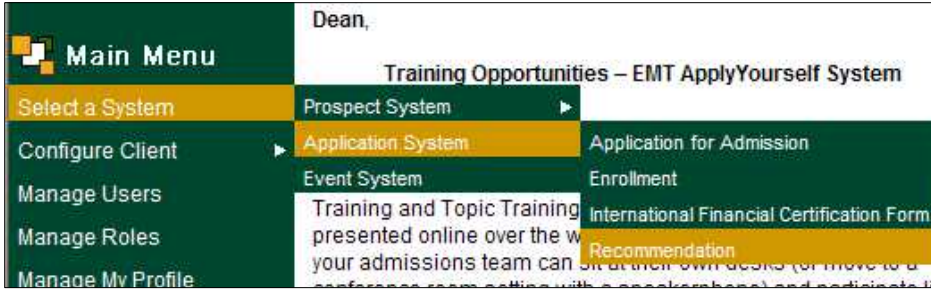


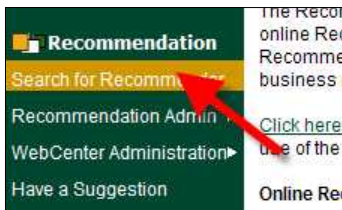
ApplyYourself - How to Unsubmit a Recommendation UMN-GRAD main application system

Start on the ApplyYourself Main Menu.

Hover over **Select a System**, then **Application System**, then click on **Recommendation**.



Click on **Search for Recommender**



Enter any search criteria into the page below. The most popular sections are highlighted.
Note, you can search by applicant *or* recommendation provider.

A screenshot of the 'Search for Recommenders' search interface. The page has a dark green sidebar on the left with the 'Recommendation' menu. The main content area is white with a grey header 'Recommendation Module Module :: Search for Recommenders'. Below the header are sections for 'Display Options', 'Record Options', 'Search by Date', 'Search by Recommender's Information', 'Search by Applicant's Information', and 'Search by Date Range'. Each section has search criteria and a 'submit' button. The 'Search by Recommender's Information' and 'Search by Applicant's Information' sections are highlighted in yellow. The 'Search by Recommender's Information' section includes fields for 'First Name', 'Last Name', 'Email Address', and 'Personal Access Code'. The 'Search by Applicant's Information' section includes fields for 'First Name', 'Last Name', 'Email Address', and 'PIN'. The 'Search by Date Range' section is at the bottom.

Click on the **Click here to unsubmit** link.

Michelle Tessier (ID:2031859) Edit Profile	
Test test Minnesota test United States	
Applicant Name:	Constantine Test
Relationship:	Online: Yes
Employer:	U of M
Title:	Faculty
Waive the right:	Yes
Email:	mtessier@d.umn.edu
Phone:	612/555-5555

Status Information	
Submitted:	Yes
Submit Date:	9/22/2009 3:49:00 PM Click here to unsubmit
Status:	Received (Official)
Exported Date:	
Printed Date:	

Click OK

Microsoft Internet Explorer

Do you want to mark this Recommendation as not submitted?

OK Cancel

The **Click here to unsubmit** text will disappear. Click **close window** in the upper right corner.

This is the end of the unsubmitting process. If you want more information or wish to communicate with the recommendation provider, see additional steps below.

Michelle Tessier (ID:2031859) Edit Profile	
Test test Minnesota test United States	
Applicant Name:	Constantine Test
Relationship:	Online: Yes
Employer:	U of M
Title:	Faculty
Waive the right:	Yes
Email:	mtessier@d.umn.edu
Phone:	612/555-5555

Status Information	
Submitted:	No
Submit Date:	
Status:	Not Received
Exported Date:	
Printed Date:	

Go back to the **Search for Recommendation** page. Select **Recommendation Not Submitted** and include relevant recommendation provider or applicant information.

From this screen, click on ‘re-notify’ to send an automated email to the recommendation provider. Other useful information is also highlighted below:

Name:	Bill Swisher
Email:	swish003@umn.edu Edit Email re-notify
Zip/Postal Code:	55555
Personal Access Code:	DVCMTJGEOR
Password:	Swisher
Recommendation System URL:	https://rec.applyyourself.com
Online:	Yes Mark as Offline
Recommendation Started Date:	10/20/2009 5:26:23 PM E.S.T.
Last Date of Access:	10/20/2009 5:26:23 PM E.S.T.
Applicant's Name:	Constantine Test

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