**Note**: before you follow the steps below, please check in with the Graduate School Admissions Office to make sure you have the correct access right called “Update Application Status to Unsubmitted”

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. You can search by applicant or recommendation provider.
When you pull up the recommender’s record, click on the **Click here to unsubmit** link.

Click OK

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 wish to communicate with the recommendation provider, or want more information, see the additional steps below.
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 in the screenshot below:
Below is the message received by the recommendation provider:

NOTE: This message was previously sent on 10/20/2009 5:19:15 PM.

Dear Bill Swisher,

The applicant below is in the process of applying for admission to the University of Minnesota Graduate School, and has chosen you to provide a recommendation. You may access the online recommendation form at the URL link below. The Personal Access Code and password, also provided below, are required for entry to the online recommendation form. If you prefer to submit a paper recommendation, please contact the applicant and ask him/her for a paper form. Please do not send your recommendation as an attachment in response to this email.

Thank you for assisting this student in applying to our graduate school.

The Graduate School Office of Admissions
University of Minnesota

Please note that APPLICANT has waived his/her right to review this letter of Recommendation.

Name of Applicant: APPLICANT NAME
Email Address: email@email.com
Department/Major: PROGRAM/DEPT NAME AND MAJOR
Term: TERM

Click below to complete the online Recommendation:
https://rec.applyyourself.com/?RcmdProviderID=2080496&ACLID=2266986&CID=213&code=xxxxxxxxx

Personal Access Code: XXXXXXXXX
Password: XXXXXXXXX

For security purposes, please keep your Personal Access Code and Password confidential and do not share with the applicant.

If you were not able to login through the above link, copy and paste the URL below into your browser.
https://rec.applyyourself.com

The personal access code provided above is to be used to provide a Recommendation for this applicant only. Please retain this email. This message was sent by ApplyYourself on behalf of APPLICANT NAME (email@email.com).

ApplyYourself is a service of ApplyYourself, Inc.
Technical support can be requested at http://rec.applyyourself.com/AYContactHelpDesk/TechSupport.asp?packageType=Recommendation&ca=umn-grad&p=xxxxxxxxx

apid(2067105)/prid(2080496)

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