

5. Check the status of your Recommendations

Since you have done such an awesome job on your Master Application & Addendums, it is important that your teacher recommendation is submitted to make everything complete.

We can only accept recommendations through our WebPortal, and below you will find instructions on how to:

- A. check the status of your recommendation,
- B. remind your recommender and
- C. change the email address of your recommender.

A. Check the status of your recommendation

- Place your cursor on the SCHOLARSHIP APPLICANT and a drop down menu will appear,
- On the drop down menu select **References**.
- Under the Status column it will say **COMPLETED** or **NEW**:
 - **COMPLETED** means your recommendation was submitted.
 - **NEW** means your recommendation has NOT been submitted.

My References

If you change the email address before sending the email the refrence request and your application will be updated with the new address and all previous emails for that reference requests will be invalid.

Application

Application	Reference	Email Address	Status	Date Sent	
Gladys Lasky Scholarship Application	Nicole	mtaylor@cfcga.org	COMPLETED	12/13/2016	
Gladys Lasky Scholarship Application	Ms. Taylor	<input type="text" value="pittsmonique@yahoo.com"/>	NEW	11/15/2017	<input type="button" value="Send Email"/>

B. Remind your recommender

If the status of your recommendation is NEW you are able to send a reminder email to your recommender

- Click the "Send Email" button to send a reminder email to your recommender

C. Change the email address of your recommender

If the status of your recommendation is NEW you are able to update the email address

- Place your cursor in the editable email address box and make necessary changes.
- Click the "Send Email" button to send an email to the new address.

NOTE: You can change your recommender completely if you wish, however the name on the request can not be changed.