

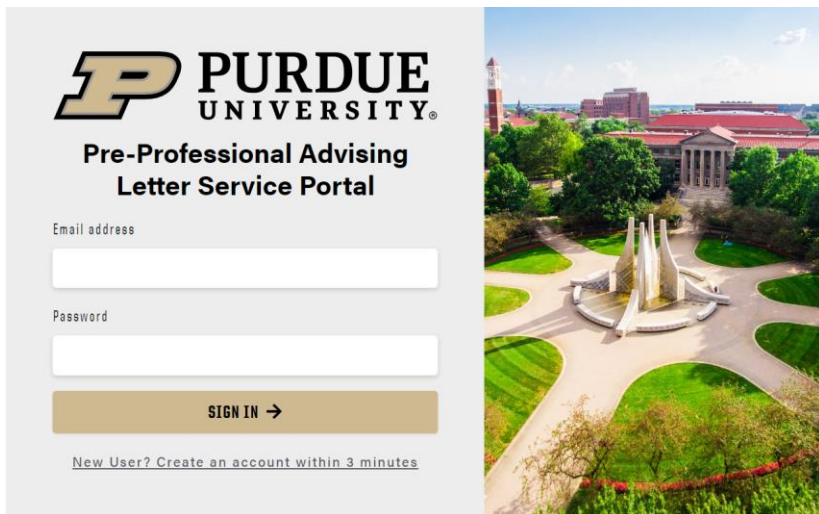
PPA Letter Service Portal User Guide

Contents

Create Your Account	2
Login and Initiate a New Letter Service Request	5
Adding Letter Writers	6
Creating Letter Packets	8
Assigning Letters to Packets	8
Letter Limit Reminder	9
Managing Your Account	10
Send Email Request to Letter Writer	11
Remove a Letter Writer from Your List	12
Check Receipt of a Letter	12
Manage Your Packet	13
a. Upload AMCAS Letter Request Form	13
b. Adding Your Applicant ID Number	14
c. Assigning or Removing a letter writer from a letter packet	14
d. Create a new packet and assign writers	15
e. Delete a packet	16
f. Confirm application submission	16
Confirmation of Letter Packet Submission	17
Additional Instructions & Information for Letter Service Users	18
Questions	18

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.



Pre-Professional Advising Letter Service Portal Registration

1. ELIGIBILITY

We are currently accepting letters for the 2024 application year. Are you applying in 2024 to start a medical (MD or DO) or dental program in 2025?

Please Confirm

- 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.

2. LOGIN INFORMATION

Have you used our service before? If yes, please register with the PUID you used last time. We will help you find any existing letters in our database.

Please Confirm

Email address
(you want letter service and application communication sent to)

We recommend using your personal email instead of your Purdue email which expires after your graduation.

Password

Your password must be at least 8 characters long and contain at least one number, one uppercase letter, one lowercase letter, and one special character.

Confirm Password

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

3. ABOUT YOU

First Name

Last Name

Preferred Name

Best phone number to reach you

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

4. MORE ABOUT YOU

PUID

Current College (or College at the time of graduation)

Current Major

Anticipated Graduation Year Anticipated Graduation Term

I am a Purdue Alumni

- 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.

5. WAIVER

I waive my right of access to these evaluations

[Why is this important](#)

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

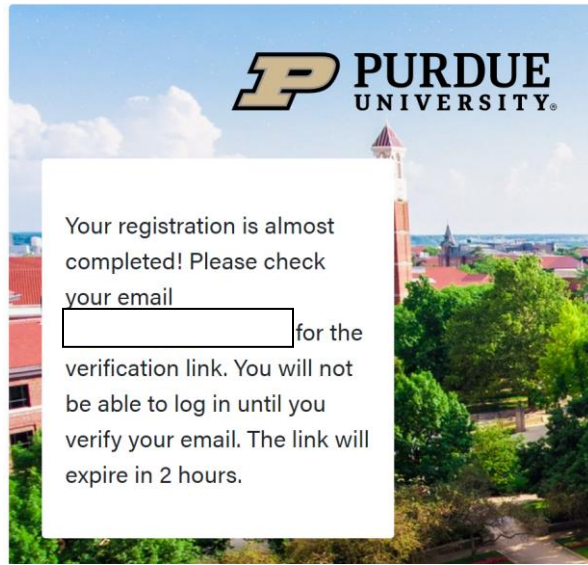
[Click here to read the Letter Service Conditions of Use](#)

I Agree to the Letter Service Conditions of Use

CREATE ACCOUNT →

- g. Review and confirm the information you entered.

- h. Check your email for a verification link.



- 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.



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.

PURDUE UNIVERSITY.
**Pre-Professional Advising
Letter Service Portal**

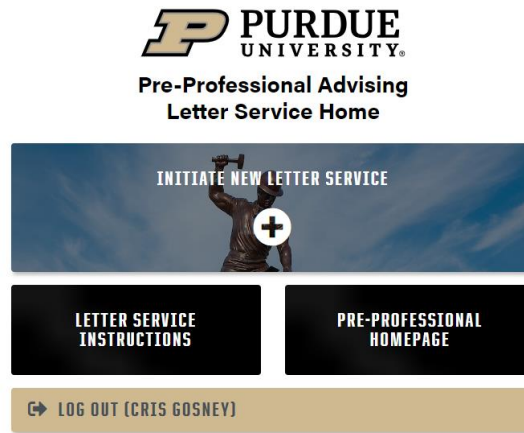
Email address

Password

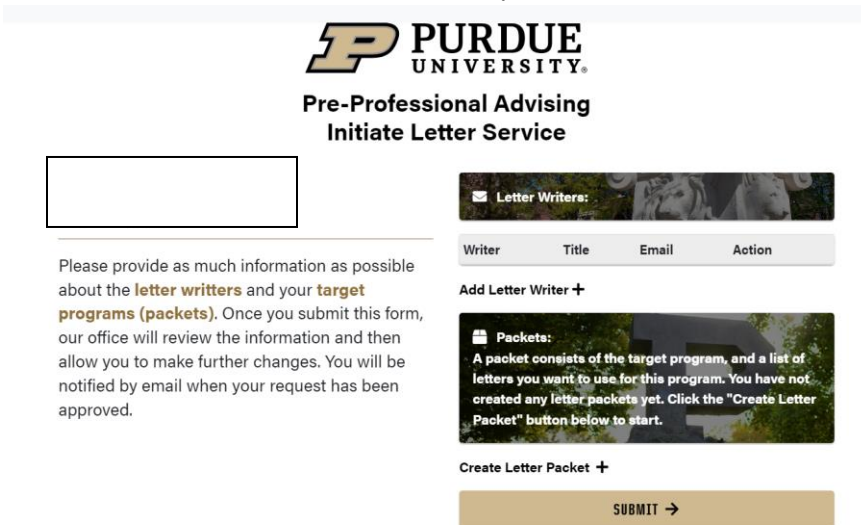
SIGN IN →

[New User? Create an account within 3 minutes](#)

- You'll be taken to the Letter Service home page.

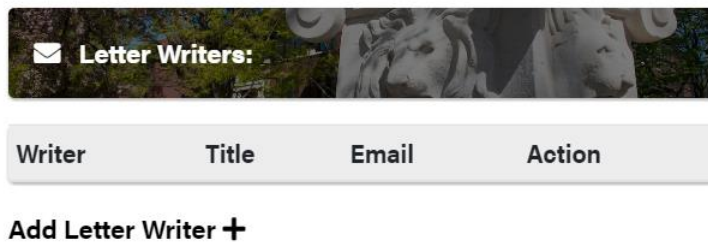


- Click on "Initiate New Letter Service" and you'll be taken to the screen below.



Adding Letter Writers

- 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.



- 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

Close
Submit

- You'll see the writer's information now listed under "Letter Writers."

✉ **Letter Writers:**

Writer	Title	Email	Action
Cristy Gosney	Senior Pre-Professional Advisor	crgosney@purdue.edu	Remove

Add Letter Writer +

- Click "Add Letter Writer" and repeat the process until all of your letter writers are added.

✉ **Letter Writers:**

Writer	Title	Email	Action
Cristy Gosney	Senior Pre-Professional Advisor	crgosney@purdue.edu	Remove
Amy Terstriep	Director	aterstri@purdue.edu	Remove

Add Letter Writer +

Creating Letter Packets

8. Click on “Create Letter Packet.”



Create Letter Packet +

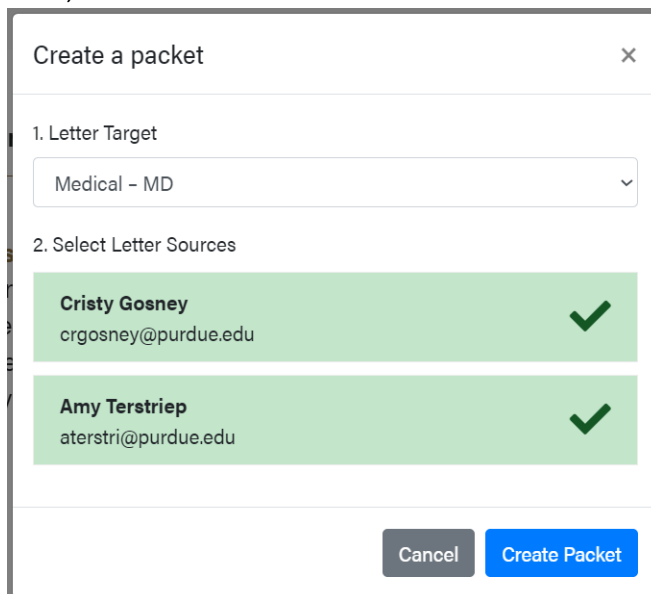
From the **Letter Target drop down menu**, choose the type of packet you want to create:

- 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.”



Create a packet

1. Letter Target
Medical - MD

2. Select Letter Sources

Cristy Gosney crgosney@purdue.edu	✓
Amy Terstriep aterstri@purdue.edu	✓

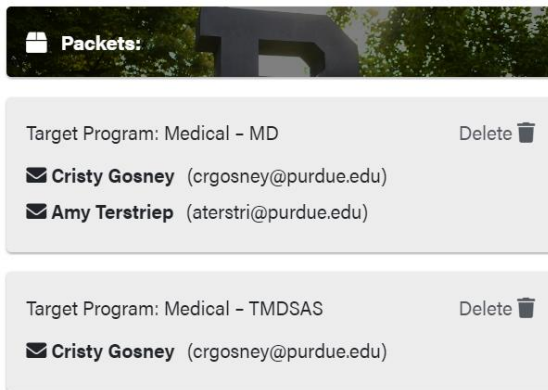
Cancel Create Packet

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.

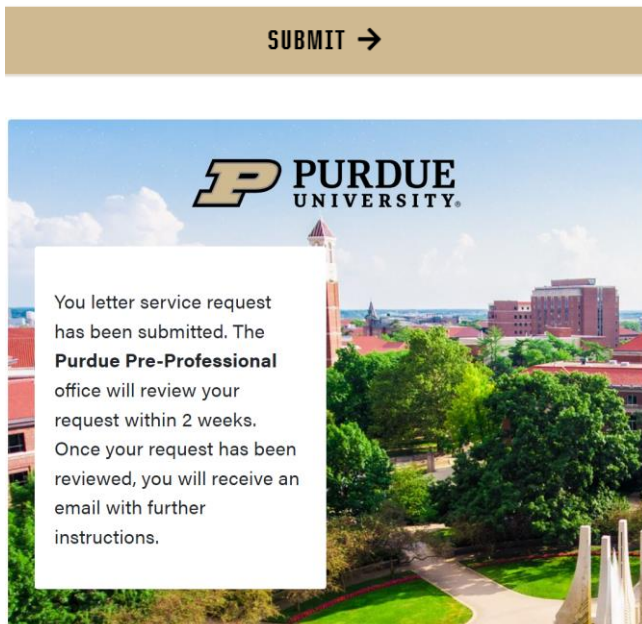
- Medical – MD (AMCAS). Limit of **6 letters** assigned to the packet
- Medical – DO (AACOMAS). Limit of **7 letters** assigned to the packet, if the 7th is from a physician
- Medical – TMDSAS. Limit of **4 letters** assigned to the packet
- Dental – AADSAS. Limit of **4 letters** assigned to the packet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



Create Letter Packet +

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

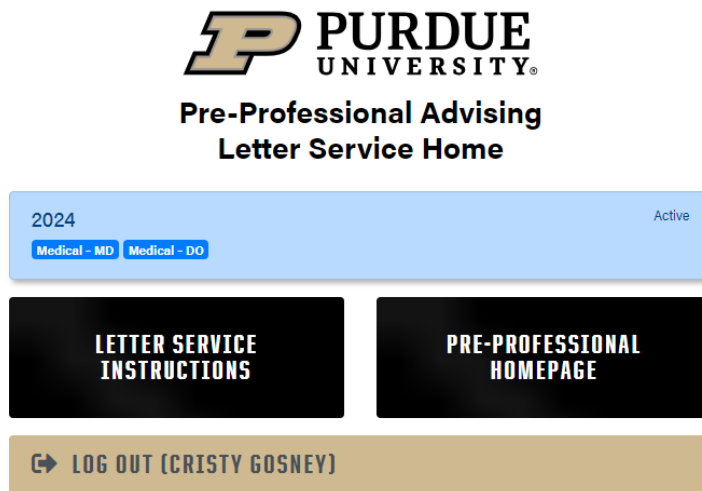
Managing Your Account

1. Go to <https://cco.purdue.edu/ppa> and enter your email and password.



The screenshot shows the login page for the Purdue University Pre-Professional Advising Letter Service Portal. On the left, there is a white login form with the Purdue University logo at the top. Below the logo, it says "Pre-Professional Advising Letter Service Portal". There are two input fields: "Email address" and "Password". Below these fields is a "SIGN IN →" button. At the bottom of the form, there is a link: "New User? Create an account within 3 minutes". To the right of the form is a photograph of a campus scene with a fountain and buildings.

2. At your home page, you'll now see your approved request to use this year's letter service. Click on this year.



The screenshot shows the home page of the Purdue University Pre-Professional Advising Letter Service. At the top, there is the Purdue University logo and the text "Pre-Professional Advising Letter Service Home". Below this, there is a blue header bar with "2024" on the left and "Active" on the right. Underneath the header bar, there are two buttons: "Medical - MD" and "Medical - DO". Below these buttons, there are two black buttons with white text: "LETTER SERVICE INSTRUCTIONS" and "PRE-PROFESSIONAL HOMEPAGE". At the bottom, there is a gold button with a left arrow icon and the text "LOG OUT (CRISTY GOSNEY)".

- Here, you can manage your account as needed.



Pre-Professional Advising
Manage Letter Service



For each packet, please select **letter writers** you want to use for the packet. Also, please provide necessary **Application Information**. Once you received all letters, you will be able to make the final confirmation and submit the packet.

Writer	Email	Status	Actions
Cristy Gosney	crgosney@purdue.edu	Have not requested	Send Remove
Amy Terstriep	aterstri@purdue.edu	Have not requested	Send Remove

Add Letter Writer +

Program: Medical - MD [Edit](#)

✉ **Cristy Gosney**
crgosney@purdue.edu !

✉ **Amy Terstriep**
aterstri@purdue.edu !

Awaiting Letters
Be patient! They will come soon. 🔄

Action Required!
Please Provide Your Application Information !

Send Email Request to Letter Writer

- 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.

cco.purdue.edu says

Are you sure you want to send the invitation link?



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

cco.purdue.edu says

Email sent successfully.



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.

Writer	Email	Status	Actions
Cristy Gosney	crgosney@purdue.edu	Sent 0 days ago	Sent Remove
Amy Terstriep	aterstri@purdue.edu	Have not requested	Send Remove

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

- 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.
- Otherwise, to remove a letter writer from your list of writers, click "Remove".
- 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

- 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.

Writer	Email	Status	Actions
Cristy Gosney	crgosney@purdue.edu	Letter Received	Sent Remove
Amy Terstriep	aterstri@purdue.edu	Sent 0 days ago	Sent Remove

SAMPLE LETTER RECIEPT NOTIFICATION EMAIL

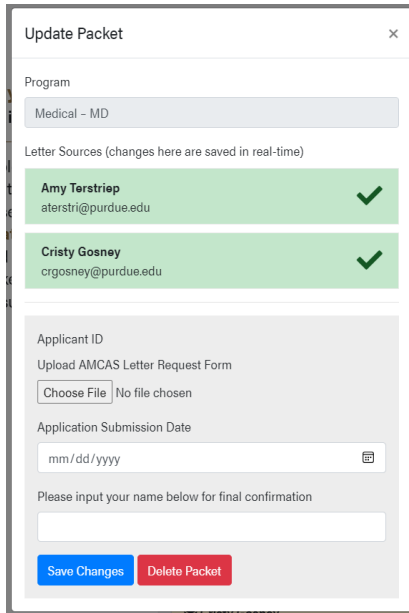
You just received a letter from (name of letter writer). You can login to your account to track your progress: cco.purdue.edu/PPA.

Sincerely,
Pre-Professional Advising
Center for Career Opportunities
www.purdue.edu/preprofessional

Manage Your Packet

Click “Edit” to manage your packet.

Edit 



Update Packet

Program
Medical - MD

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

Amy Terstriep
aterstri@purdue.edu ✓

Cristy Gosney
crgosney@purdue.edu ✓

Applicant ID
Upload AMCAS Letter Request Form
Choose File No file chosen

Application Submission Date
mm/dd/yyyy

Please input your name below for final confirmation

Save Changes Delete Packet

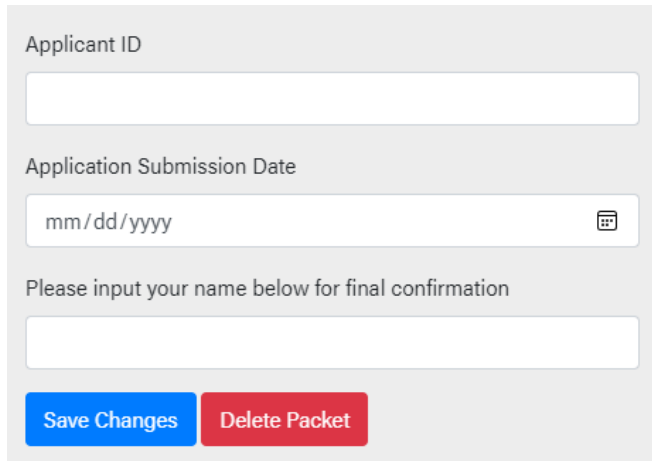
a. Upload AMCAS Letter Request Form (if applicable)

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.

Applicant ID
Upload AMCAS Letter Request Form
Choose File No file chosen

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.



The screenshot shows a form with three input fields and two buttons. The first field is labeled "Applicant ID" and is empty. The second field is labeled "Application Submission Date" and contains the placeholder text "mm/dd/yyyy" with a calendar icon to its right. Below the date field is a text prompt: "Please input your name below for final confirmation". The third field is empty. At the bottom of the form are two buttons: a blue "Save Changes" button and a red "Delete Packet" button.

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.

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

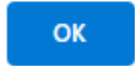
Amy Terstriep aterstri@purdue.edu	✓
Cristy Gosney crgosney@purdue.edu	+

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.

Update Packet ×

Program

Medical - DO

Select Letter Sources

Amy Terstriep aterstri@purdue.edu	✓
Cristy Gosney crgosney@purdue.edu	✓

Applicant ID

Application Submission Date

mm/dd/yyyy

Please input your name below for final confirmation

[Save Changes](#) [Delete Packet](#)

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.”

Program

Medical - MD

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

Amy Terstriep
aterstri@purdue.edu



Cristy Gosney
crgosney@purdue.edu



Applicant ID

Upload AMCAS Letter Request Form **Uploaded**

Choose File test AMCAS letter request form.pdf

Application Submission Date

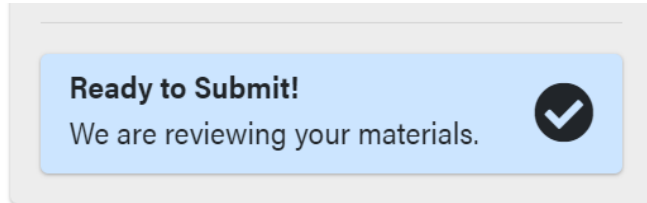
01/10/2024



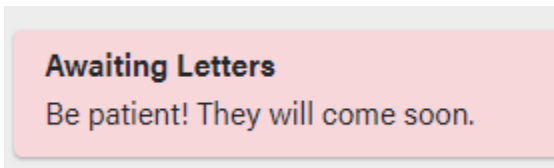
Please input your name below for final confirmation

Cristy Gosney

At this point, if all of your letters of recommendation have already been received, you'll get a confirmation message:



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

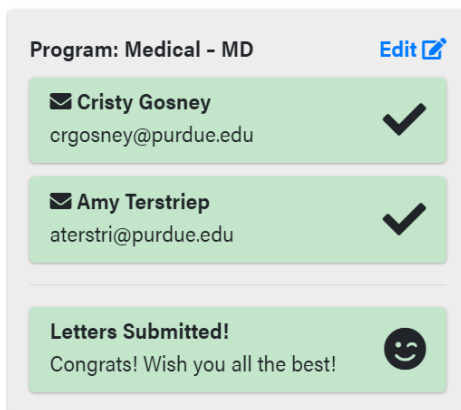


Once the final letter is received, your packet status changes to Ready to Submit.

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.



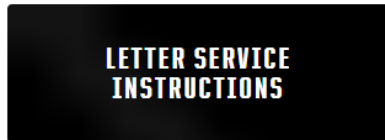
SAMPLE PACKET SUBMISSION CONFIRMATION EMAIL

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!

Sincerely,
Pre-Professional Advising
Center for Career Opportunities
www.purdue.edu/preprofessional

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.