Transcript for
How to Generate a Reminder Email for Required Recommendations

• Go to www.applyweb.com
• Scroll down to student section
• Click on “Application Status”
• When login page opens enter APPLYWEB username and password
  o Clemson University username and password will not work
• Click login
• The ApplyWeb application status page opens containing all ApplyWeb applications applicant has completed
• Scroll down until you locate “Calhoun Honors College Application”
• Directly below the application application you will see a section that says “Online Letters of Recommendation.”
  o There are three recommendation status options
    ▪ Not yet started
    ▪ In Progress
    ▪ Submitted
• Recommendations that have a status of “Not yet started” have two options in the Action dropdown menu
  o Edit/Change a Recommender
    ▪ When selecting this option you can edit the name and/or email address for your recommender
    ▪ Click save
  o Send a Reminder and Link
    ▪ Once you have made any necessary changes to the recommender name and/or email address you must choose the “Send a Reminder and Link” option from the Action dropdown menu to generate a reminder email to your recommender.
    ▪ You may add a personal reminder message in the Reminder Text box and then click the “Send” button.
    ▪ A reminder email is immediately generated to your recommender that contains the link to the recommendation form.
    ▪ You will receive a message stating “Reminder Sent Successfully” on your ApplyWeb Status Portal wall if you generated the request successfully.
• Recommendations that have a status of “In Progress” will only have the “Send a Reminder and Link” option available in the Action dropdown menu.
  ▪ You may add a personal reminder message in the Reminder Text box and then click the “Send” button.
  ▪ A reminder email is immediately generated to your recommender that contains the link to the recommendation form.
You will receive a message stating “Reminder Sent Successfully” on your ApplyWeb Status Portal wall if you generated the request successfully.

- IMPORTANT – this reminder process is only available for REQUIRED recommenders. To generate a reminder for an OPTIONAL recommender you must email honorsadmissions@clemson.edu for assistance.
- For any other questions, please email honorsadmissions@clemson.edu.