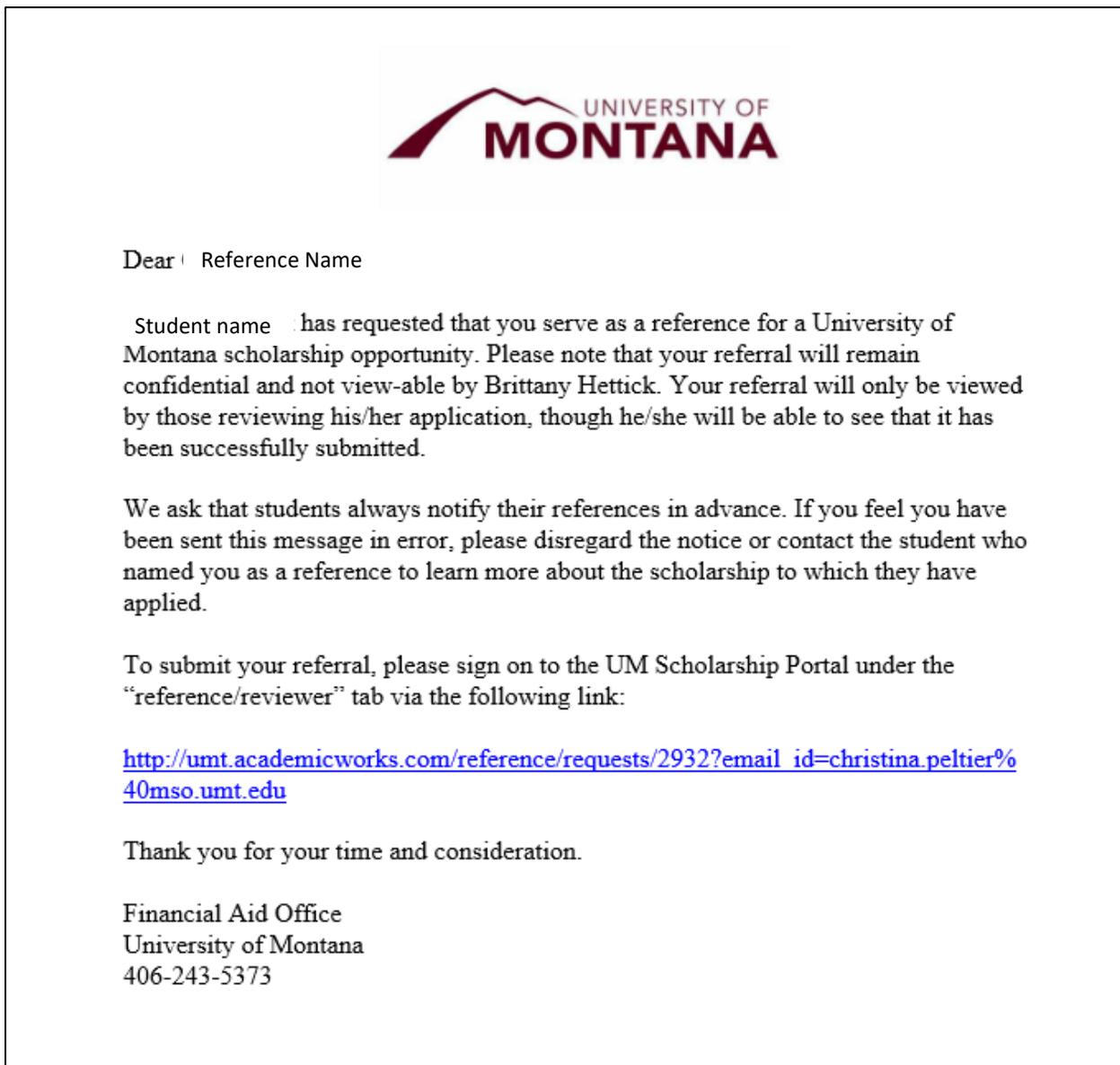


Reference instruction steps

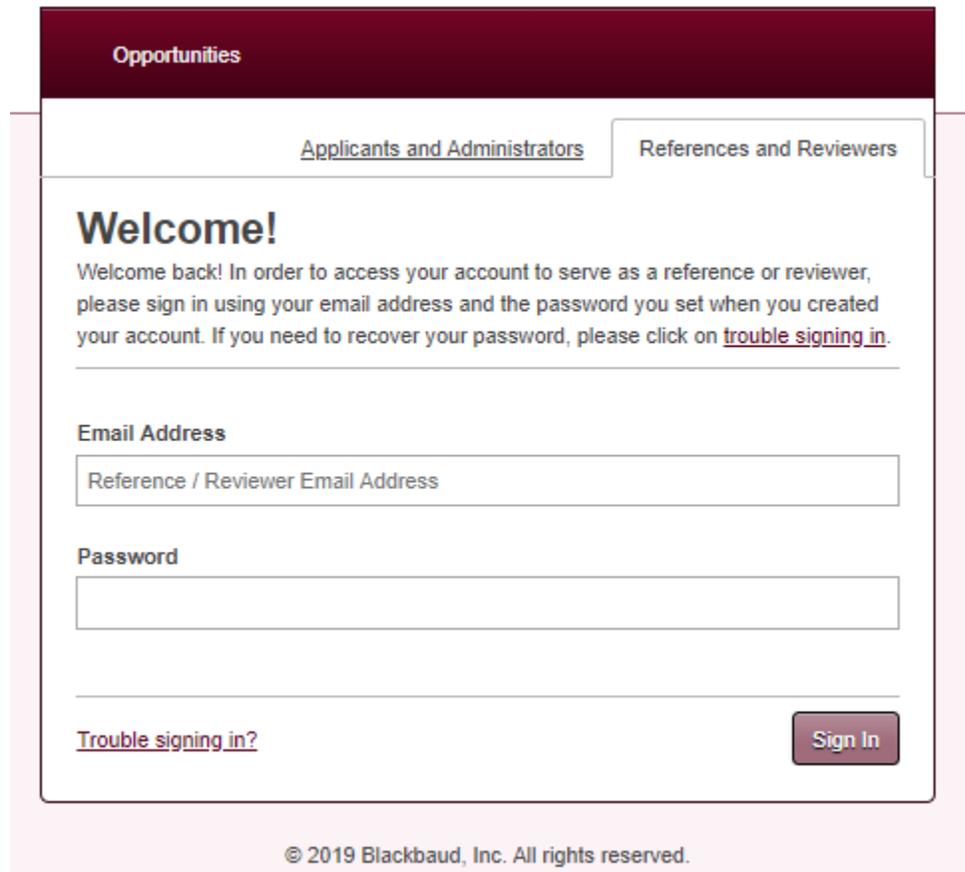
If a student has used you as a reference you will receive an email stating that X student via The University of Montana Scholarships.



Inside the email it will tell you that the student has requested that you serve as a reference for a University of Montana scholarship opportunity. Within this email there is a link. You will want to click on the link.



Once you click on the link it will take you to the login page for the scholarship portal. You will want to make sure that you click on the tab “References and Reviewers”. Here you will login with the email address that you received the email at. If you do not know your password you can create this by going through the “Trouble signing in?” link.



Opportunities

[Applicants and Administrators](#) [References and Reviewers](#)

Welcome!

Welcome back! In order to access your account to serve as a reference or reviewer, please sign in using your email address and the password you set when you created your account. If you need to recover your password, please click on [trouble signing in](#).

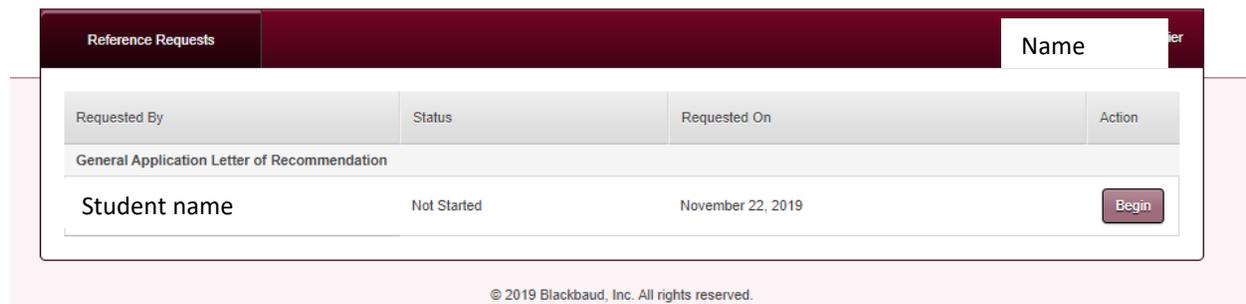
Email Address

Password

[Trouble signing in?](#)

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Once you are logged in it will take you to a screen to show you the list of student(s) that have requested you as a reference. If you do not see all of the students you believe you should see, please contact the Financial Aid office so that they can look into it.



Requested By	Status	Requested On	Action
General Application Letter of Recommendation			
Student name	Not Started	November 22, 2019	<input type="button" value="Begin"/>

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To begin working on a student you will click on the “Begin” button.

This will take you to a new screen showing you what the requirement of the letter are, such as how many pages and what format to upload it in.

Reference Requests

Name

Student name

A University of Montana student has indicated that you will provide a letter of recommendation in support of their application for scholarships. Please upload your letter using WORD or PDF format. (Preferably no more than 1-page in length). If you have questions please contact the Financial Aid Office at (406) 243-5373 or e-mail at fascholarships@mso.umt.edu.

Describe This Applicant

* Please upload a one page letter of recommendation on behalf of the named student.

[Add a New File](#)

Please use Word or PDF only, do not use Google Docs. Thank you.

Save Submit

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Once you have created your letter you will want to upload it to the scholarship portal. To do this you will click on the link “Add a New File”. From there it will populate a box titled “Choose File”.

* Please upload a one page letter of recommendation on behalf of the named student.

[Add a New File](#)

Choose File No file chosen

Please use Word or PDF only, do not use Google Docs. Thank you.

From this it will open your folder to documents. From here you will want to select the correct document to upload. Please make sure there is no characters or spaces in the title of the document as that can cause issues when you are trying to upload.

Once you see the file in the document area you can then click on Submit. This will then send it to the scholarship committees to be reviewed.

If you are still having issues with uploading a document please contact the Financial Aid Office at fascholarships@mso.umt.edu or call at 406-243-5373.