

Recommender Resources – Master Tip Sheet

User Tips

Get Started

How Letters of Recommendation Work in OSCAR.....	2
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Create Recommendation Letters

Upload a Recommendation Letter from a File	5
PDF Conversion	12
Entering a Recommendation Using the Online Editor	19

Use Templates

Using Templates	29
Create and Store a Template in OSCAR	29
Using a Template You Created in OSCAR.....	34
Sample Template of a Recommendation Letter	37

Edit or Delete a Recommendation Letter

Edit a Recommendation Letter	38
Editing a Typed-in Letter of Recommendation	38
Editing a PDF or Word Letter.....	42
Delete a Recommendation Letter	47
Deleting a Single Recommendation Letter	47
Deleting Recommendations in Batches.....	49

Manage Your Account

Manage Your Account	52
Updating Your Notification Setting.....	52
Changing Your Password	53

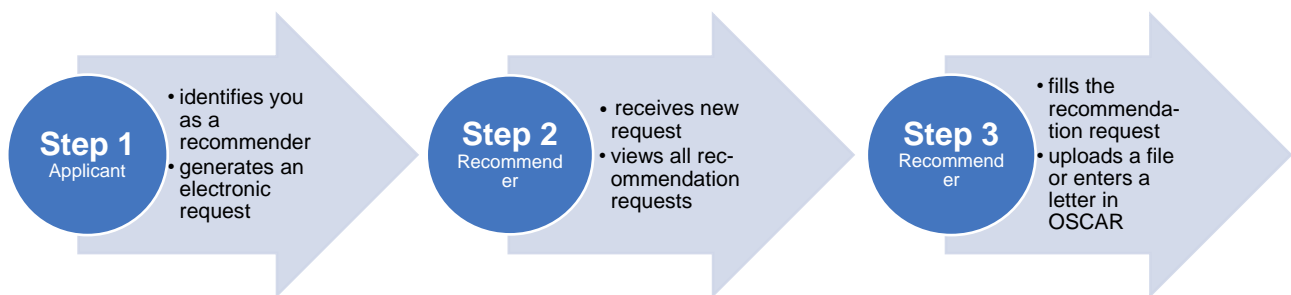
How Letters of Recommendation Work in OSCAR

Overview

Process for Filling Requests for Letters of Recommendation

Recommendations in OSCAR mimic the process used in the paper world, except it is all handled online. An applicant still requests a letter of recommendation, and the recommender still writes the letter to the judge or staff attorney office on behalf of the applicant. In OSCAR, the applicant simply generates a recommendation request that is then sent to the recommender. The email contains a secure link that takes recommenders directly to the screen in OSCAR where they upload or input their letter. OSCAR then sends it to the judge or staff attorney office as part of the application. There are three basic steps for submitting a recommendation in OSCAR:

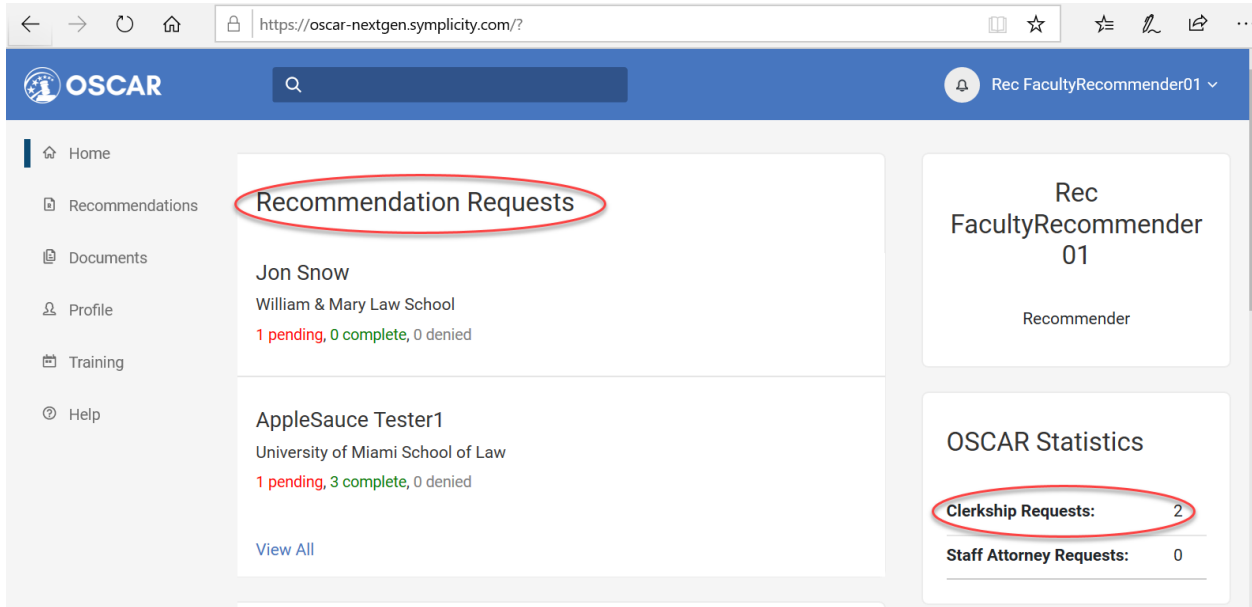
The Three Basic Steps



Step 1 – Recommender Identified in OSCAR

An applicant generates a recommendation request by creating an application. As part of the application process, applicants typically search OSCAR to see if the recommender already exists in the system. If not, the applicant “creates” the account by entering the recommender’s information (name and email address) into the system. Once a recommender is in OSCAR, applicants can easily find and add the recommender's name to an application.

Recommenders do **not** register for OSCAR. An account is created once they are identified as a recommender in the system. From their recommender home page, they can access anything they need in OSCAR:



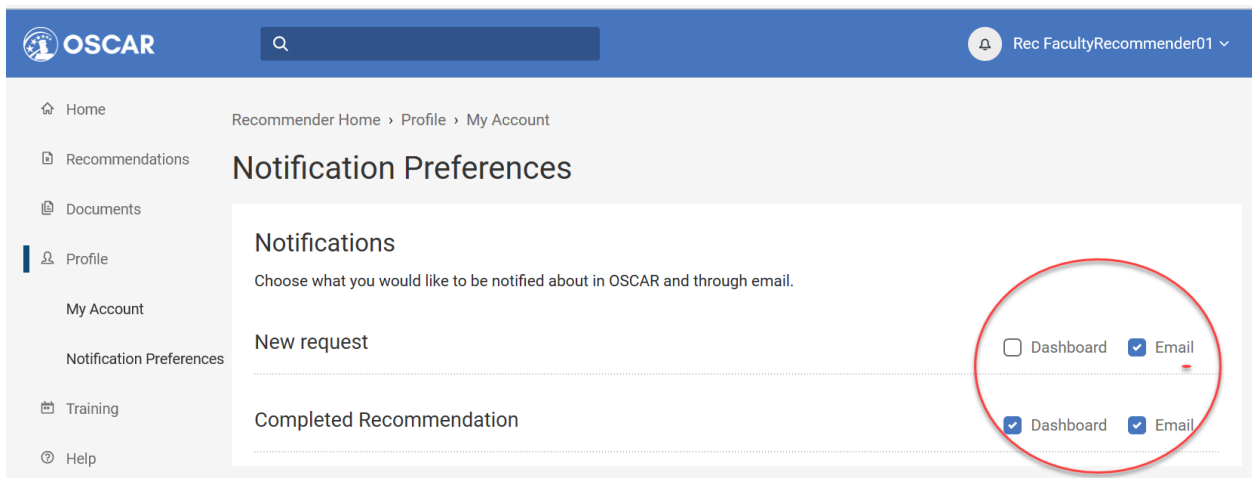
The screenshot shows the OSCAR dashboard for a recommender. The left sidebar contains navigation links: Home, Recommendations, Documents, Profile, Training, and Help. The main content area is divided into three sections:

- Recommendation Requests:** A red circle highlights this section header. Below it, two entries are listed:
 - Jon Snow** (William & Mary Law School): 1 pending, 0 complete, 0 denied.
 - AppleSauce Tester1** (University of Miami School of Law): 1 pending, 3 complete, 0 denied.
- Rec FacultyRecommender01:** A card showing the recommender's name and title.
- OSCAR Statistics:** A card showing summary statistics. A red circle highlights the "Clerkship Requests: 2" value.

Step 2 – Recommender Receives a Request for Recommendation Letter

Recommenders get an email notification containing a secure link that they can click to fill the recommendation in OSCAR. Recommenders do not actually need to log into the system if they use the secure link. It takes them directly to the screen in OSCAR where they upload or input their letter. However, the secure login link expires after 14 days.

OSCAR will send out the recommendation request email when the applicant adds the recommender to an application. Recommenders can choose to receive email notifications of pending and new recommendation requests by selecting the appropriate settings in their OSCAR profile. These notifications will include the secure login link:



The screenshot shows the "Notification Preferences" page in OSCAR. The left sidebar includes: Home, Recommendations, Documents, Profile, My Account, Notification Preferences, Training, and Help. The main content area is titled "Notification Preferences" and includes the following sections:

- Notifications:** Choose what you would like to be notified about in OSCAR and through email.
- New request:**
 - Dashboard
 - Email
- Completed Recommendation:**
 - Dashboard
 - Email

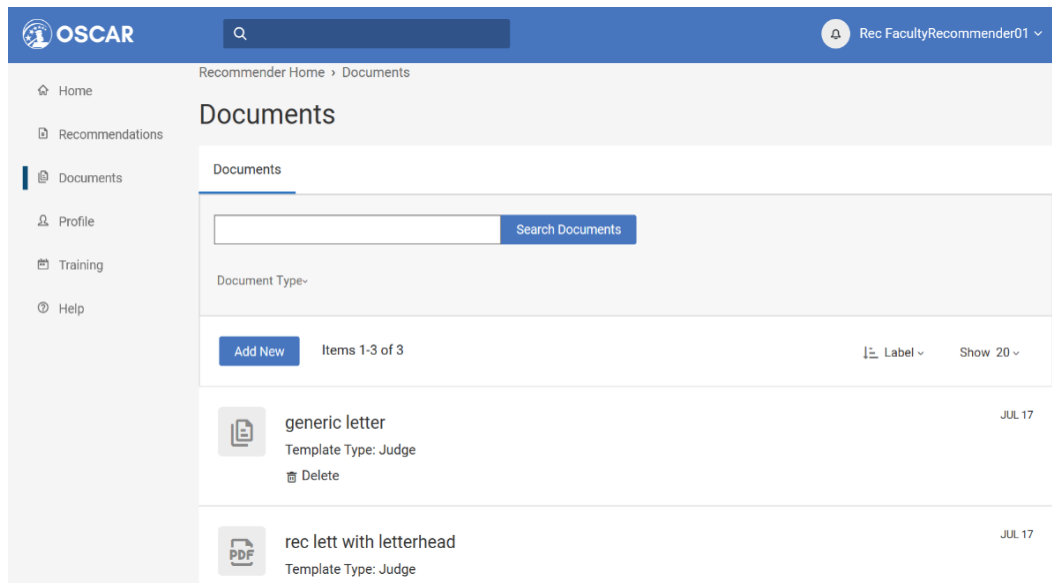
A red circle highlights the "Email" checkboxes for both "New request" and "Completed Recommendation".

Step 3 – Recommender Attaches a Recommendation Letter

OSCAR provides two methods for submitting recommendation letters:

1. Uploading a pre-written letter in Word or PDF format
2. Using OSCAR's online editor to create and submit a letter

The first way (uploading a letter written beforehand and saved as a Word or PDF document) allows you to use letterhead and include a signature. The second way (creating and submitting a letter in OSCAR) can automatically include the receiving judge's or staff attorney's name and address. You can also save these letters as templates for future use in OSCAR. However, the OSCAR online editor does not allow you to include images, such as letterhead or digital signatures:



Either way, once you upload or input your recommendation letter, OSCAR will attach the document to the application packet for the requested position. Letters of recommendation are non-transferrable documents associated with specific applications. If applicants require additional recommendation letters, they will submit an online application to generate additional requests. However, a recommender can designate a letter to attach automatically to additional applications for a specified time period (up to 12 months). In OSCAR, one letter can be attached to multiple clerkship applications in a batch process.

Note: The applicant can see that a letter has been submitted but can never view its contents.

Note: All uploaded documents must be smaller than 1MB in file size.

Upload a Recommendation Letter from a File

Tips

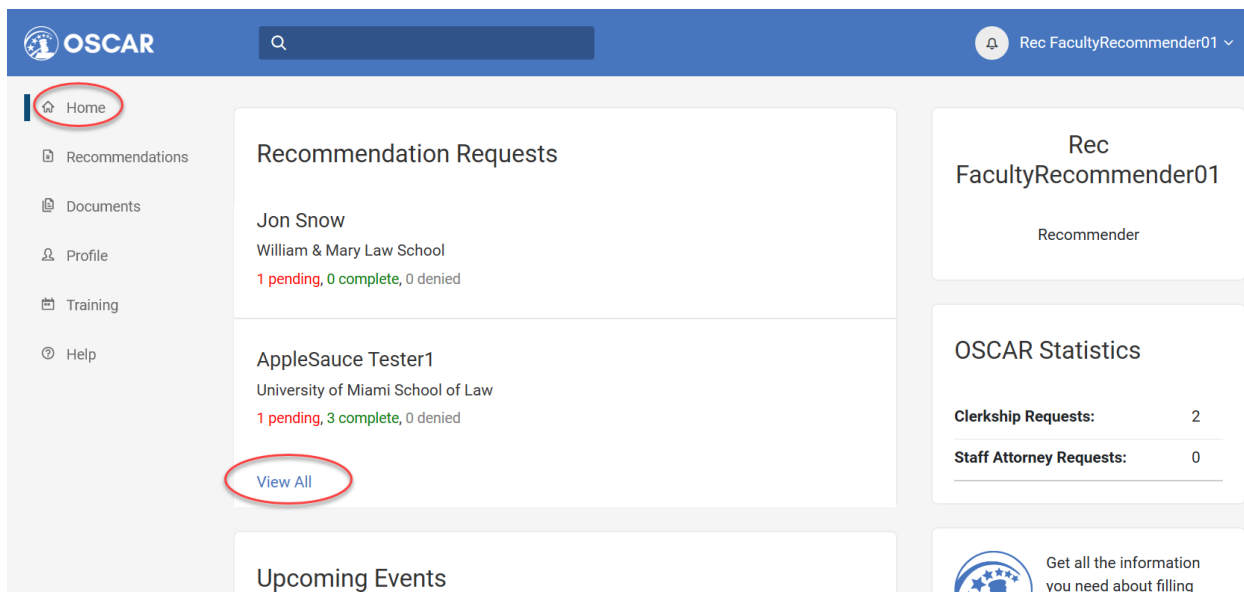
How to Submit a Pre-written Recommendation Letter

OSCAR also allows you to upload a pre-written letter in Word or PDF format. This is a good option if you want to use your own letterhead and include a signature. Once you have written your letter and saved it in Word or as a PDF file, you can upload it in two ways:

1. You can click the secure login link in the recommendation request email you received from OSCAR to upload the letter directly. Skip to Step 3 if you are using the secure link.
2. You can log into your OSCAR account and follow the steps below to upload your letter of recommendation:

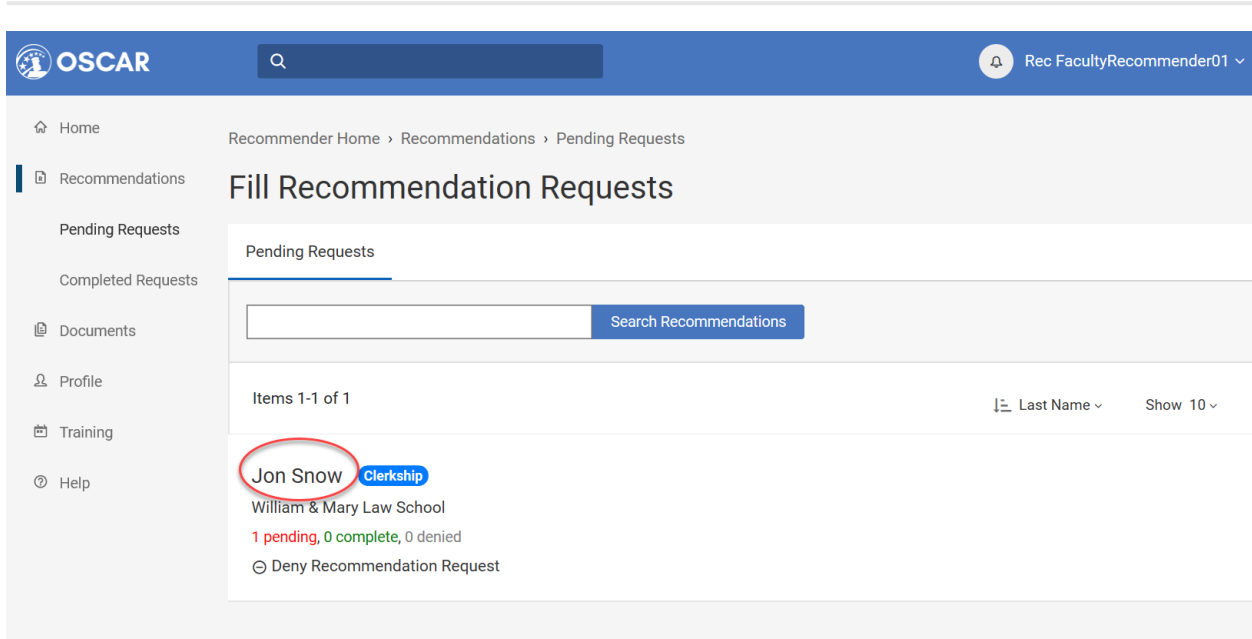
Uploading a Word or PDF Letter

1. On your Home page, you will see a list of pending **Recommendation Requests**. To see all of your requests, select **View All**:



The screenshot shows the OSCAR web application interface. The top navigation bar includes the OSCAR logo, a search bar, and the user's name 'Rec FacultyRecommender01'. The left sidebar contains navigation links: Home (circled in red), Recommendations, Documents, Profile, Training, and Help. The main content area is titled 'Recommendation Requests' and displays a list of requests. The first request is for 'Jon Snow' from 'William & Mary Law School', with '1 pending, 0 complete, 0 denied' requests. The second request is for 'AppleSauce Tester1' from 'University of Miami School of Law', with '1 pending, 3 complete, 0 denied' requests. A 'View All' link is circled in red at the bottom of the list. To the right, there are two summary cards: 'Rec FacultyRecommender01' with 'Recommender' status, and 'OSCAR Statistics' showing 'Clerkship Requests: 2' and 'Staff Attorney Requests: 0'. At the bottom right, there is a banner for 'Upcoming Events' and a message: 'Get all the information you need about filling'.

2. To begin filling your recommendation request, on the **Pending Requests** tab, select the name of the person requesting a letter of recommendation:



OSCAR Rec FacultyRecommender01

Home > Recommendations > Pending Requests

Fill Recommendation Requests

Pending Requests

Search Recommendations

Items 1-1 of 1

Last Name Show 10

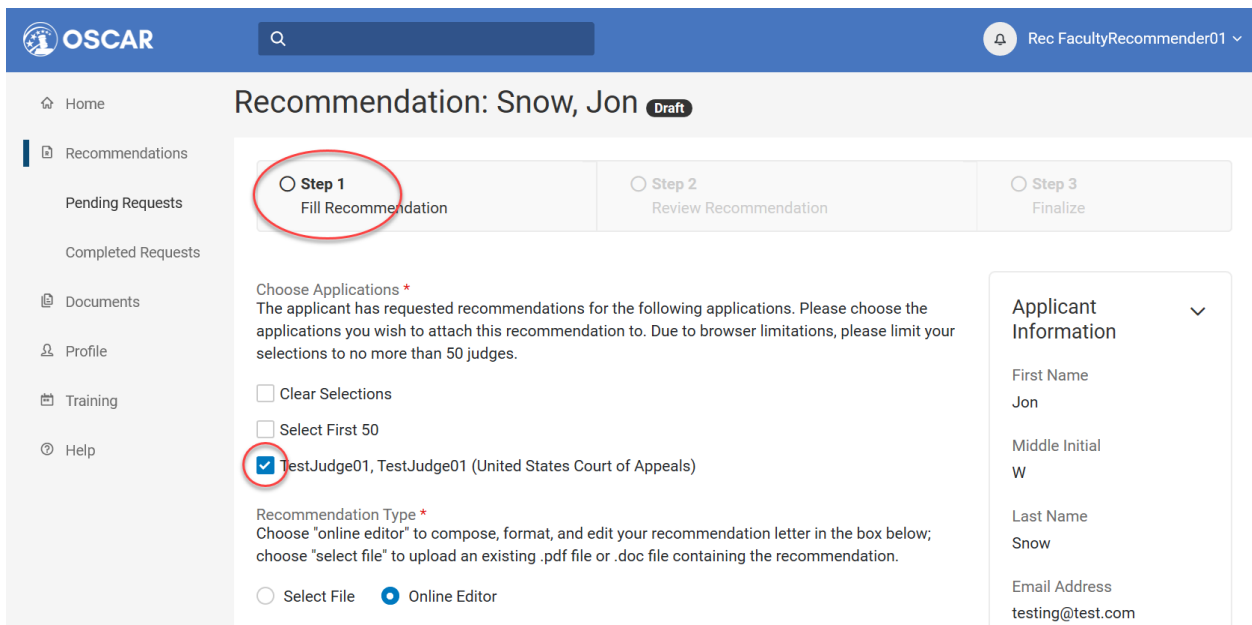
Jon Snow Clerkship

William & Mary Law School

1 pending, 0 complete, 0 denied

Deny Recommendation Request

3. OSCAR will open the 3-step process for filling the request. In **Step 1**, under **Choose Applications**, check the box for the application you wish to attach this recommendation to:



OSCAR Rec FacultyRecommender01

Home Recommendation: Snow, Jon Draft

Step 1: Fill Recommendation

Step 2: Review Recommendation

Step 3: Finalize

Choose Applications *

The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.

Clear Selections
 Select First 50
 TestJudge01, TestJudge01 (United States Court of Appeals)

Recommendation Type *

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

Select File Online Editor

Applicant Information

First Name: Jon

Middle Initial: W

Last Name: Snow

Email Address: testing@test.com

4. Choose the **Select File** button and then select **Upload File** or use the drop down next to **Choose a recent file**:

Choose Applications *

The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.

Clear Selections

Select First 50

TestJudge01, TestJudge01 (United States Court of Appeals)

Recommendation Type *

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

Select File Online Editor

Choose a recent file or

5. Before selecting your pre-written letter from your files, you will be asked to assign it a Template Name and a Template Type (mandatory fields), as shown below:

Upload New Recommendation ×

* indicates a required field

Template Name *

Template Type *

Choose which type of application this recommendation template will be used for.

Judge

Maximum File Size: 1MB

6. Once you have provided a template name and type, select **Browse** and choose the Word or PDF letter from your browsed files. Then select **Open**, as shown below:


Upload New Recommendation ✕

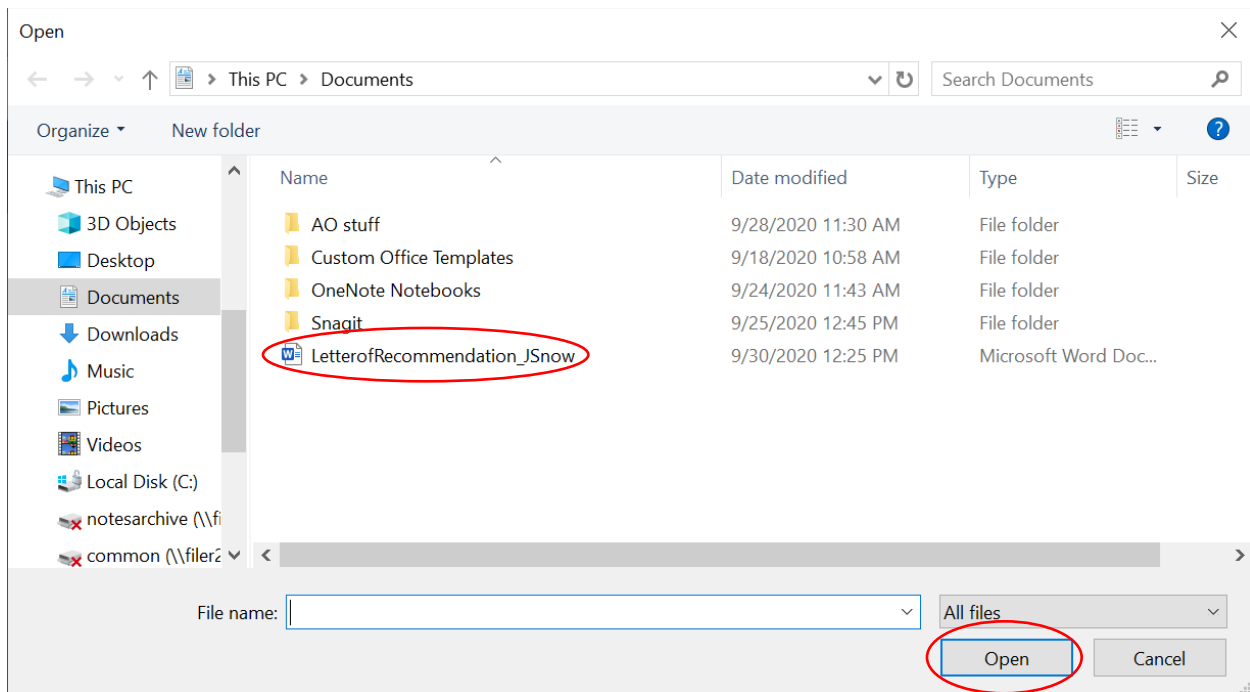
Template Name *

Template Type *
Choose which type of application this recommendation template will be used for.

Judge

Maximum File Size: 1MB


Browse



7. Then select **Upload**:

Upload New Recommendation ✕

Template Name *

Template Type *
Choose which type of application this recommendation template will be used for.

Judge

Maximum File Size: 1MB

Letter of Recommendation_JonSnow.docx

100% Cancel

Cancel **Upload**

8. Then select **Next: Review**:

Choose Applications *

The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.

Clear Selections

Select First 50

TestJudge01, TestJudge01 (United States Court of Appeals)

Recommendation Type *

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

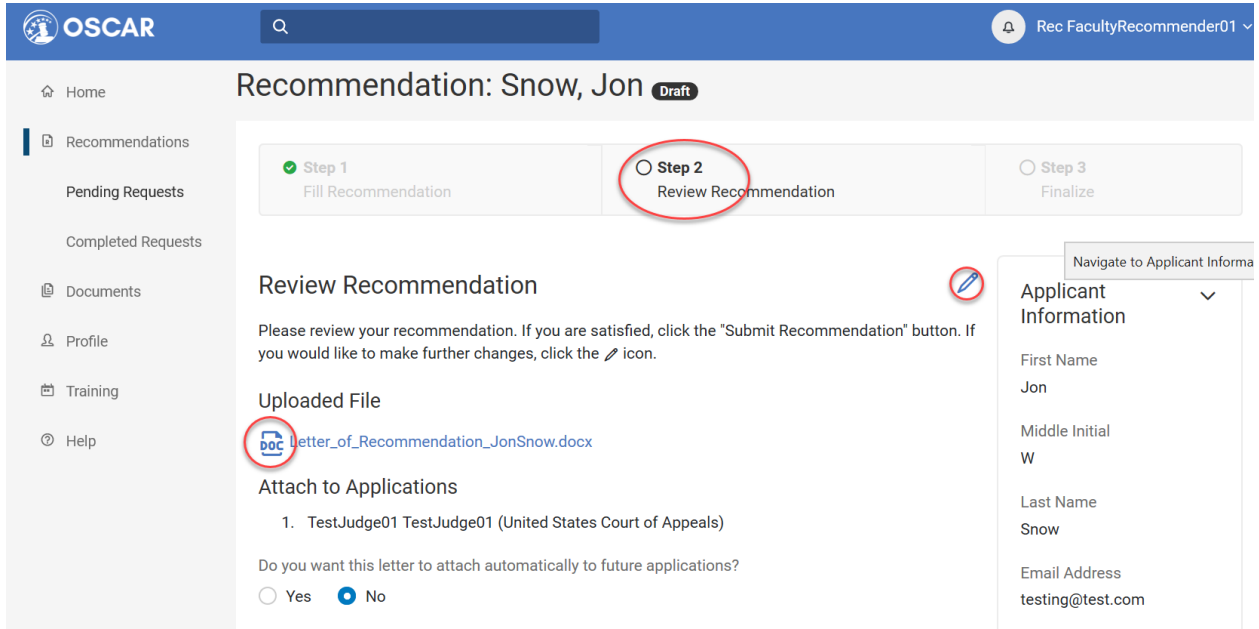
Select File Online Editor

LC
LAST USED ON 2020-10-23 ✕

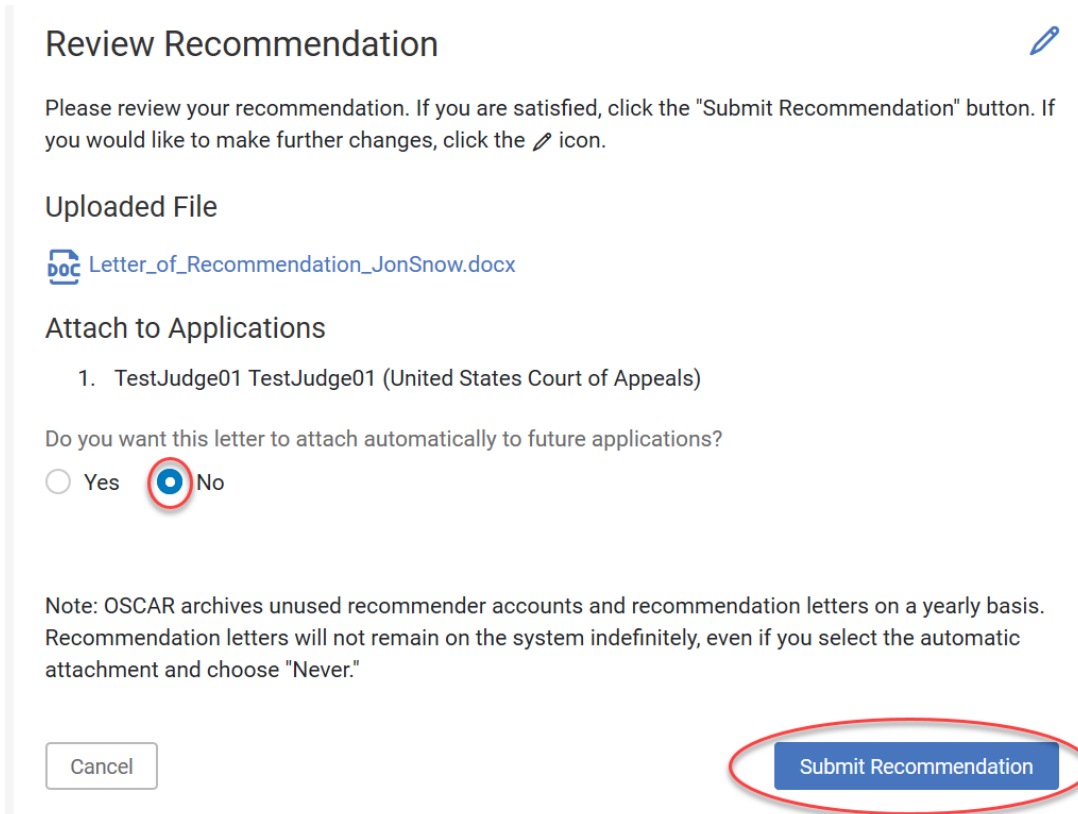
Cancel **Next: Review**

n/recommender/fill/clerkship?s=FillRecommendationSection&mode=fc

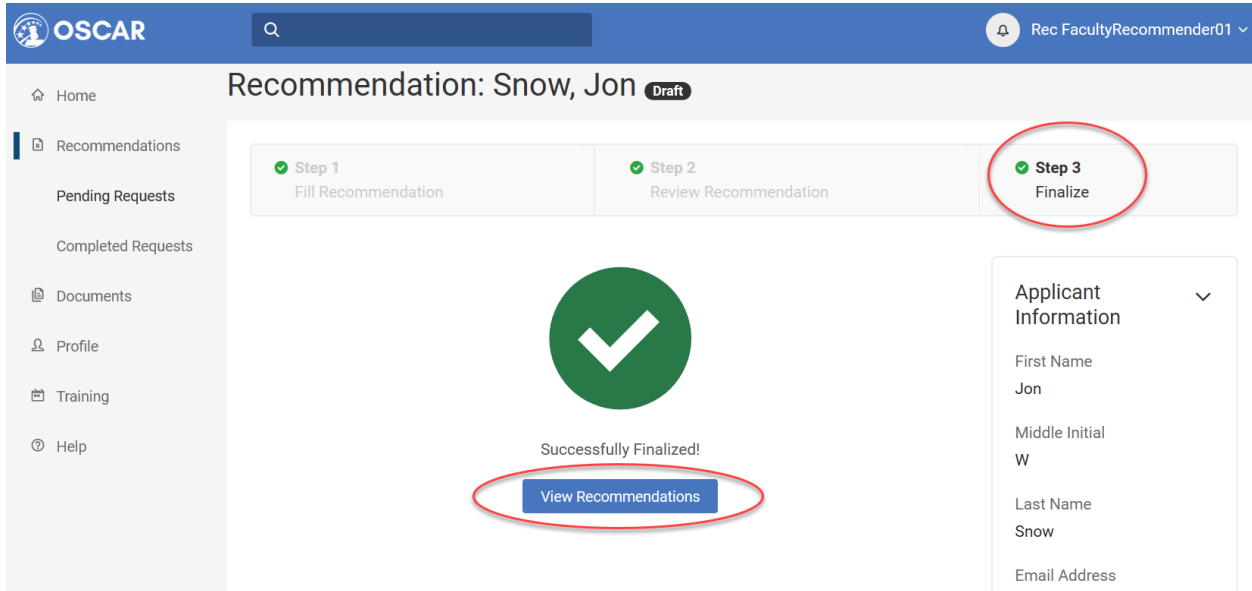
9. OSCAR will open in **Step 2**. First, under **Review Recommendation**, you can look over your attached letter to make sure it is correct by opening the uploaded file. (If you want to make changes, click on the edit (pencil) icon, which will return you to **Step 1**.)



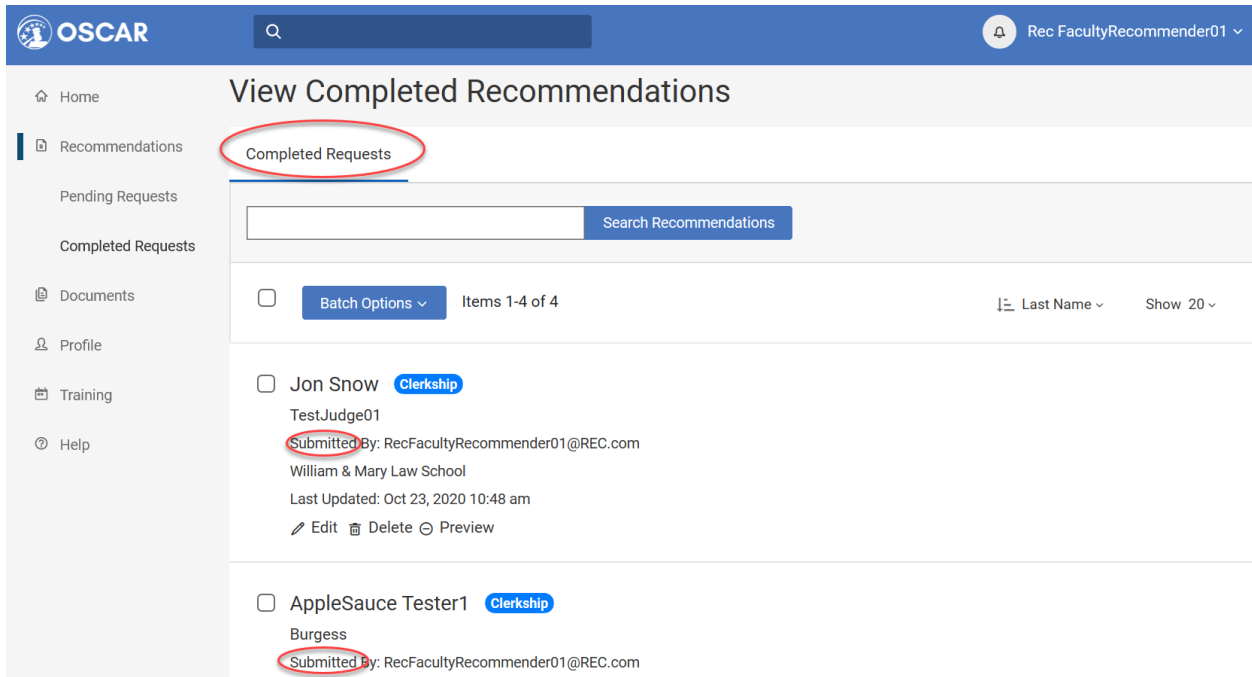
10. If you are satisfied with your letter, under **Attach to Applications**, select **Yes** or **No**. Then select **Submit Recommendation** to get to the final step:



11. OSCAR will open in **Step 3**. This step confirms your submitted recommendation. To see all your completed recommendations, click **View Recommendations**:



12. Here you can view your **Completed Requests**:



Note: You can also compose a letter using OSCAR’s online editor tool and easy-to-use templates. See the [Enter a Recommendation Letter Using the Online Editor tip sheet](#), the [Quick Reference Guide – Recommenders](#), and other helpful [Recommender Resources](#) found on your home page in OSCAR.

PDF Conversion

Tips

Converting a Word Document to a PDF File

OSCAR accepts both Word and PDF format and will convert letters written in Word to a PDF. However, if you wish to convert a document to a PDF file before uploading to OSCAR for any reason, here is how to do that.

What Is a PDF File?

The Portable Document Format (PDF) allows OSCAR users to upload application documents so that they will look the same on any device and will print out exactly as they were intended. PDF files are typically meant for viewing, not editing. They can preserve the formatting and content of your documents, including letterhead and signature.

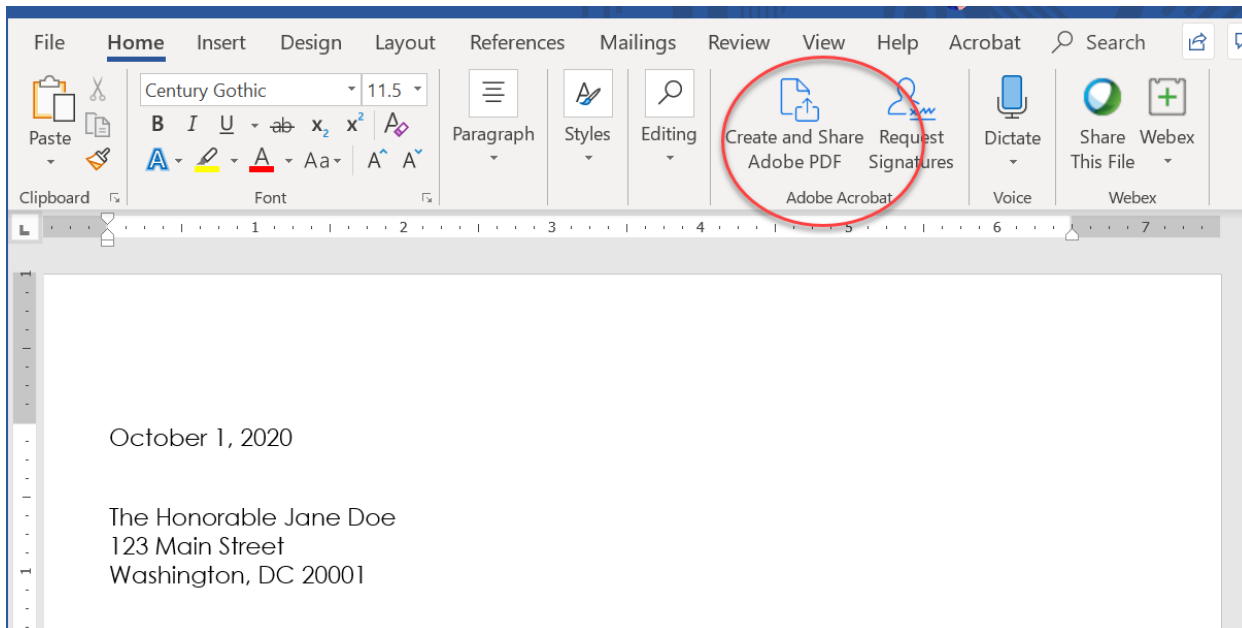
How to Convert a Letter to PDF Format

There are several ways to convert documents to PDF format, depending on the device you are using and the software application or desktop publishing program you use. The most common software is Microsoft Word, but there are other applications you can use (see note below). It also matters which version of Windows you are using (for example, Windows 10). You will also need to download a free PDF viewer (such as Adobe Reader) to open or view a PDF.

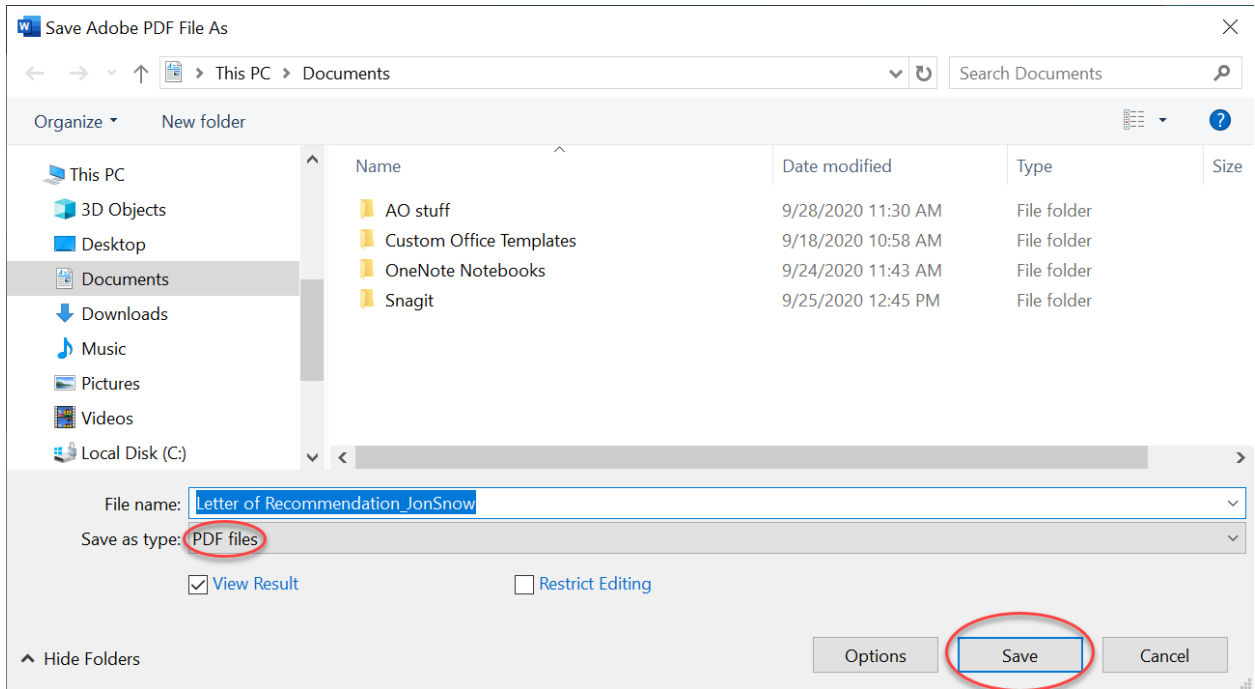
Personal computers (PC's)

If you are on a PC, there are several easy ways to convert a Word document to a PDF file:

1. From the banner, click on **Create and Share Adobe PDF**:

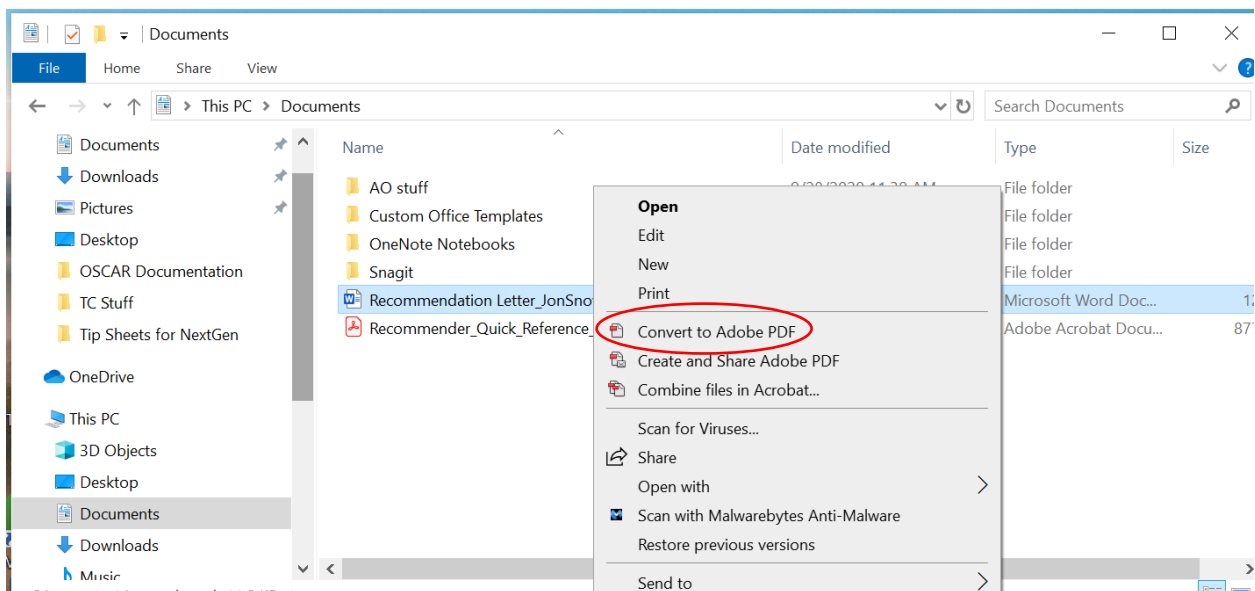


2. This converts your document to a PDF file which you can rename if you want. Click **Save** to save it to your desktop, shared drive, or wherever you keep your files:

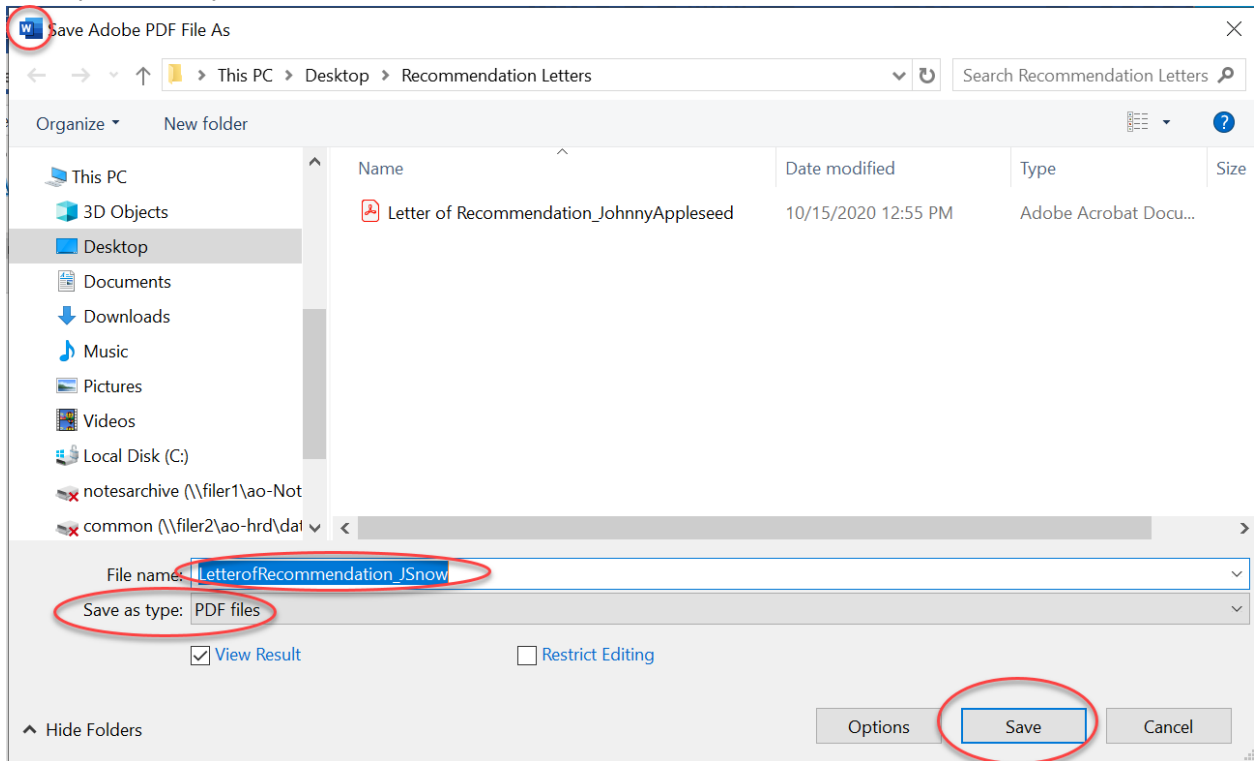


Whenever you see a document that ends in .pdf, it is a PDF file.

3. Another quick and simple way to create a PDF is to right-click the Word document in your files and select **Convert to Adobe PDF** from the drop-down pop-up menu:

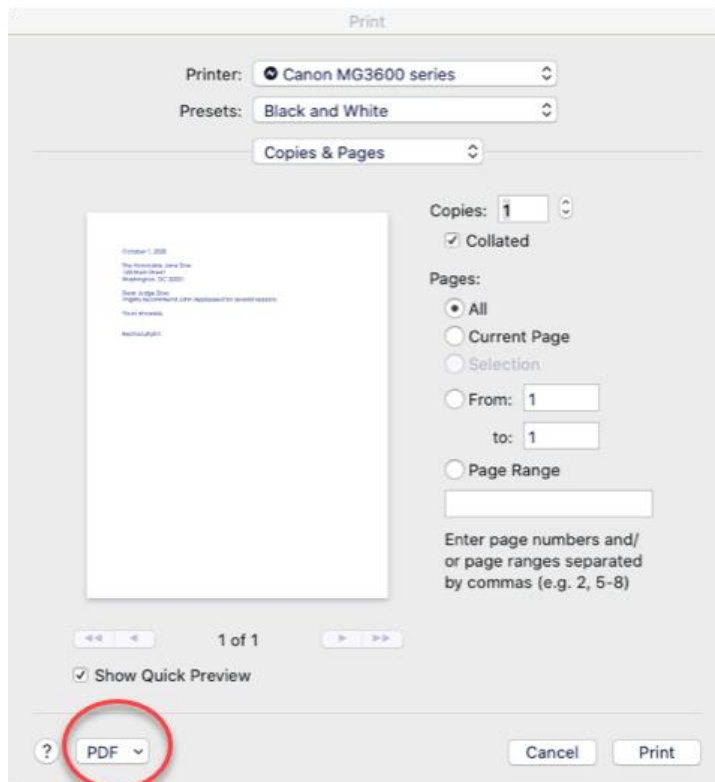


4. After you name your PDF file, select **Save**:



Macintosh devices (Mac's)

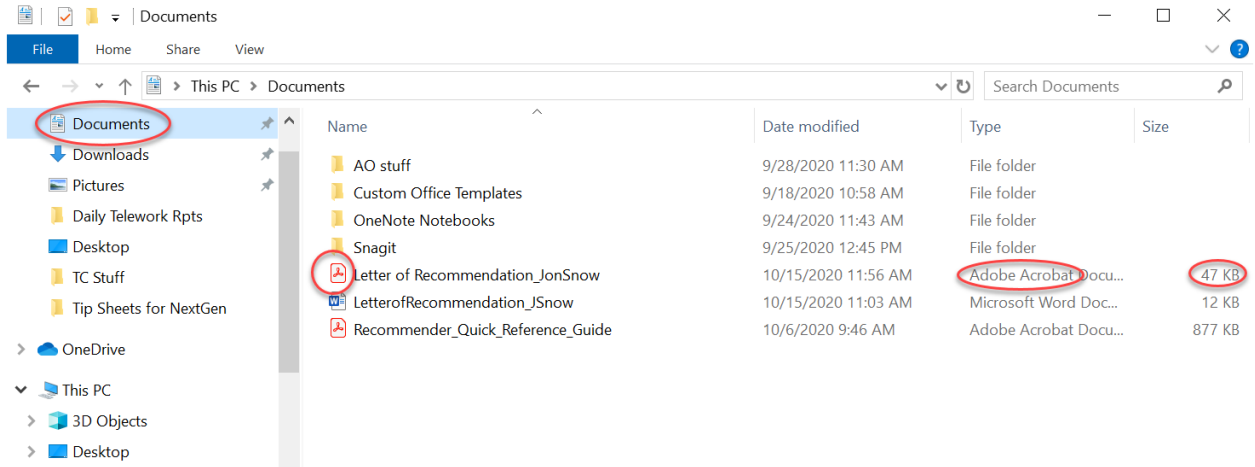
If you are on a Mac, the Print option has a **PDF** dropdown that lets you **Save as** a PDF file:



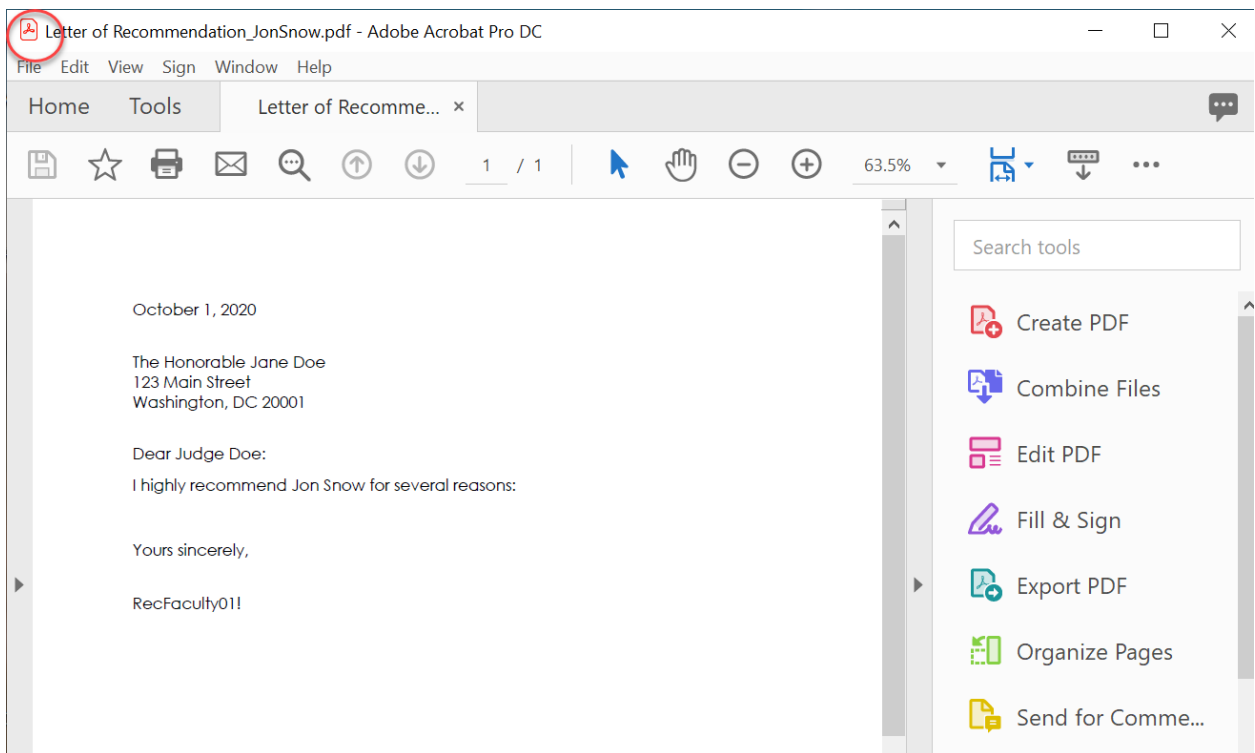
How Do I Open a PDF File?

Once you have downloaded a PDF viewer (such as Adobe Reader), you can view any PDF file.

1. Locate the document you want to view and double-click the PDF icon to open it:



2. Your PDF document will open as follows:



*Note: If you are uploading a pre-written letter in Word, it will appear as a Word document (a **DOC** icon shows), which OSCAR will convert to PDF format (showing a **PDF** icon):*

Recommender Home > Recommendations > Completed Requests


FacultyRecommender01, Rec

Step 1
Edit Recommendation

Step 2
Confirm Recommendation

Step 3
Finalize

Uploaded File:

 LetterofRecommendation_JSnow.docx

Attach to Applications:

- TestJudge01 TestJudge01

Edit Recommendation

Submit Recommendation

Applicant Information ▾


First Name
Jon

Middle Initial
W

Last Name
Snow

Email Address

Uploaded File:

 LetterofRecommendation_JSnow.pdf

Attach to Applications:

- TestJudge01 TestJudge01

Edit Recommendation

Submit Recommendation

Applicant Information ▾

First Name
Jon


Middle Initial
W

Last Name
Snow

If you are composing a letter in OSCAR online, it will automatically save in PDF format (showing a PDF icon):

Typed-in Letter

The merge fields you have chosen will be replaced with the appropriate data when the letter is completed.

Note: The merge fields you have chosen will be replaced with the appropriate data when the letter is completed. You may preview how your merged recommendation will look by clicking the  icon next to each name below. You must click on the Confirm Recommendation button to update your letter with the edits.

[date]


[honorable_judgename]

[formatted_address]

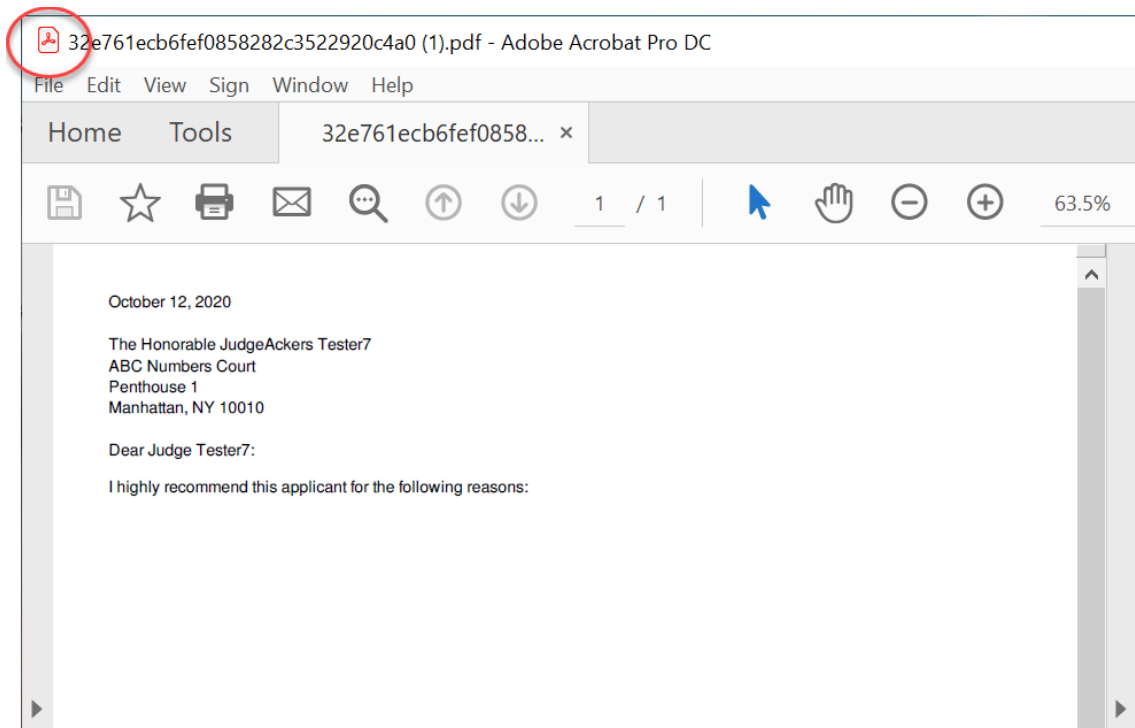
Dear Judge [judge_lname]:

I highly recommend this applicant for the following reasons:

Attach to Applications

1.  JudgeAckers Tester7 (United States District Court)

After you double-click the PDF file, it will **open** as a standard PDF document:



Format of Files

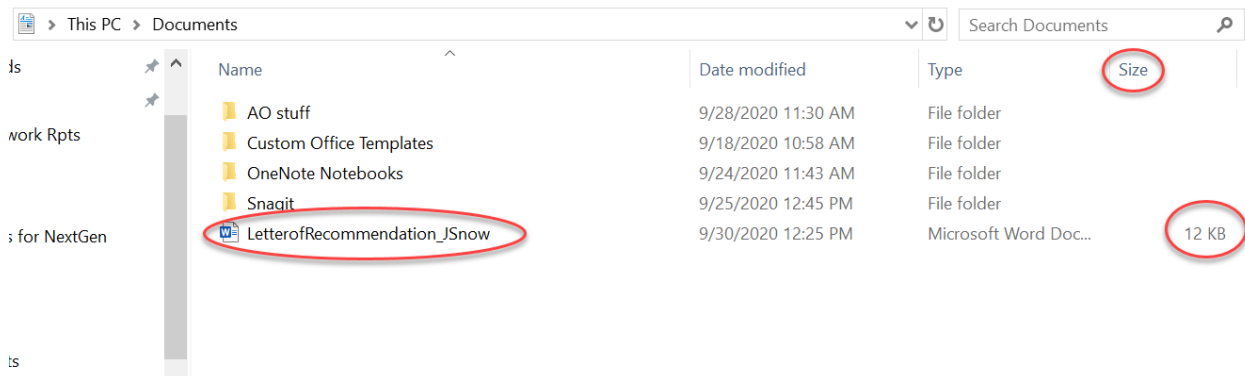
If you are uploading a Word document to OSCAR, there are a couple of things to keep in mind:

- Use standard fonts in application documents before converting to PDF format.
- Avoid formatting resumes that list the employers, employment location, and/or employment dates at the far right margin.

Size of Files

All documents uploaded to OSCAR must be smaller than 1MB in file size.

To check the size of your document, look at the information displayed next to your file name:



Note: The OSCAR Help Desk does not provide PDF format conversion support.

Note: The Judiciary does not endorse any specific software that converts documents to PDF format or any apps that open and read PDF files. Some word processing programs already have the ability to allow users to publish a document to PDF format directly. For example, documents created in Corel WordPerfect can be converted to PDF format by selecting Publish to PDF under the File menu located at the top left side of the screen. Several companies provide software or web-based services to turn documents into PDF files for free. Users can quickly find such companies by conducting an Internet search that includes the terms “PDF” and “convert”. The results of such a search will give you many options to convert a file to PDF format.

Note: For help with how to submit recommendations to application packets in OSCAR, see the [Uploading a Letter of Recommendation](#) or [Entering a Recommendation Letter Online](#) tip sheets.

Entering a Recommendation Using the Online Editor

Tips

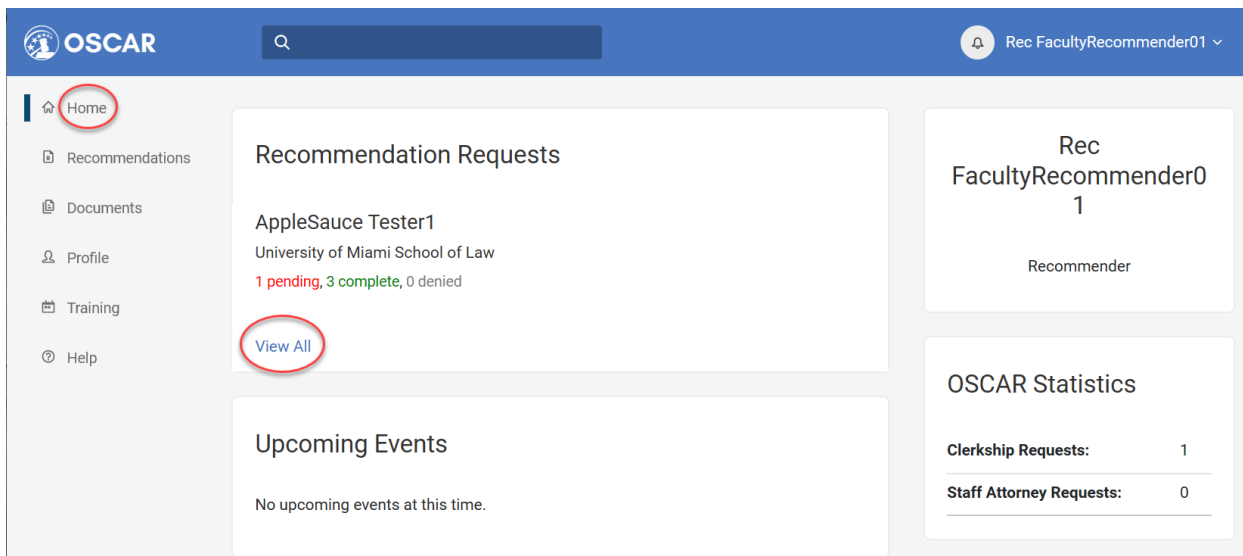
How to Create and Submit a Recommendation Letter Online in OSCAR

OSCAR also provides a way for you to create recommendation letters while logged into the system. It is called the online editor tool. This is a good option if you want to be able to write a generic letter that OSCAR will automatically customize with the name and address information of any judges or staff attorney offices to whom it is sent using merge fields (discussed below). Letters created using the online editor can be saved as letter templates in OSCAR for future use.

Once you are logged into OSCAR, follow these steps to input your letter of recommendation and submit it using the online editor tool:

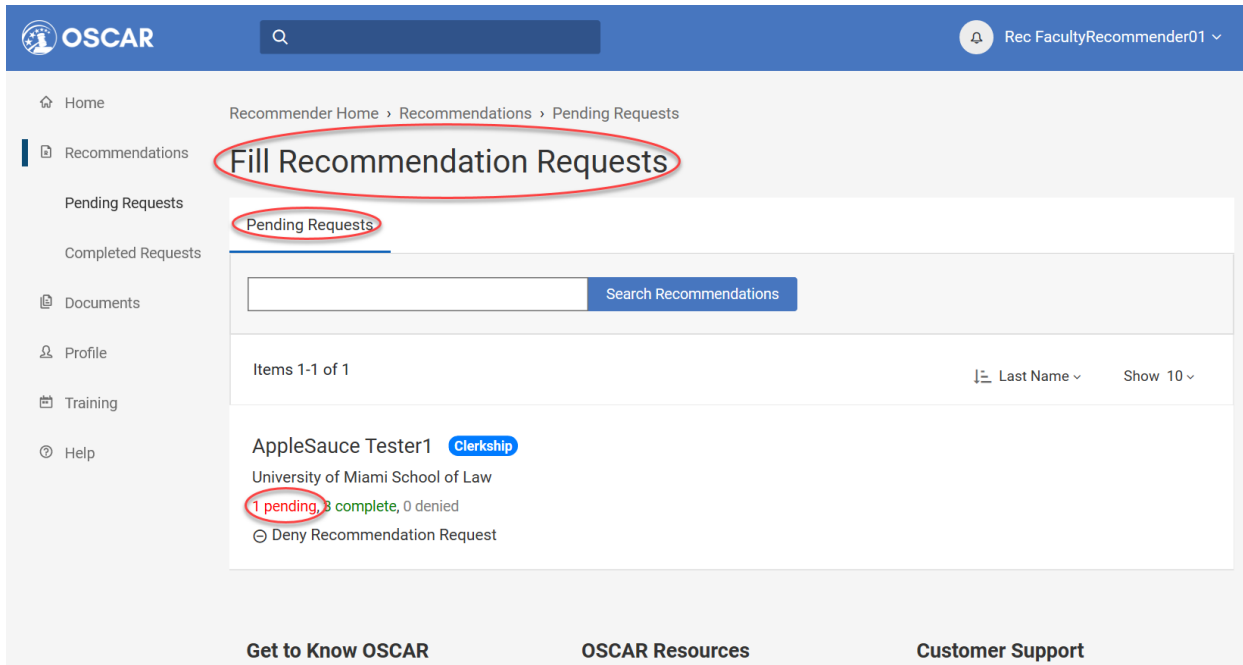
Writing a Recommendation Letter in OSCAR

1. Go to your Home page. Under **Recommendation Requests**, select **View All**:



The screenshot shows the OSCAR web application interface. The top navigation bar includes the OSCAR logo, a search bar, and the user's name 'Rec FacultyRecommender01'. The left sidebar contains navigation links: Home (circled in red), Recommendations, Documents, Profile, Training, and Help. The main content area is divided into three sections: 'Recommendation Requests' for 'AppleSauce Tester1' at the 'University of Miami School of Law', showing '1 pending, 3 complete, 0 denied' and a 'View All' button (circled in red); 'Upcoming Events' with the message 'No upcoming events at this time.'; and 'OSCAR Statistics' showing 'Clerkship Requests: 1' and 'Staff Attorney Requests: 0'.

2. OSCAR will display your **Fill Recommendation Requests** page with any pending requests:



OSCAR Rec FacultyRecommender01

Home > Recommendations > Pending Requests

Fill Recommendation Requests

Pending Requests

Completed Requests

Documents

Profile

Training

Help

Search Recommendations

Items 1-1 of 1 Last Name Show 10

AppleSauce Tester1 **Clerkship**

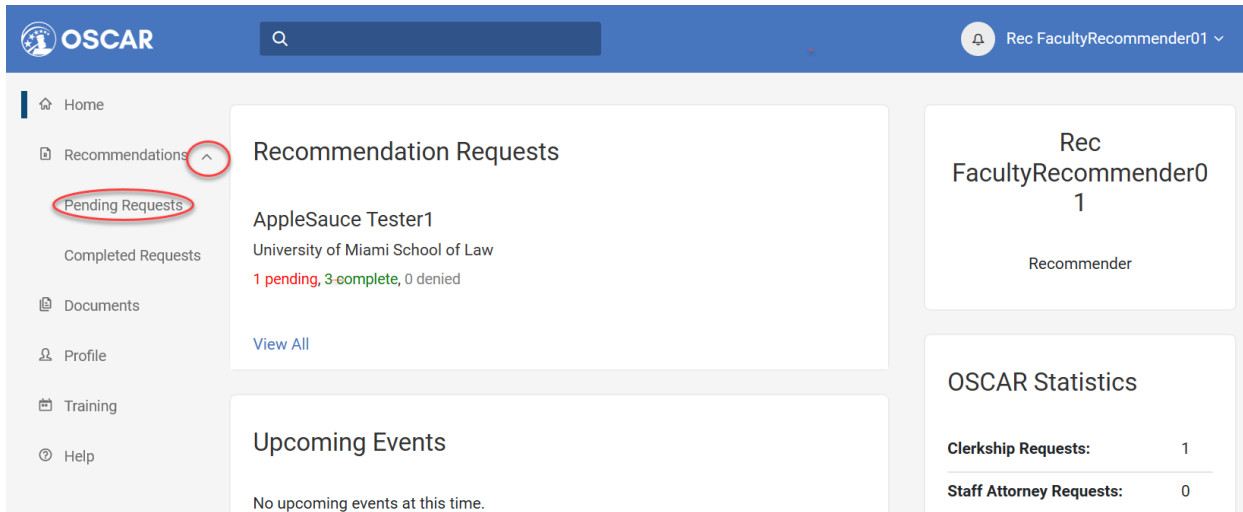
University of Miami School of Law

1 pending, 3 complete, 0 denied

Deny Recommendation Request

Get to Know OSCAR OSCAR Resources Customer Support

Note: You can also use the left-side navigation bar to get to the same page. Use the dropdown next to **Recommendations** and then click **Pending Requests**.



OSCAR Rec FacultyRecommender01

Home

Recommendations

Pending Requests

Completed Requests

Documents

Profile

Training

Help

Recommendation Requests

AppleSauce Tester1

University of Miami School of Law

1 pending, 3 complete, 0 denied

View All

Upcoming Events

No upcoming events at this time.

Rec FacultyRecommender01

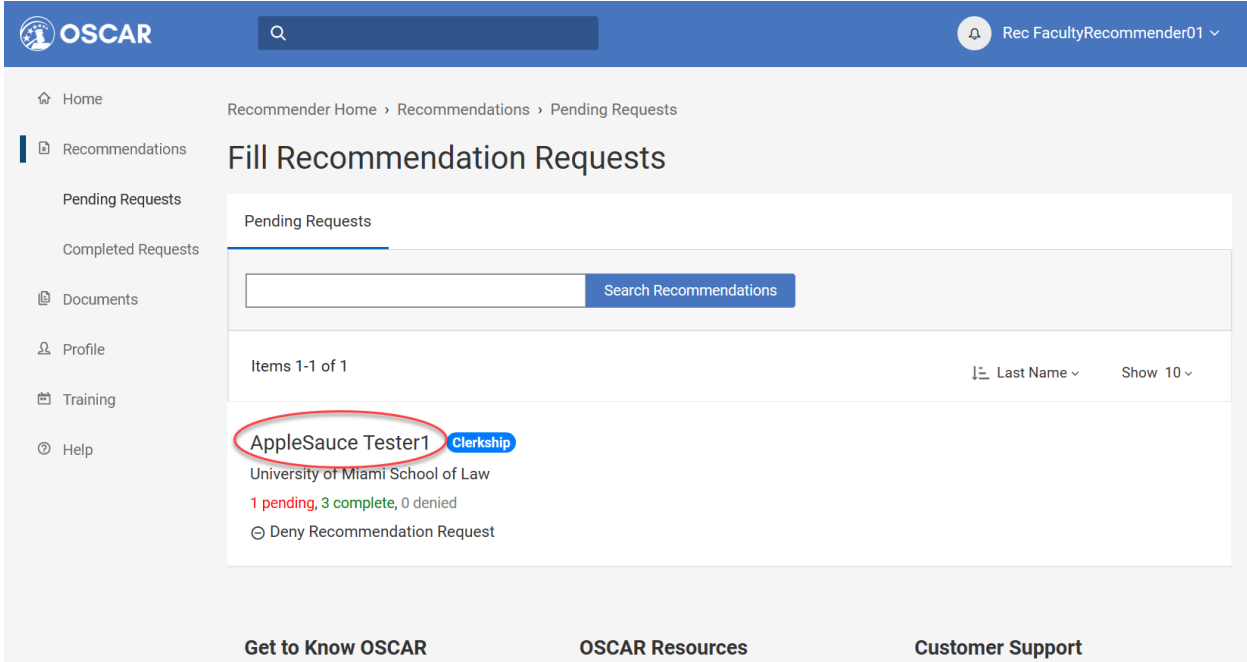
Recommender

OSCAR Statistics

Clerkship Requests: 1

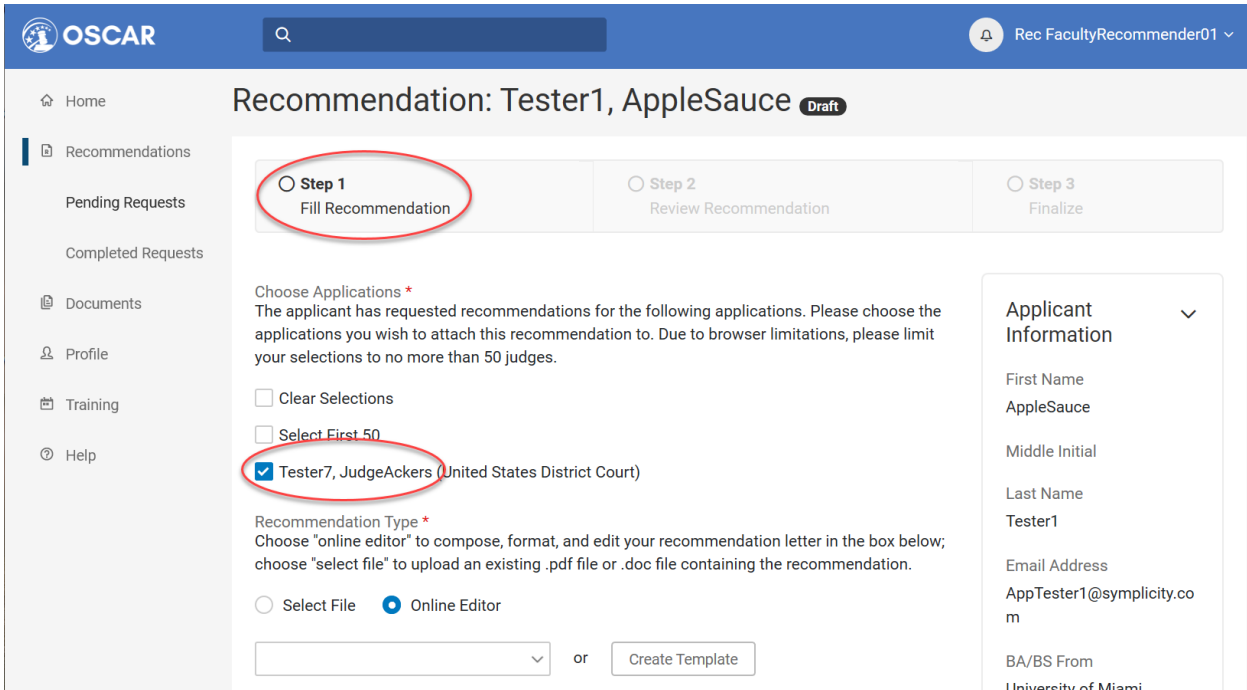
Staff Attorney Requests: 0

3. Click on the name of the person with a pending request:



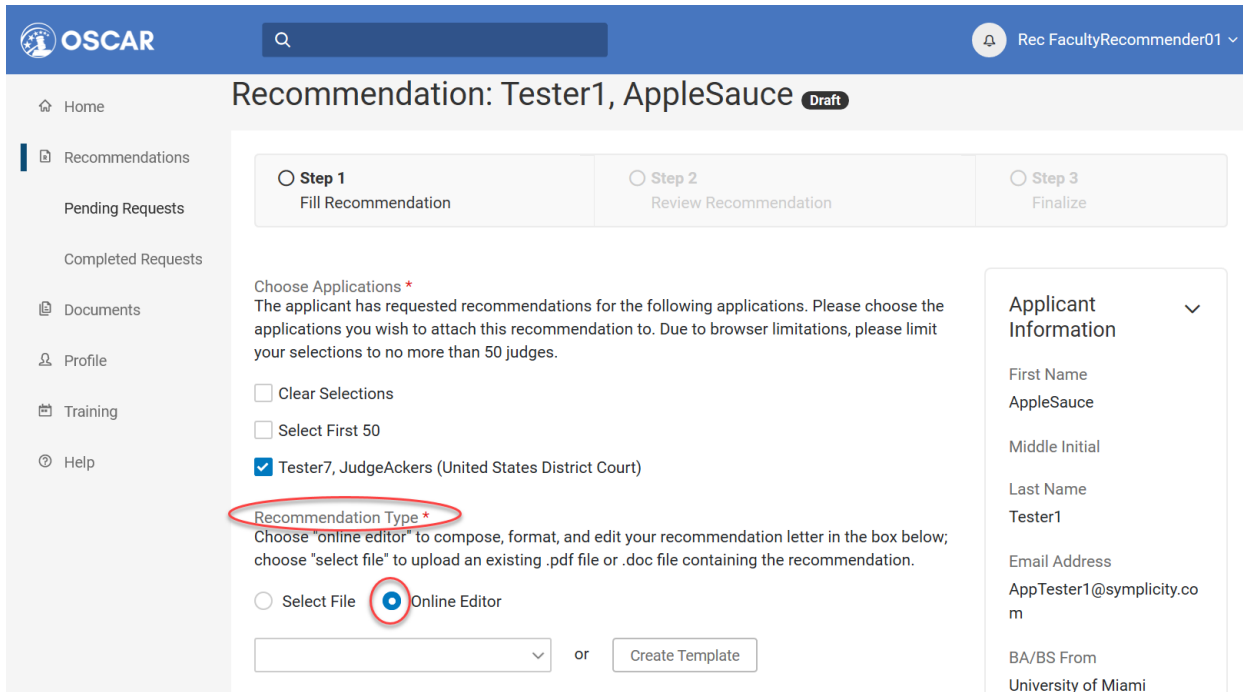
The screenshot shows the OSCAR Recommender Home interface. The breadcrumb trail is "Recommender Home > Recommendations > Pending Requests". The main heading is "Fill Recommendation Requests". Below this is a search bar and a "Search Recommendations" button. The results show "Items 1-1 of 1" with a sort option for "Last Name" and a "Show 10" dropdown. The first item is "AppleSauce Tester1" with a "Clerkship" tag. Below the name, it says "University of Miami School of Law" and "1 pending, 3 complete, 0 denied". There is a "Deny Recommendation Request" button. At the bottom, there are links for "Get to Know OSCAR", "OSCAR Resources", and "Customer Support".

4. OSCAR will open the 3-step process for filling the request. In **Step 1**, under **Choose Applications**, first select the application you wish to attach this recommendation to:



The screenshot shows the "Recommendation: Tester1, AppleSauce" page in a "Draft" state. The breadcrumb trail is "Home > Recommendations > Pending Requests". The main heading is "Recommendation: Tester1, AppleSauce". Below this is a progress bar with three steps: "Step 1: Fill Recommendation" (circled in red), "Step 2: Review Recommendation", and "Step 3: Finalize". The "Choose Applications" section is active, showing a list of applications. The application "Tester7, JudgeAckers (United States District Court)" is selected with a checked checkbox. Below this, there is a "Recommendation Type" section with options for "Select File" and "Online Editor" (selected). There is a text input field and a "Create Template" button. On the right, there is an "Applicant Information" section with fields for First Name (AppleSauce), Middle Initial, Last Name (Tester1), Email Address (AppTester1@symplicity.com), and BA/BS From (University of Miami).

- Then, under **Recommendation Type**, select the **Online Editor** button to begin inputting a letter in OSCAR:



OSCAR

Rec FacultyRecommender01

Recommendation: Tester1, AppleSauce **Draft**

Step 1: Fill Recommendation | Step 2: Review Recommendation | Step 3: Finalize

Choose Applications *

The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.

Clear Selections

Select First 50

Tester7, JudgeAckers (United States District Court)

Recommendation Type *

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

Select File Online Editor

[Dropdown Menu] or Create Template

Applicant Information

First Name: AppleSauce

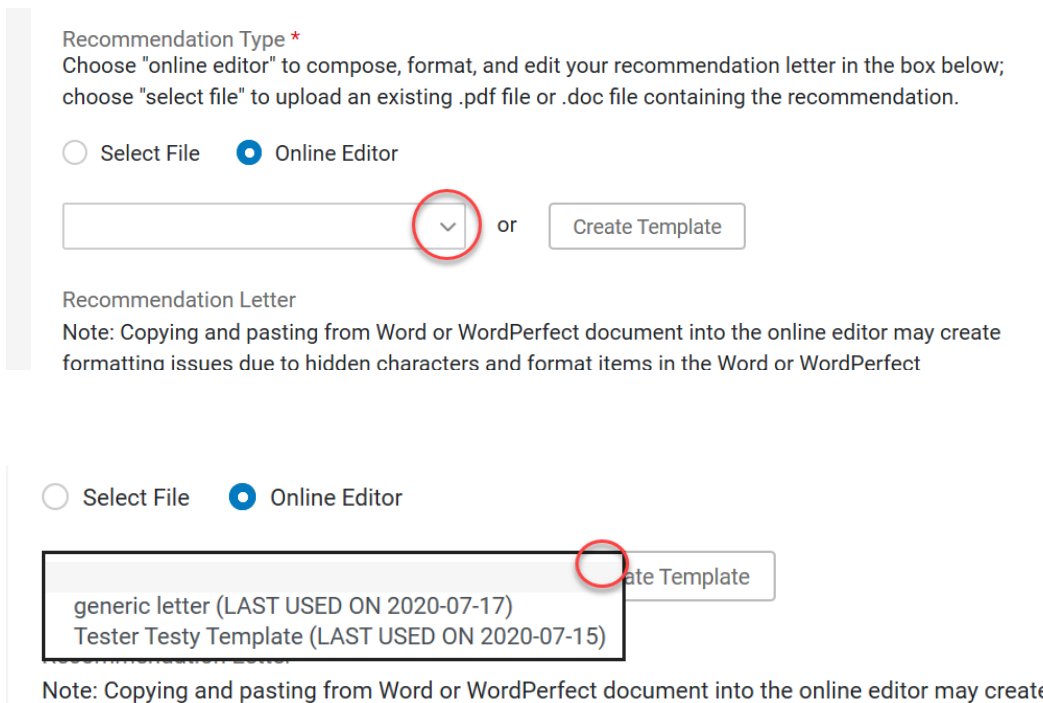
Middle Initial:

Last Name: Tester1

Email Address: AppTester1@symplicity.com

BA/BS From: University of Miami

Note: You can also use the dropdown menu to select a generic letter at this point that you have previously created in OSCAR as a template (as shown below):



Recommendation Type *

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

Select File Online Editor

[Dropdown Menu] or Create Template

Recommendation Letter

Note: Copying and pasting from Word or WordPerfect document into the online editor may create formatting issues due to hidden characters and format items in the Word or WordPerfect

Select File Online Editor

[Dropdown Menu] or Create Template

generic letter (LAST USED ON 2020-07-17)

Tester Testy Template (LAST USED ON 2020-07-15)

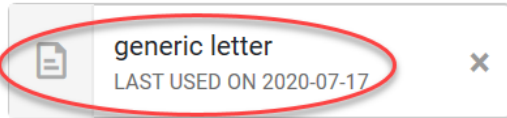
Note: Copying and pasting from Word or WordPerfect document into the online editor may create

Selecting the "generic letter" that you created will attach it to the request as a document:

Recommendation Type *

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

Select File Online Editor

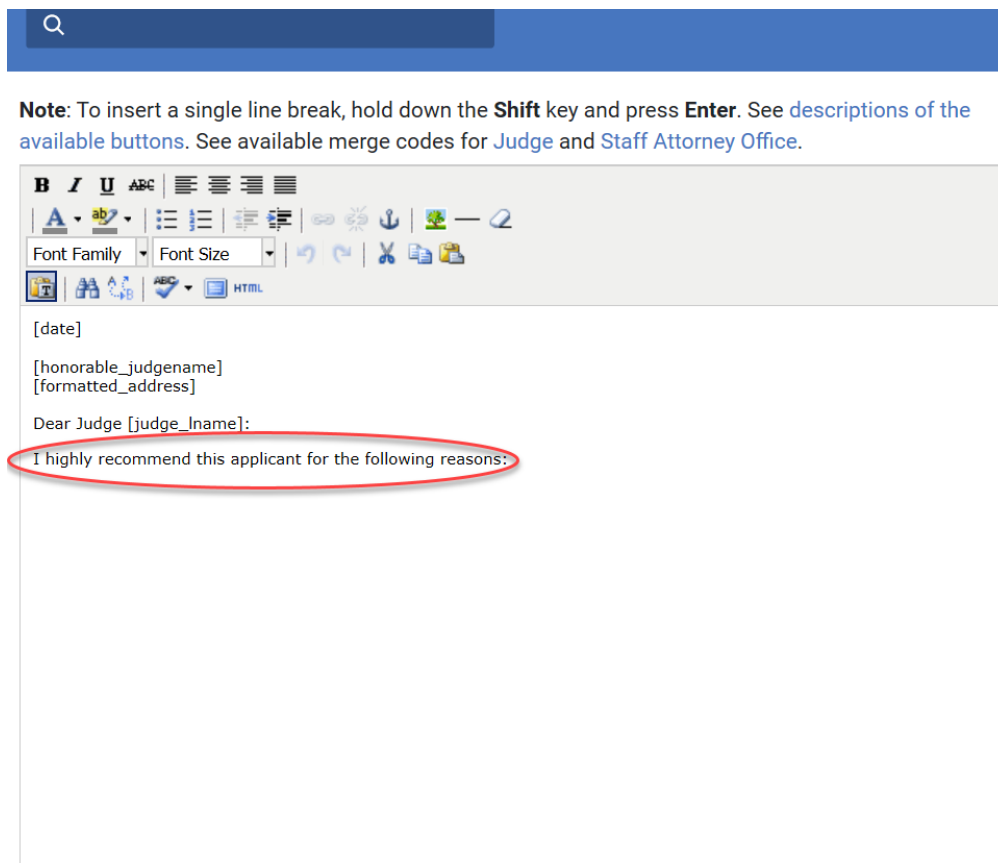


Recommendation Letter

Note: Copying and pasting from Word or WordPerfect document into the online editor may create

Note: If your letter includes the default “merge fields,” OSCAR will automatically customize your letter with the name and address of the judge or staff attorney to whom it is sent. You can review your letter in OSCAR’s **Step 2**.

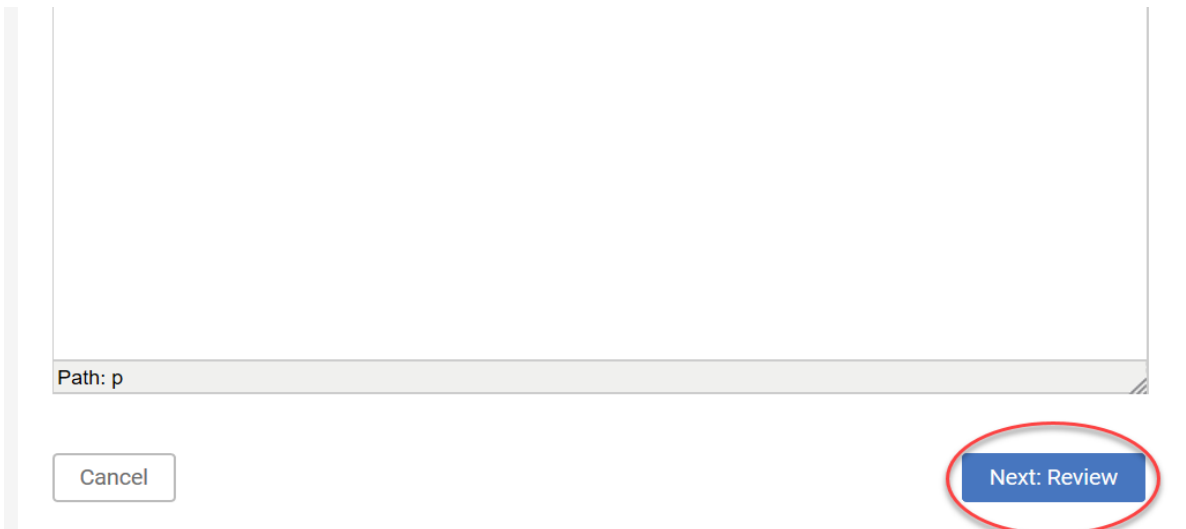
6. If you prefer to write a recommendation letter from scratch, use the text box to begin typing in your letter, as shown below:



Note: To insert a single line break, hold down the **Shift** key and press **Enter**. See [descriptions of the available buttons](#). See available merge codes for [Judge](#) and [Staff Attorney Office](#).

[date]
[honorable_judgename]
[formatted_address]
Dear Judge [judge_name]:
I highly recommend this applicant for the following reasons:

7. Then select **Next: Review** to look over your recommendation letter:



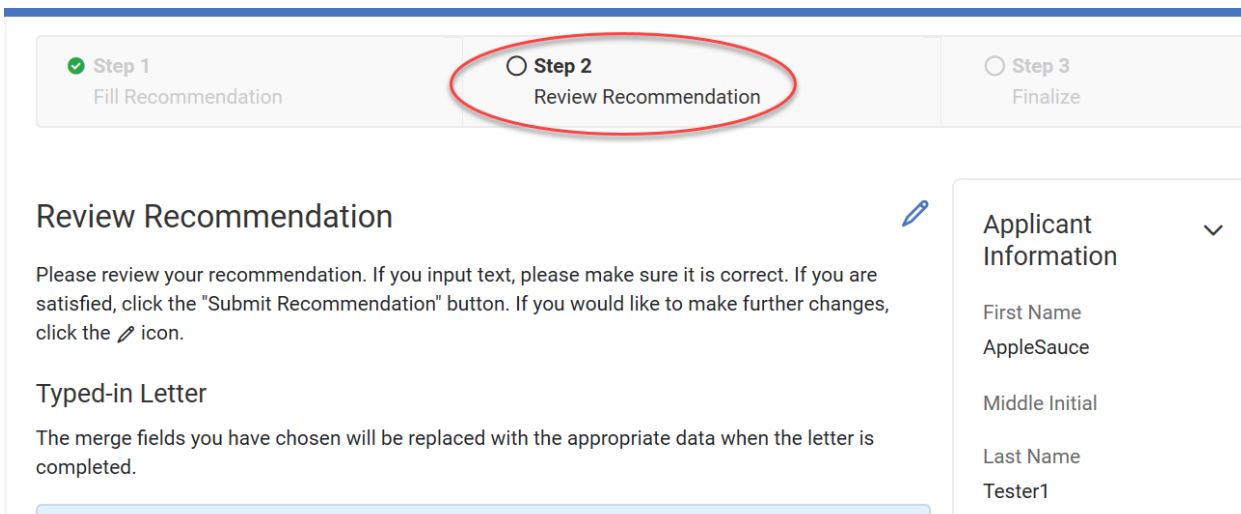
Path: p

Cancel

Next: Review

Submitting a Typed-in Letter in OSCAR

8. OSCAR will open in **Step 2**. This is where you can preview the letter you created:




Step 1
Fill Recommendation

Step 2
Review Recommendation


Step 3
Finalize

Review Recommendation

Please review your recommendation. If you input text, please make sure it is correct. If you are satisfied, click the "Submit Recommendation" button. If you would like to make further changes, click the  icon.

Typed-in Letter

The merge fields you have chosen will be replaced with the appropriate data when the letter is completed.

Applicant Information 

First Name
AppleSauce


Middle Initial

Last Name
Tester1

9. To preview your letter, click the PDF icon next to the recipient, as shown below. (If you want to make changes, click on the edit (pencil) icon, which will return you to **Step 1.**)

Typed-in Letter

The merge fields you have chosen will be replaced with the appropriate data when the letter is completed.

Note: The merge fields you have chosen will be replaced with the appropriate data when the letter is completed. You may preview how your merged recommendation will look by clicking the  icon next to each name below. You must click on the Confirm Recommendation button to update your letter with the edits.


[date]

[honorable_judgename]
[formatted_address]

Dear Judge [judge_lname]:

I highly recommend this applicant for the following reasons:


Attach to Applications

-  JudgeAckers Tester7 (United States District Court)

For your convenience, the judge address block and salutation line for your letter is already pre-filled by the online editor:

Typed-in Letter

The merge fields you have chosen will be replaced with the appropriate data when the letter is completed.

Note: The merge fields you have chosen will be replaced with the appropriate data when the letter is completed. You may preview how your merged recommendation will look by clicking the  icon next to each name below. You must click on the Confirm Recommendation button to update your letter with the edits.


[date]

[honorable_judgename]
[formatted_address]

Dear Judge [judge_lname]:

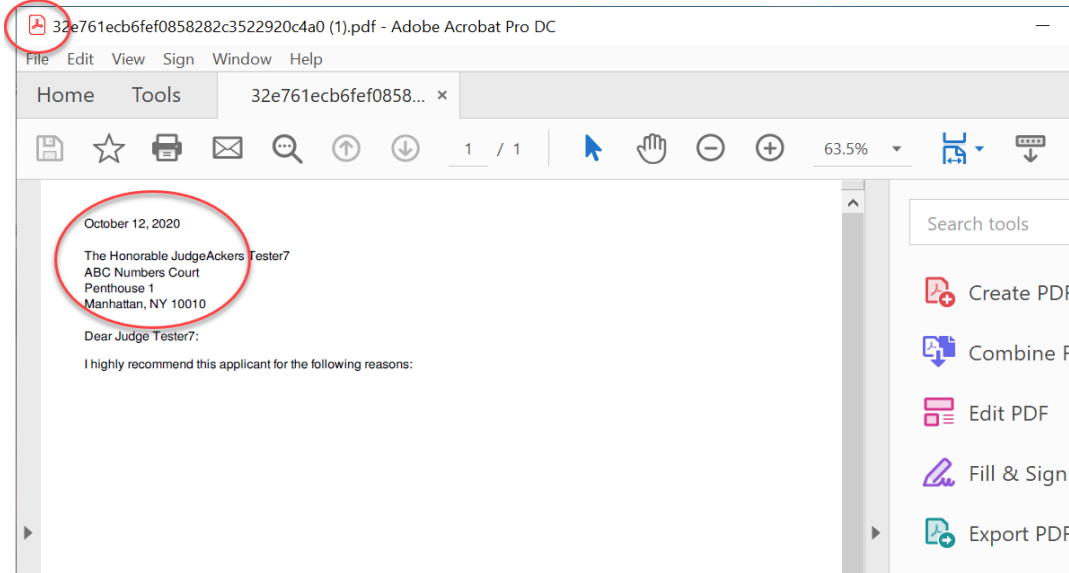
I highly recommend this applicant for the following reasons:

Attach to Applications

-  JudgeAckers Tester7 (United States District Court)

om/home

The merge fields will be replaced with the appropriate data when your letter is completed:



- If you are satisfied with your letter, under **Attach to Applications**, select **Yes** or **No** to opt either to designate a letter to attach automatically to additional applications for a specified time (12 months maximum) or to not have it attach automatically to future applications:


[date]

[honorable_judgename]
[formatted_address]

Dear Judge [judge_name]:

I highly recommend this applicant for the following reasons:

Attach to Applications

-  JudgeAckers Tester7 (United States District Court)

Do you want this letter to attach automatically to future applications?

Yes
 No


Note: OSCAR archives unused recommender accounts and recommendation letters on a yearly basis. Recommendation letters will not remain on the system indefinitely, even if you select the automatic attachment and choose "Never."

Cancel
Submit Recommendation

/recommender/home

11. Next, select **Submit Recommendation** to get to the final step in OSCAR:

Attach to Applications

1.  JudgeAckers Tester7 (United States District Court)

Do you want this letter to attach automatically to future applications?

Yes No

Note: OSCAR archives unused recommender accounts and recommendation letters on a yearly basis. Recommendation letters will not remain on the system indefinitely, even if you select the automatic attachment and choose "Never."

Cancel

Submit Recommendation

/recommender/home

12. OSCAR will open in **Step 3**. This step confirms your submitted recommendation. It is also where you can see all your completed recommendations. Click **View Recommendations**:

Recommender Home > Recommendations

Recommendation: Tester1, AppleSauce Draft

✔ Step 1
Fill Recommendation

✔ Step 2
Review Recommendation

✔ Step 3
Finalize



Successfully Finalized!

View Recommendations

Applicant Information

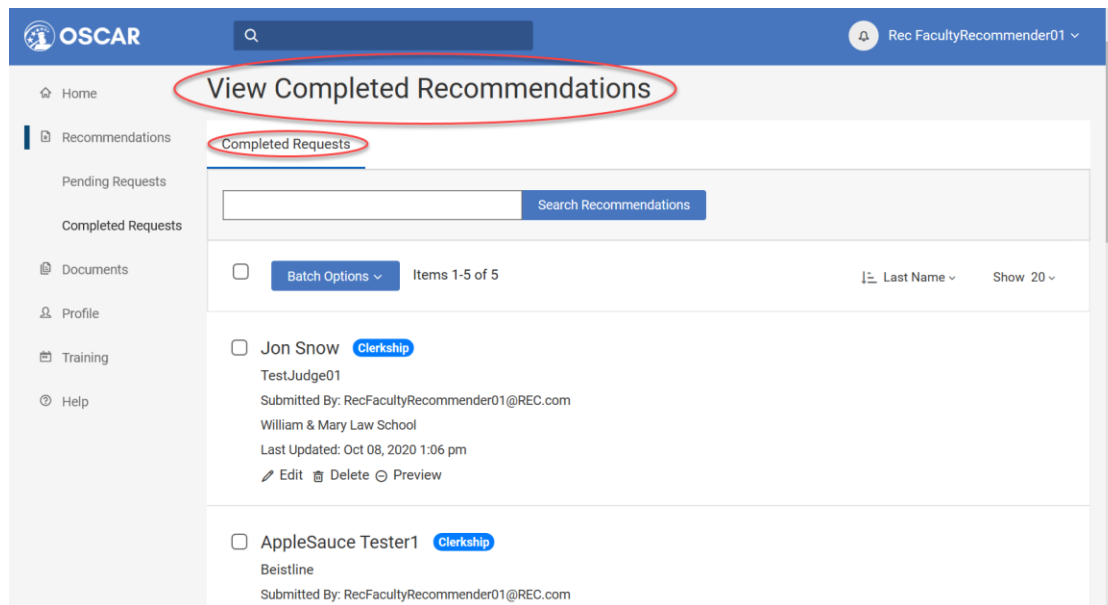
First Name
AppleSauce

Middle Initial

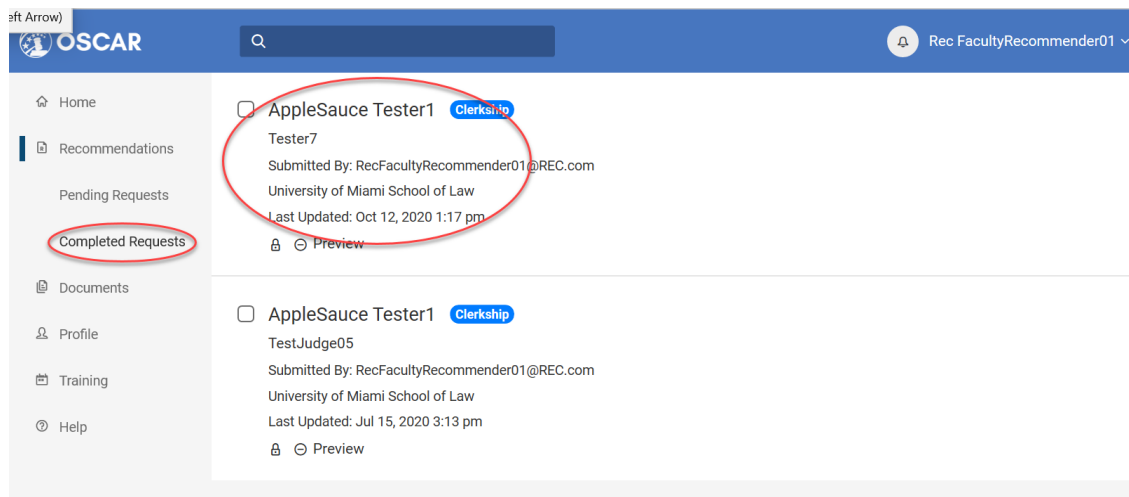
Last Name
Tester1

Email Address

13. Here you can see your completed recommendation requests:



Scroll down to find the letter you just completed or use the **Search Recommendations** option. You can also navigate to the letter using the sidebar on the left to find and see your completed recommendation:



Note: See the [Sample Recommendation Letter Template](#) tip sheet for an example of what a template looks like and where to find the templates you created in OSCAR.

If you want to submit a pre-written letter in Word or PDF format instead of using OSCAR's online editor tool to create a letter or save it for future use as a template, see the [Upload a Recommendation Letter from a File](#) tip sheet.

A handy [Quick Reference Guide – Recommenders](#) and other helpful [Recommender Resources](#) may be found on your OSCAR home page.

Using Templates

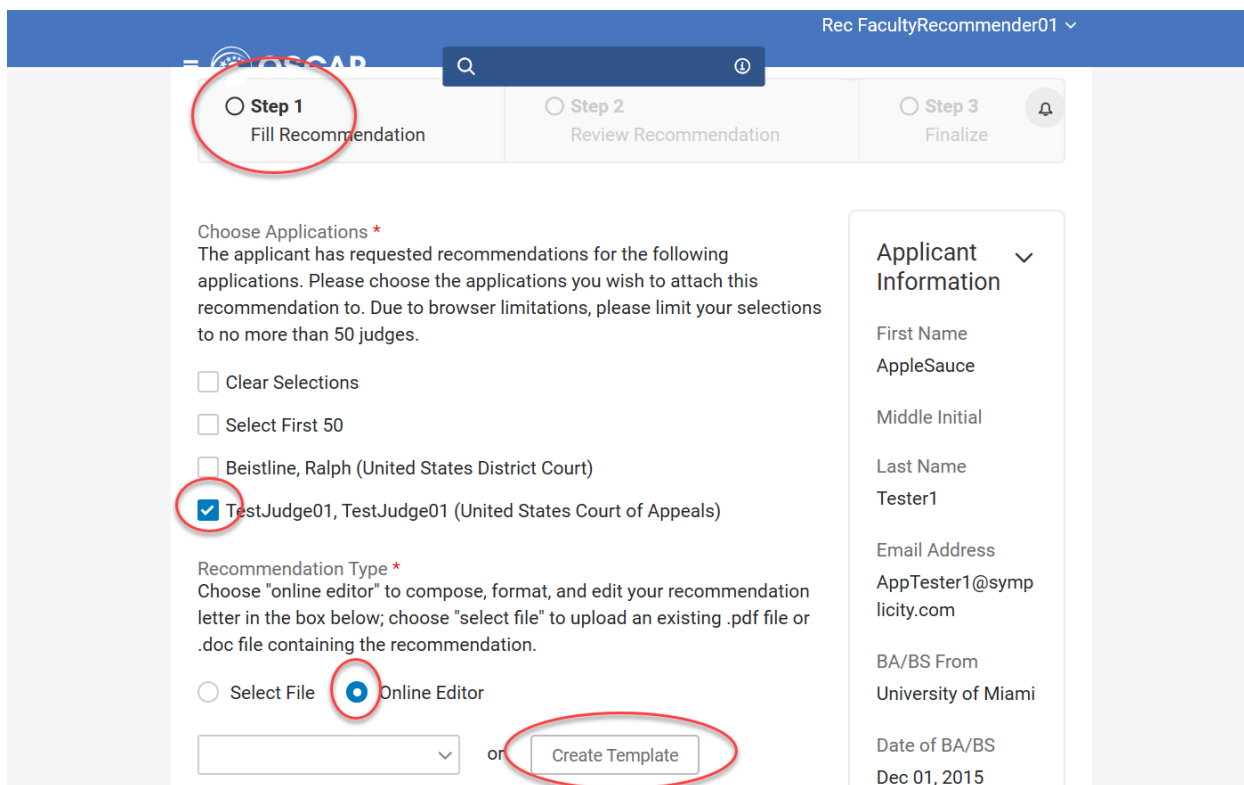
Tip Sheet

How to Create, Customize, and Use a Letter “Template”

OSCAR allows you to create and store a recommendation letter template for later use. You can create a generic letter that OSCAR will automatically populate with the name and address of any judge or staff attorney office receiving the letter by using OSCAR’s merge codes. You can also customize templates as needed when filling recommendation requests for those instances when you wish to add additional information for a specific applicant or are personally familiar with the individual to whom the letter is directed.

Create and Store a Template in OSCAR

1. When you get to **Step 1: Fill Recommendation** in OSCAR, you can create a template while responding to a recommendation request. Make sure that you have marked who you want to send the letter to and that you have chosen the **Online Editor** option, as shown below. Then select **Create Template** to make your letter template:



Rec FacultyRecommender01 ▾

OSCAR

○ Step 1
Fill Recommendation

○ Step 2
Review Recommendation

○ Step 3
Finalize

Choose Applications *

The applicant has requested recommendations for the following applications. Please choose the applications you wish to attach this recommendation to. Due to browser limitations, please limit your selections to no more than 50 judges.

Clear Selections

Select First 50

Beistline, Ralph (United States District Court)

TestJudge01, TestJudge01 (United States Court of Appeals)

Recommendation Type *

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

Select File Online Editor

or

Applicant Information ▾

First Name
AppleSauce

Middle Initial

Last Name
Tester1

Email Address
AppTester1@symplicity.com

BA/BS From
University of Miami

Date of BA/BS
Dec 01, 2015

2. OSCAR opens a new window. Fill in the mandatory fields (**Template Name** and **Template Type**), then scroll down to see a live preview of the letter as you type it in, as show below:

✕
Upload New Template


* indicates a required field

Template Name *

Template Type *
Choose which type of application this recommendation template will be used for.

Judge


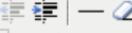
Letter of Recommendation

Note: Copying and pasting from Word or WordPerfect document into the online editor may create formatting issues due to hidden characters and format items in the Word or WordPerfect documents. We recommend that you type the text in the online editor below and use the online editor for merging and formatting. However, if you choose to copy and paste, we suggest that you copy from a Word or WordPerfect document and use the "Paste as Plain text" feature on the second row of the OSCAR online editor icons . By pasting the document in plain text format, most (but not necessarily all) of the hidden characters will be stripped out. Once plain text is selected, simply paste using Ctrl + V.



Another option would be to paste the text to Notepad first, which you can find from the Windows Start menu under

Another option would be to paste the text to Notepad first, which you can find from the windows start menu under Programs/Accessories. Pasting to Notepad will strip most (though not necessarily all) of the hidden characters. You can then copy and paste the text from Notepad to the online editor, then add/edit text or make formatting changes.

Note: To insert a single line break, hold down the **Shift** key and press **Enter**. See [descriptions of the available buttons](#). See available merge codes for [Judge](#) and [Staff Attorney Office](#).

B I U |  | 

Font Size

[date]

[honorable_judgename]
[formatted_address]

Dear Judge [judge_name]:

I strongly recommend this candidate for the following reasons:

Live Preview

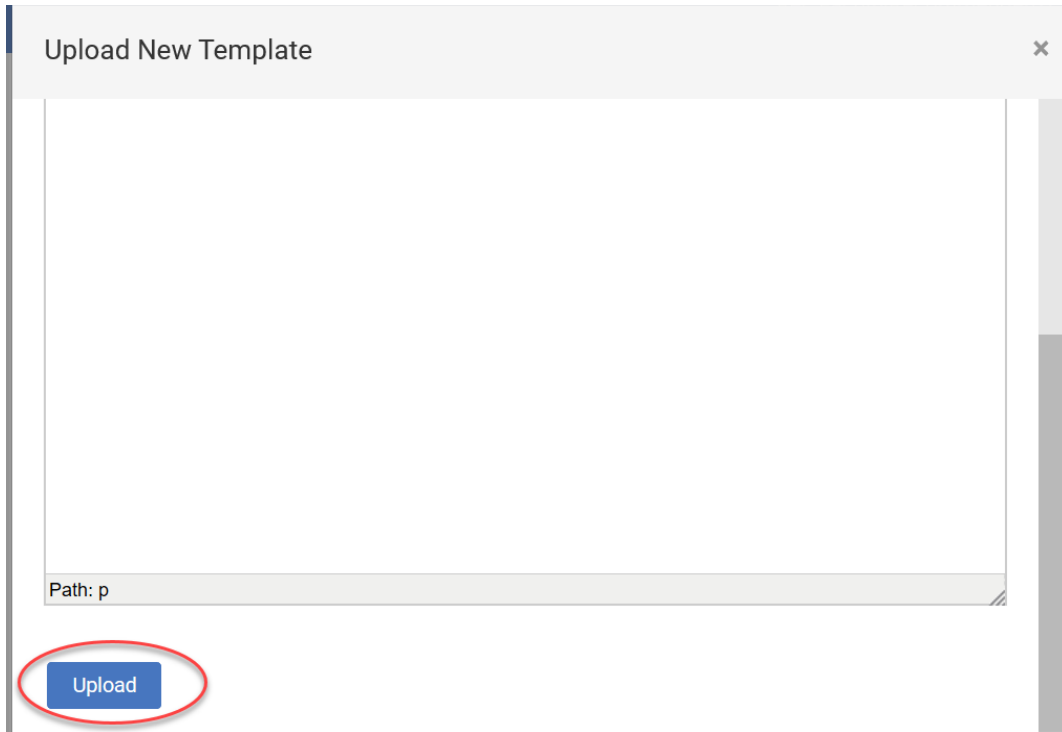
Nov 5, 2020

The Honorable John Doe
123 Main St
Washington, D.C. 20001

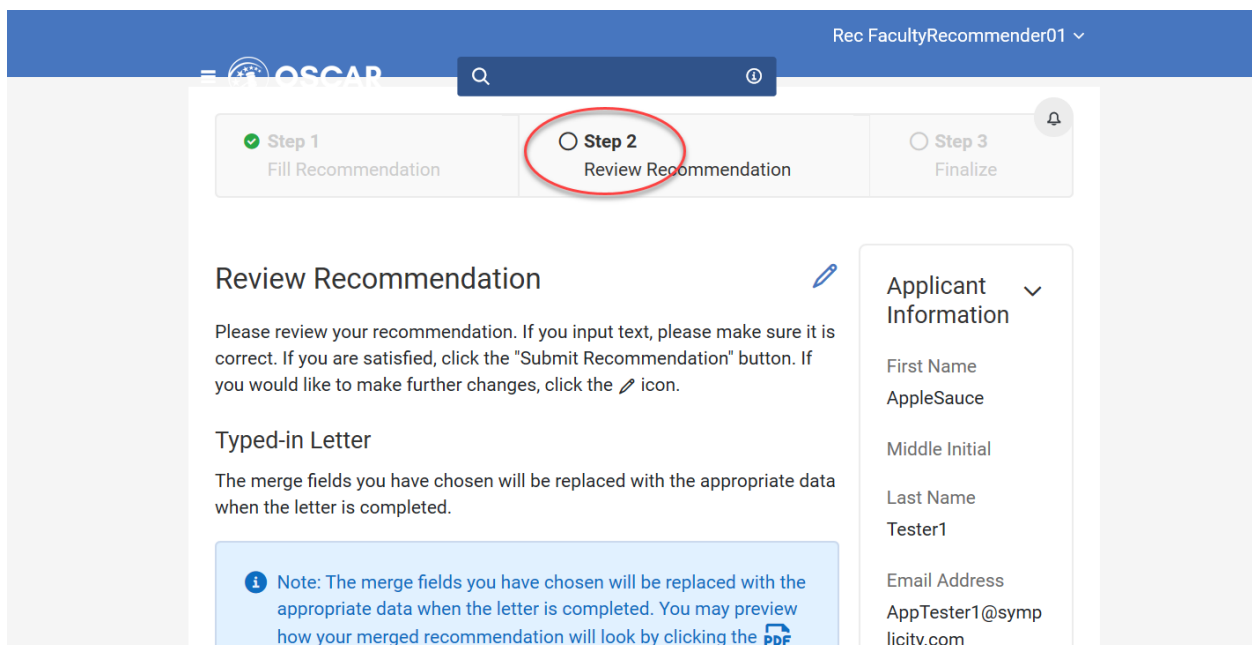
Dear Judge Doe:

I strongly recommend this candidate for the following reasons:

- After you type in your standard letter content that you want to use as a template (OSCAR’s merge fields, which appear in brackets in the online editor, will automatically fill in the data for each judge or staff attorney office receiving the recommendation letter), scroll down and click **Upload**:



- In **Step 2** of the OSCAR recommendation process, you can view your recommendation letter and then select **Submit** if it is correct, as shown below:



Dear Judge [judge_lname]:

I strongly recommend this applicant for several reasons:

Best regards,

School of Law

Date of JD/LLB
Apr 19, 2020


Attach to Applications

Do you want this letter to attach automatically to future applications?

Yes No

Note: OSCAR archives unused recommender accounts and recommendation letters on a yearly basis. Recommendation letters will not remain on the system indefinitely, even if you select the automatic attachment and choose "Never."


5. OSCAR will open in **Step 3** showing that your recommendation is successfully submitted. If you want to see your letter, select **View Recommendations**:



✔ Step 1
Fill Recommendation

✔ Step 2
Review Recommendation

✔ Step 3
Finalize



Successfully Finalized!

Applicant Information

First Name
AppleSauce

Middle Initial

Last Name
Tester1

Email Address
AppTester1@svmp

6. Scroll down the list of completed recommendations and select **Preview** to see the letter you submitted:

AppleSauce Tester1 Clerkship
TestJudge01
Submitted By: RecFacultyRecommender01@REC.com
University of Miami School of Law
Last Updated: Nov 04, 2020 11:43 am
Edit Delete Preview

7. Select **Open** to view your document (the exact process will vary depending on the web browser you are using):

Submitted By: RecFacultyRecommender01@REC.com
University of Miami School of Law
Last Updated: Nov 04, 2020 12:09 pm
Edit Delete Preview

What do you want to do with
01b1992573e9e6c3db6b44a67fca157a.pdf (8.2 KB)?
From: oscar-test.symplicity.com

Open Save ^ Cancel ×

8. You will see that the merge fields are automatically filled in with the data for the judge receiving the recommendation letter in this case:

6ab20fedc7f4c89da3b04dc1162b9395 (1).pdf - Adobe Acrobat Pro DC

File Edit View Sign Window Help

Home Tools 6ab20fedc7f4c89da... ×

November 04, 2020

The Honorable TestJudge01 TestJudge01
123 Court Street
Supreme City, UT 12321

Dear Judge TestJudge01:

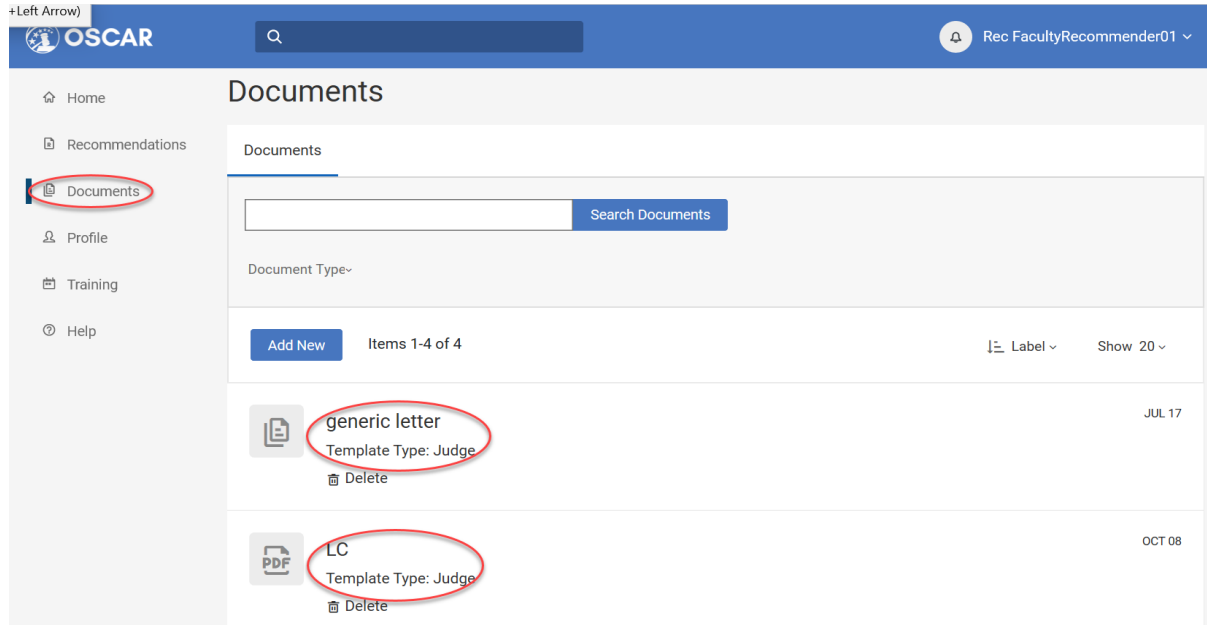
I strongly recommend this applicant for several reasons:

Best regards,

Using a Template You Created in OSCAR

Your template will now be available for use when filling future recommendation requests. To find a template, do the following:

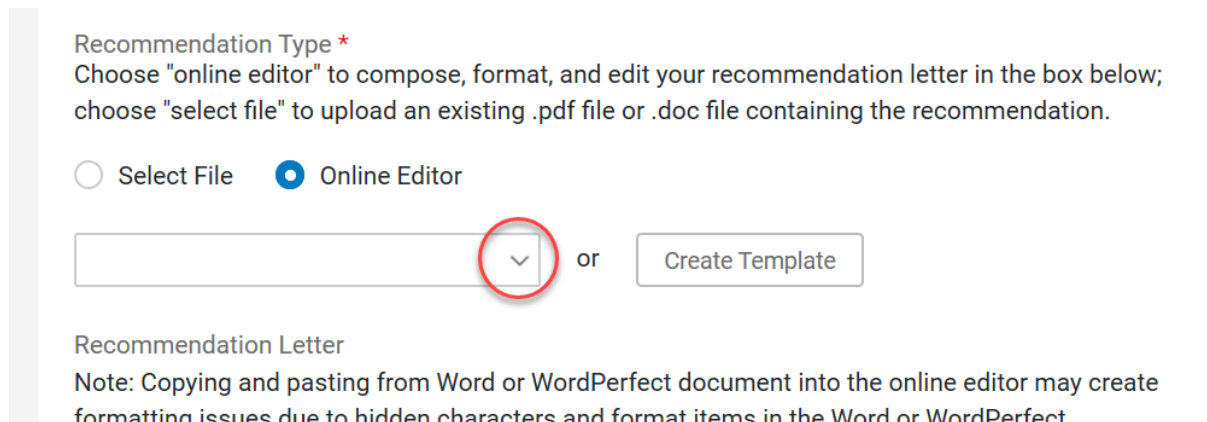
- Letters created in OSCAR as templates appear on the **Documents** page, which you can access from the left navigation:



The screenshot shows the OSCAR interface. The left sidebar contains navigation options: Home, Recommendations, Documents (circled in red), Profile, Training, and Help. The main area is titled 'Documents' and features a search bar, a 'Document Type' dropdown, and an 'Add New' button. Below this, there are four items listed. The first two items, 'generic letter' and 'LC', are circled in red. Each item shows a document icon, the name, 'Template Type: Judge', and a 'Delete' button. The dates 'JUL 17' and 'OCT 08' are visible on the right side of the list.

To use a template while filling a recommendation request, do the following:

- In OSCAR's **Step 1: Fill Recommendation**, under **Recommendation Type**, make sure you have chosen the **Online Editor** option and then use the dropdown to select a letter that you previously created in OSCAR as a template:



The screenshot shows the 'Recommendation Type' section. It includes a heading 'Recommendation Type *' and instructions: 'Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.' Below the instructions are two radio buttons: 'Select File' (unselected) and 'Online Editor' (selected). A dropdown menu is circled in red, showing a list of templates. To the right of the dropdown is the text 'or' and a 'Create Template' button. Below this section is a heading 'Recommendation Letter' and a note: 'Note: Copying and pasting from Word or WordPerfect document into the online editor may create formatting issues due to hidden characters and format items in the Word or WordPerfect'.

Select File Online Editor

<input checked="" type="radio"/> generic letter (LAST USED ON 2020-07-17)	ate Template
<input type="radio"/> Tester Testy Template (LAST USED ON 2020-07-15)	


Note: Copying and pasting from Word or WordPerfect document into the online editor may create

11. Selecting the template that you created will attach it to the request as a document, as shown below:

Recommendation Type *

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

Select File Online Editor

 generic letter LAST USED ON 2020-07-17	×
---	---


Recommendation Letter

Note: Copying and pasting from Word or WordPerfect document into the online editor may create

Note: If your letter includes the default “merge fields,” OSCAR will automatically customize your letter with the name and address of the judge or staff attorney to whom it is sent. You can review your letter in OSCAR’s **Step 2:**

<input checked="" type="radio"/> Step 1 Fill Recommendation	<input checked="" type="radio"/> Step 2 Review Recommendation	<input type="radio"/> Step 3 Finalize
--	--	--

Review Recommendation

Please review your recommendation. If you input text, please make sure it is correct. If you are satisfied, click the "Submit Recommendation" button. If you would like to make further changes, click the  icon.

Typed-in Letter

The merge fields you have chosen will be replaced with the appropriate data when the letter is completed.



Applicant Information

First Name
AppleSauce

Middle Initial

Last Name
Tester1

Note: When using the online editor, it is helpful to remember these tips:

- To insert a single line break, hold down the **Shift** key and press **Enter**.
- You cannot insert graphics, institutional letterhead, or signatures when using this online editor.
- Formatting problems may occur when copying/pasting text from Microsoft Word. These documents contain hidden commands for printing, and copying the content also copies these hidden commands. Using the Paste as Plain Text tool in the online editor will remove most (but not necessarily all) of the original formatting.
- [By using merge fields, you can customize one letter for multiple recipients.](#)

Note: For a sample of a letter template in OSCAR, see the following tip sheet:

- [Sample Recommendation Letter Template](#)

Note: For more information on how to submit recommendations in OSCAR or customize one letter for multiple recipients, see the following tip sheet:

- [Enter a Recommendation Letter Using Online Editor](#)

Other helpful [Recommender Resources](#) can also be found on your OSCAR home page, including a handy [Quick Reference Guide – Recommenders](#).

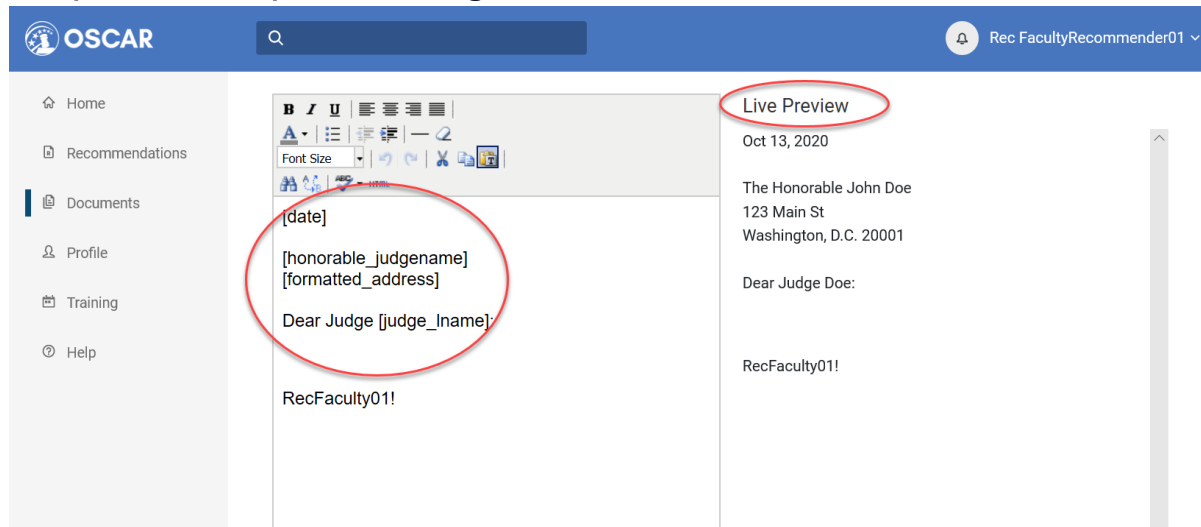
Sample Template of a Recommendation Letter

Tip Sheet

Sample Recommendation Letter “Template” in OSCAR

The following sample shows what a recommendation letter saved as a “template” looks like in OSCAR. The “live preview” feature gives you a glimpse of how the merged fields [data within square brackets] are automatically filled with the correct information for each judge or staff attorney office receiving the recommendation letter.

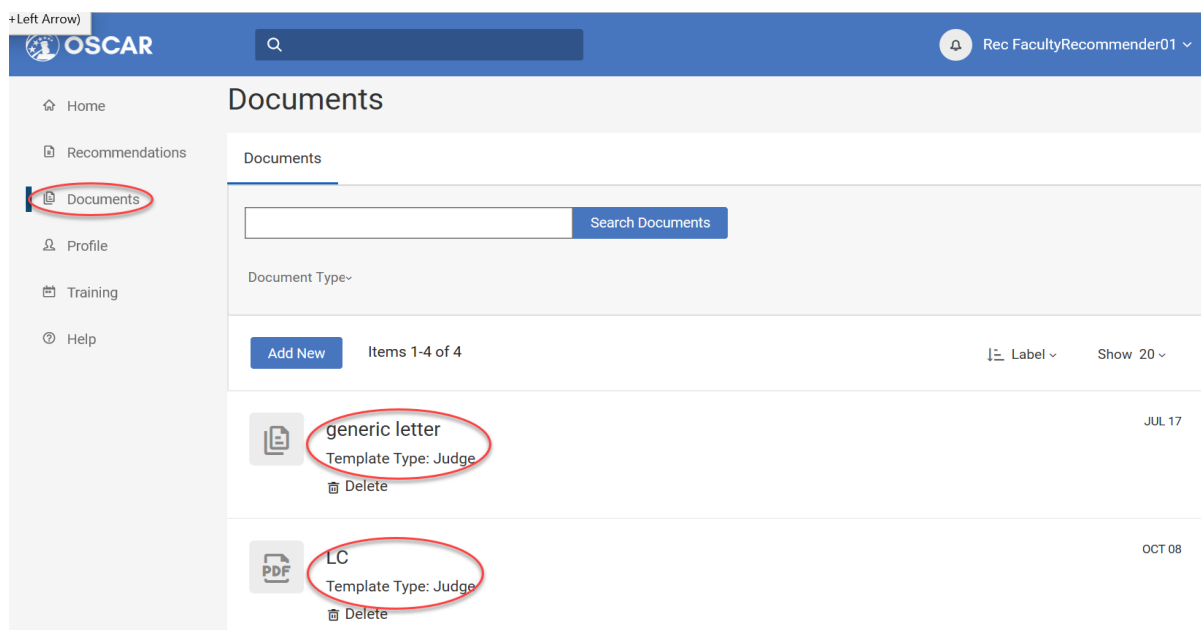
Sample Letter Template with Merge Fields and Live Preview



The screenshot displays the OSCAR interface for editing a recommendation letter template. On the left is a navigation menu with options: Home, Recommendations, Documents, Profile, Training, and Help. The main area is split into two panes. The left pane is a rich text editor with a toolbar and contains the following text: [date], [honorable_judgename] [formatted_address], Dear Judge [Judge_Iname], and RecFaculty01!. The right pane, titled "Live Preview", shows the rendered letter: Oct 13, 2020, The Honorable John Doe, 123 Main St, Washington, D.C. 20001, Dear Judge Doe:, and RecFaculty01!. Red circles highlight the "Live Preview" header and the merge fields in the editor.

Where to Find Your Letter Templates in OSCAR

Letters created in OSCAR as templates appear on your Home page under **Documents**:



The screenshot shows the "Documents" section of the OSCAR interface. The left navigation menu has "Documents" circled in red. The main content area shows a search bar and a list of documents. The list contains two items: "generic letter" and "LC". Both items have a document icon, the text "generic letter" or "LC", "Template Type: Judge", and a "Delete" button. The "generic letter" item also shows a date of "JUL 17" and the "LC" item shows "OCT 08". The "Documents" menu item and the template names are circled in red.

Edit a Recommendation Letter

Tip Sheet

How to Edit a Letter of Recommendation

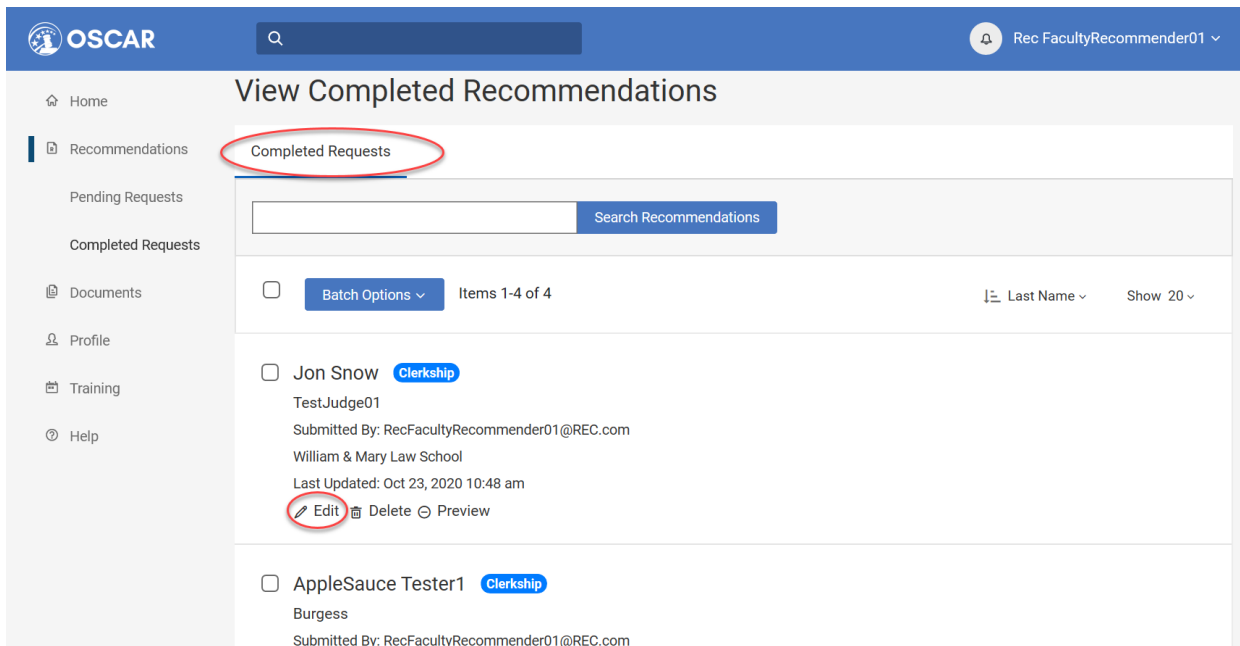
OSCAR allows recommenders to change or replace recommendation letters they have uploaded, even on applications that are finalized and submitted to the judge or staff attorney office for viewing. The only exceptions are letters associated with

- positions that have already been filled or have expired, or
- applications that have been withdrawn by the applicant.

If you submitted a recommendation letter written in Word or PDF format, see the section below on editing a Word or PDF letter. If you created a recommendation letter using the OSCAR online editor tool, your letter can be edited within the OSCAR system, as shown in the steps below.

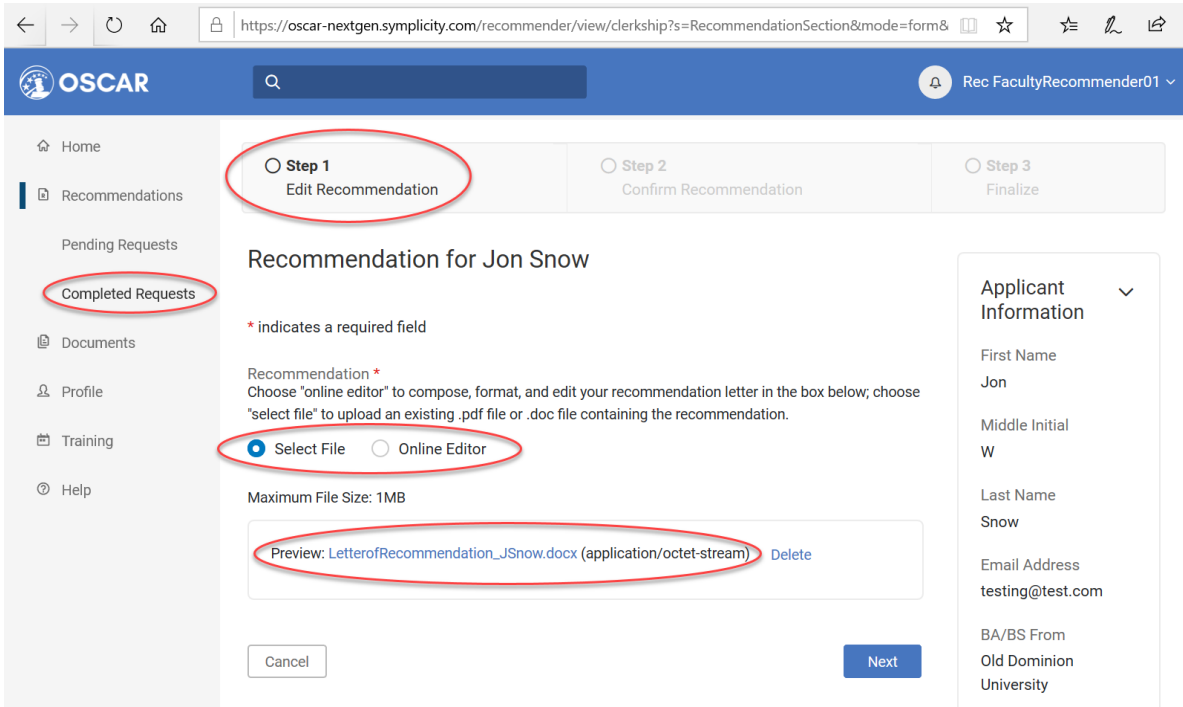
Editing a Typed-in Letter of Recommendation

1. On your View Completed Recommendations page, under **Completed Requests**, find the letter you want to update and click the **Edit** icon:



The screenshot shows the OSCAR interface for viewing completed recommendations. The top navigation bar includes the OSCAR logo, a search bar, and the user name 'Rec FacultyRecommender01'. The left sidebar contains navigation links for Home, Recommendations, Pending Requests, Completed Requests, Documents, Profile, Training, and Help. The main content area is titled 'View Completed Recommendations' and features a 'Completed Requests' tab, which is circled in red. Below the tab is a search bar and a 'Search Recommendations' button. A list of recommendations is displayed, with the first one for 'Jon Snow' (Clerkship) circled in red. The 'Edit' icon (a pencil) is also circled in red. The second recommendation is for 'AppleSauce Tester1' (Clerkship).

2. OSCAR will take you back to **Step 1** (Edit Recommendation). The default is **Select File**, for letters done in PDF or Word format (see Editing a PDF or Word Letter below). Click the **Online Editor** button if you want to edit a letter you typed into OSCAR online, as follows:



OSCAR

Rec FacultyRecommender01

Home

Recommendations

Pending Requests

Completed Requests

Documents

Profile

Training

Help

Step 1
Edit Recommendation

Step 2
Confirm Recommendation

Step 3
Finalize

Recommendation for Jon Snow

* indicates a required field

Recommendation *

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

Select File Online Editor

Maximum File Size: 1MB

Preview: LetterofRecommendation_JSnow.docx (application/octet-stream) Delete

Cancel

Next

Applicant Information

First Name
Jon

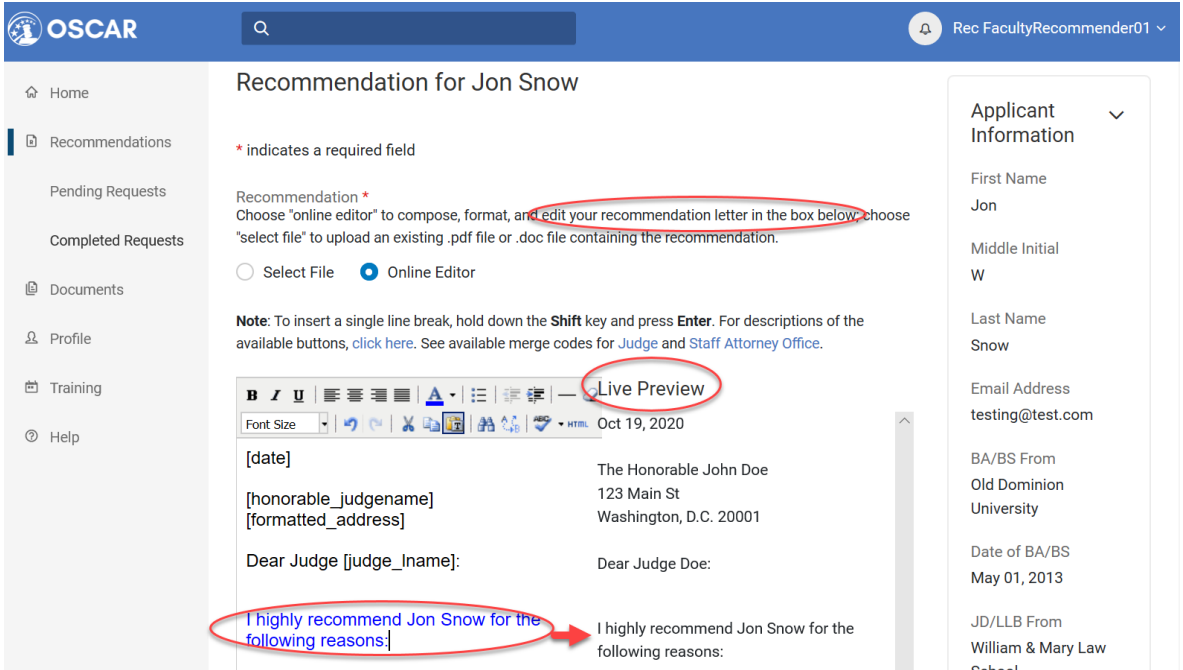
Middle Initial
W

Last Name
Snow

Email Address
testing@test.com

BA/BS From
Old Dominion University

3. Selecting the **Online Editor** button will instantly display the letter you created in OSCAR. You will also be able to see, in real time, the edits you make to your letter as you type them in:



OSCAR

Rec FacultyRecommender01

Home

Recommendations

Pending Requests

Completed Requests

Documents

Profile

Training

Help

Recommendation for Jon Snow

* indicates a required field

Recommendation *

Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

Select File Online Editor

Note: To insert a single line break, hold down the **Shift** key and press **Enter**. For descriptions of the available buttons, click [here](#). See available merge codes for [Judge](#) and [Staff Attorney Office](#).

Live Preview

Font Size

Oct 19, 2020

[date] The Honorable John Doe
123 Main St
Washington, D.C. 20001

[honorable_judgename]
[formatted_address]

Dear Judge [judge_name]: Dear Judge Doe:

I highly recommend Jon Snow for the following reasons; I highly recommend Jon Snow for the following reasons:

Applicant Information

First Name
Jon

Middle Initial
W

Last Name
Snow

Email Address
testing@test.com

BA/BS From
Old Dominion University

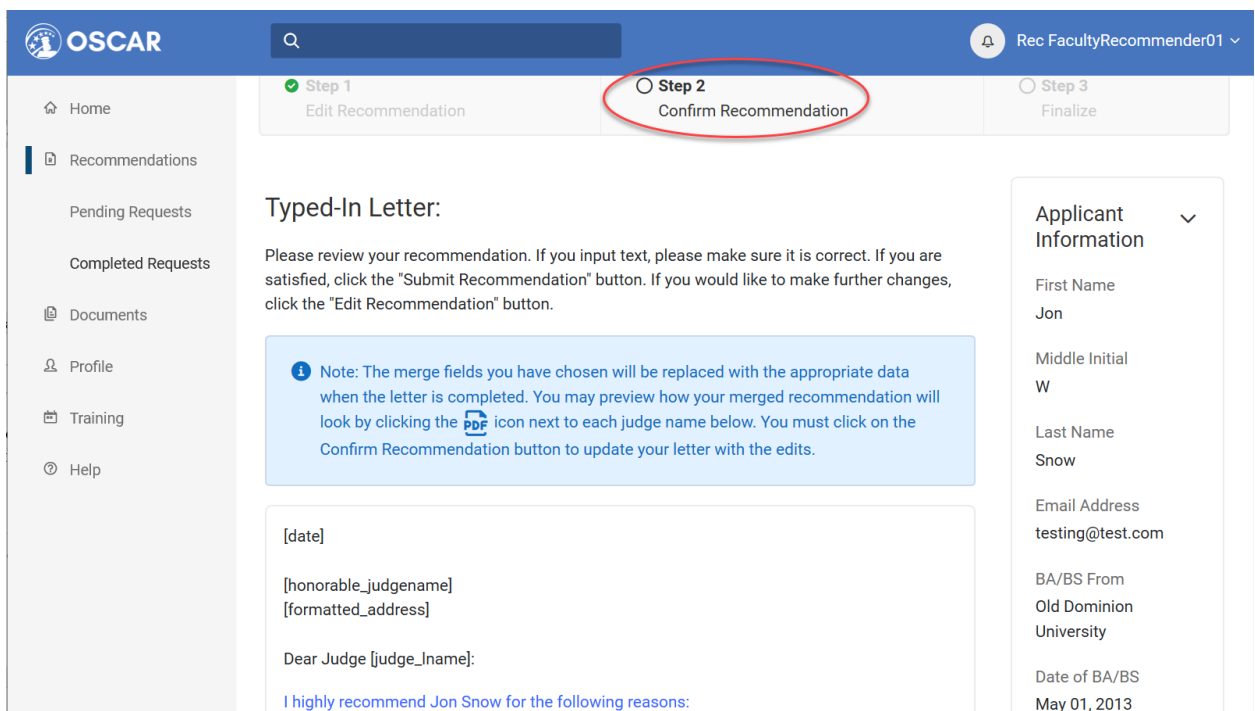
Date of BA/BS
May 01, 2013

JD/LLB From
William & Mary Law School



- Once you have made your changes, click the **Next** button to continue:



- OSCAR returns you to the final two steps (confirming and submitting the recommendation):



6. Click **Submit Recommendation** to finalize the process:

 Note: The merge fields you have chosen will be replaced with the appropriate data when the letter is completed. You may preview how your merged recommendation will look by clicking the  icon next to each judge name below. You must click on the Confirm Recommendation button to update your letter with the edits.

[date]

[honorable_judgename]

[formatted_address]

Dear Judge [judge_lname]:

I highly recommend Jon Snow for the following reasons:

Attach to Applications:

1.  TestJudge01 TestJudge01

Edit Recommendation

Submit Recommendation

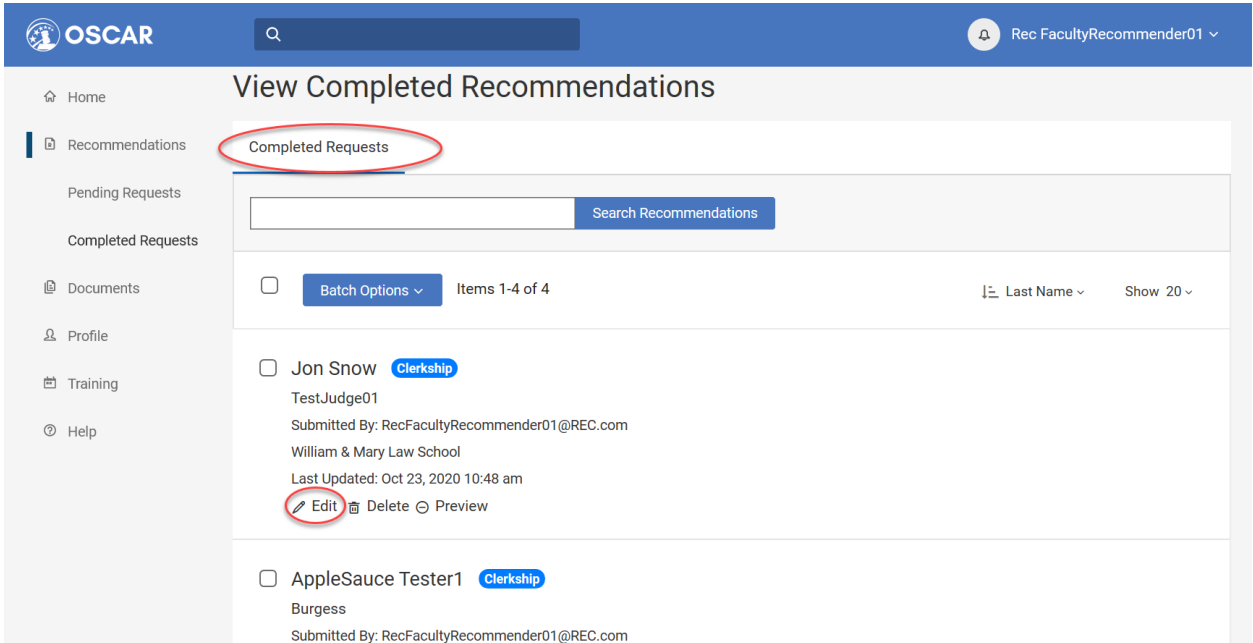
If you decide to make further changes to your letter, click **Edit Recommendation** instead, which will return to **Step 1** in OSCAR.

Note: For help using OSCAR's online editor, see the [Entering a Recommendation Letter Online](#) tip sheet.

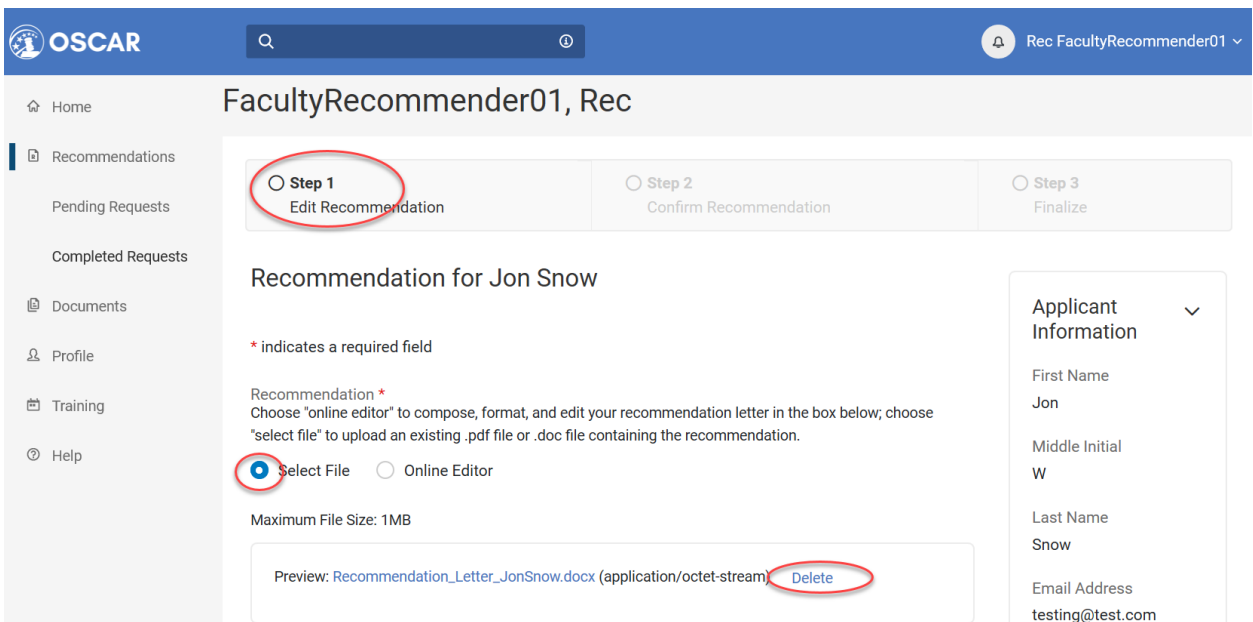
Editing a PDF or Word Letter

While letters typed in using the online editor can be altered within the OSCAR system, letters submitted as Word or PDF documents cannot. To make changes to a Word or PDF letter, you must upload a replacement. That is, you should first edit the original document in the original software and then replace the letter in OSCAR, as follows:

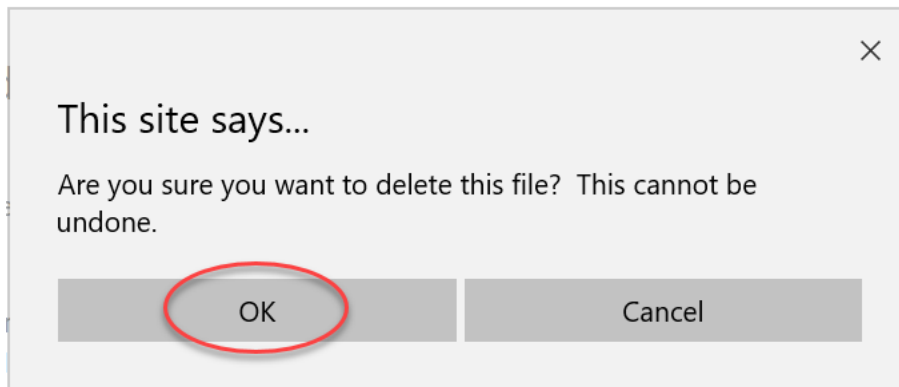
1. On your View Completed Recommendations page, under **Completed Requests**, find the letter that you want to update and click the **Edit** icon:



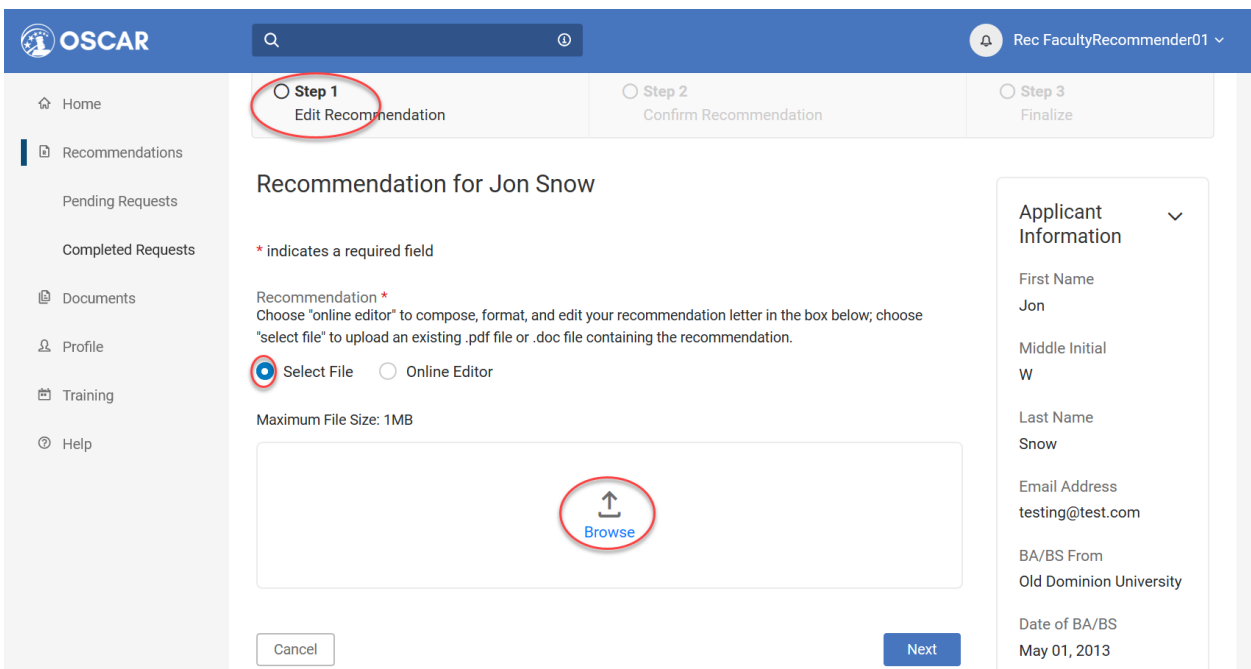
2. To replace your letter, make sure the **Select File** button is highlighted, then click **Delete**:



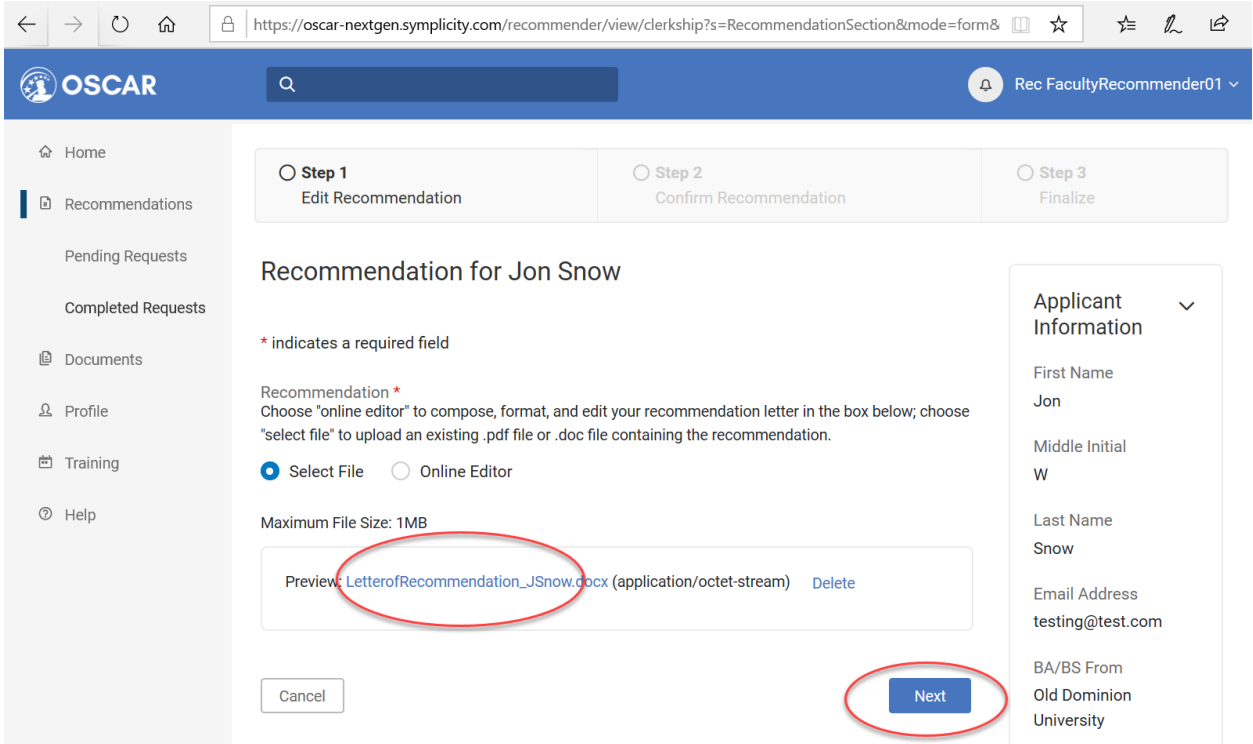
3. You will get a popup message. Select **OK**:



4. Still in **Step 1** of OSCAR, make sure the **Select File** option is highlighted, then click **Browse** and upload your replacement letter to OSCAR, as shown below:



5. After you upload your edited recommendation letter to OSCAR, select **Next**:



OSCAR

Rec FacultyRecommender01

Home

Recommendations

Pending Requests

Completed Requests

Documents

Profile

Training

Help

Step 1 Edit Recommendation

Step 2 Confirm Recommendation

Step 3 Finalize

Recommendation for Jon Snow

* indicates a required field

Recommendation *
Choose "online editor" to compose, format, and edit your recommendation letter in the box below; choose "select file" to upload an existing .pdf file or .doc file containing the recommendation.

Select File Online Editor

Maximum File Size: 1MB

Preview: LetterofRecommendation_JSnow.docx (application/octet-stream) Delete

Cancel

Next

Applicant Information

First Name
Jon

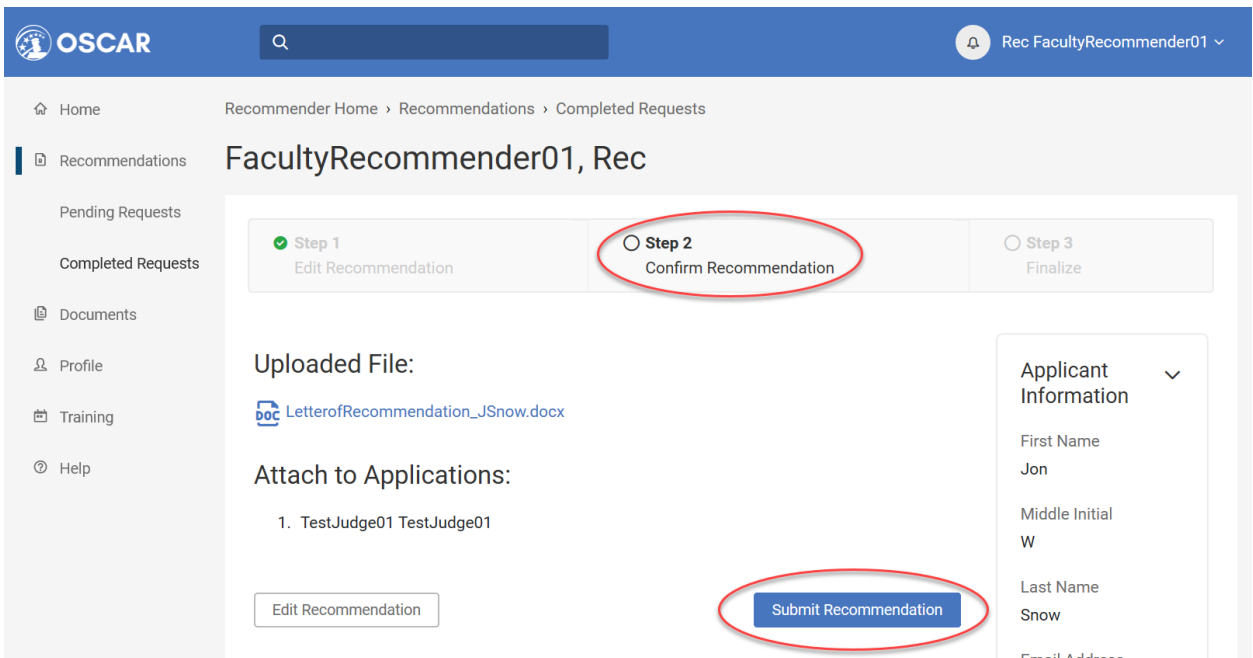
Middle Initial
W

Last Name
Snow

Email Address
testing@test.com

BA/BS From
Old Dominion University

6. This will take you to **Step 2** in OSCAR where you can confirm and submit your letter. Click **Submit Recommendation**:



OSCAR

Rec FacultyRecommender01

Home

Recommendations

Pending Requests

Completed Requests

Documents

Profile

Training

Help

Recommender Home > Recommendations > Completed Requests

FacultyRecommender01, Rec

Step 1 Edit Recommendation

Step 2 Confirm Recommendation

Step 3 Finalize

Uploaded File:

LetterofRecommendation_JSnow.docx

Attach to Applications:

1. TestJudge01 TestJudge01

Edit Recommendation

Submit Recommendation

Applicant Information

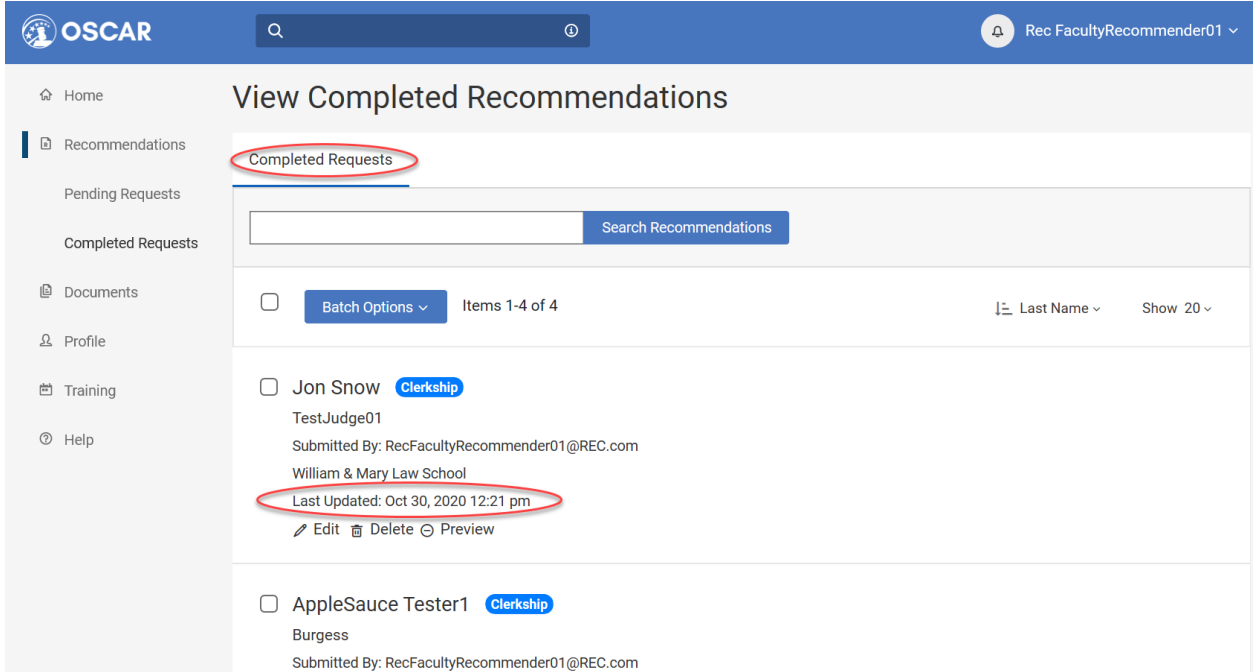
First Name
Jon

Middle Initial
W

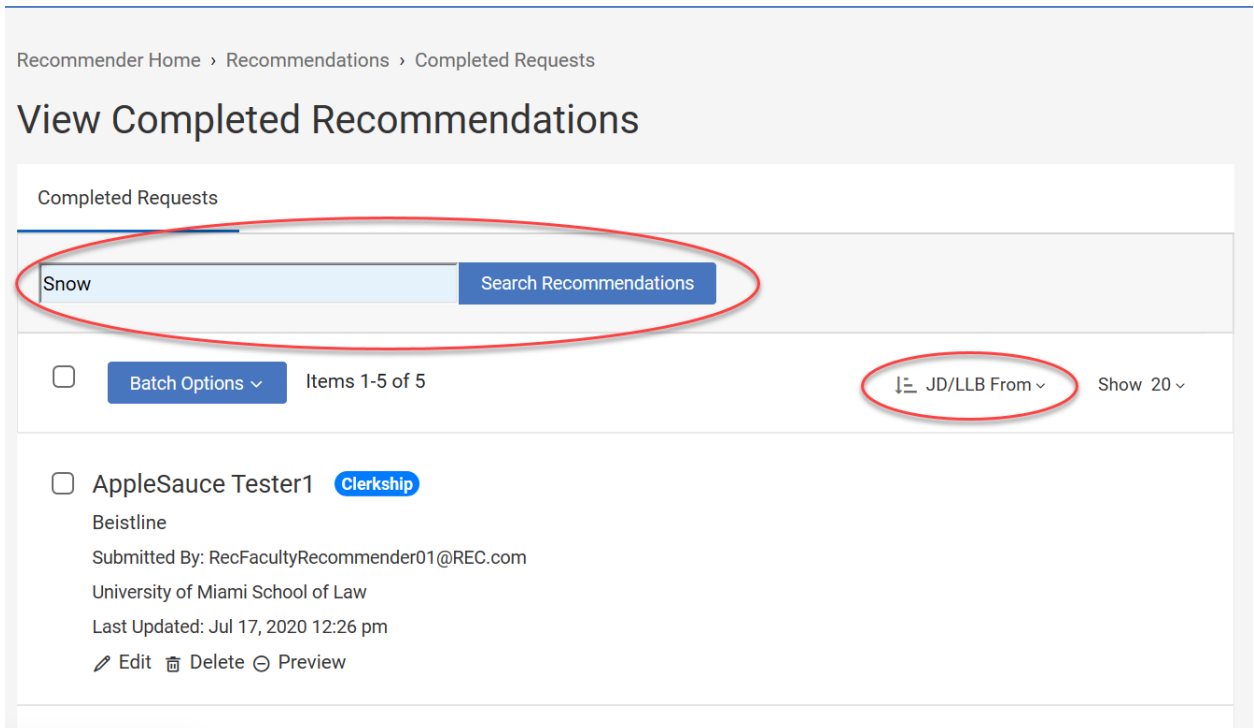
Last Name
Snow

Email Address

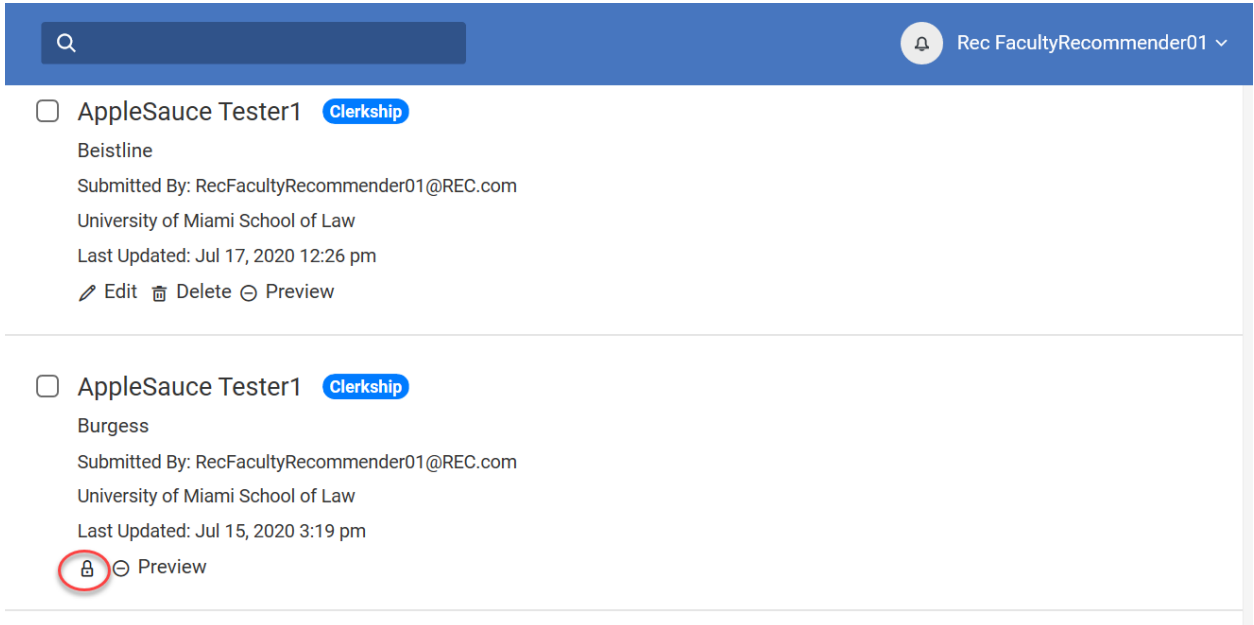
This will take you to **Step 3** (verification) in OSCAR. After you complete that step, you can check to see that your most recent document is being used. On your View Completed Recommendations page, it will be listed under **Completed Requests**, with the “Last Updated” date, as shown below:




Note: You can also use the search field to locate a submitted recommendation. Type in the applicant name or email address and then click **Search Recommendations**:



Note: A lock icon indicates that the recommendation letter is part of an application for a position that has already been filled or has expired position. It cannot be edited or deleted.



The screenshot shows the OSCAR interface with a search bar and a user profile 'Rec FacultyRecommender01'. Two recommendation letters are listed:

- AppleSauce Tester1 **Clerkship**
Beistline
Submitted By: RecFacultyRecommender01@REC.com
University of Miami School of Law
Last Updated: Jul 17, 2020 12:26 pm
[Edit](#) [Delete](#) [Preview](#)
- AppleSauce Tester1 **Clerkship**
Burgess
Submitted By: RecFacultyRecommender01@REC.com
University of Miami School of Law
Last Updated: Jul 15, 2020 3:19 pm
 [Preview](#)

Note: For help removing letters, see the [Deleting a Recommendation Letter](#) tip sheet.

Note: For help with PDFs in OSCAR, see the [Uploading a Letter of Recommendation from a File](#) and [PDF Conversion](#) tip sheets.

Delete a Recommendation Letter

Tip Sheet

How to Remove Letters of Recommendation

OSCAR allows you to remove or replace recommendation letters you have uploaded, even on applications that are finalized and submitted to the judge or staff attorney office for viewing. The only exceptions are letters associated with applications

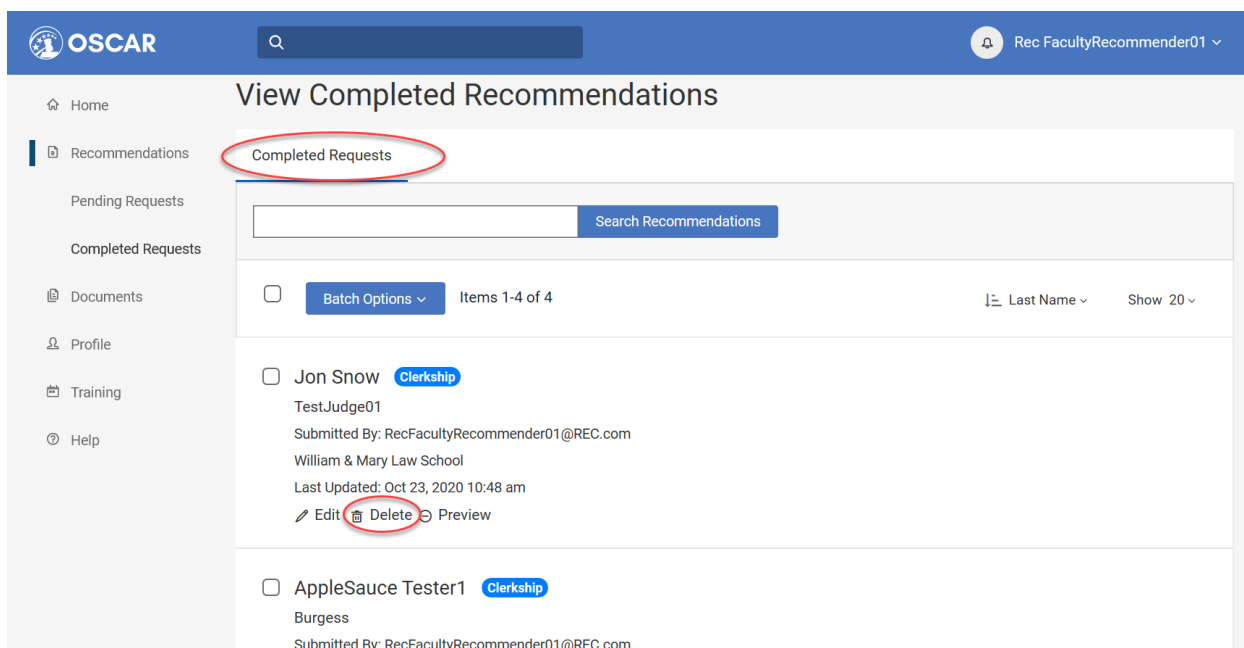
- that have already been filled or expired, or
- that have been withdrawn by the applicant.

You can delete a single recommendation or, if you have a number of letters to remove, you can do it in batches. The process for each option follows below.

Deleting a Single Recommendation Letter

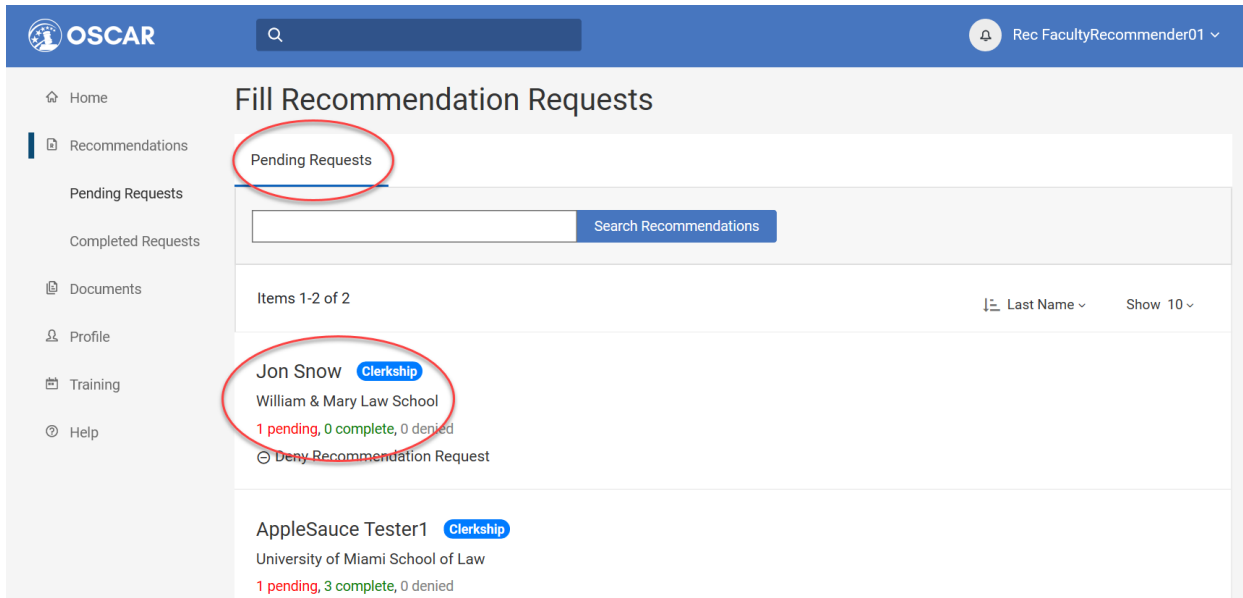
To remove a previously completed letter of recommendation, do the following:

1. On the left sidebar, click **Recommendations** and then select **Completed Requests** to get a view of all your completed recommendations. Find the letter you want to remove and click the **Delete** icon:

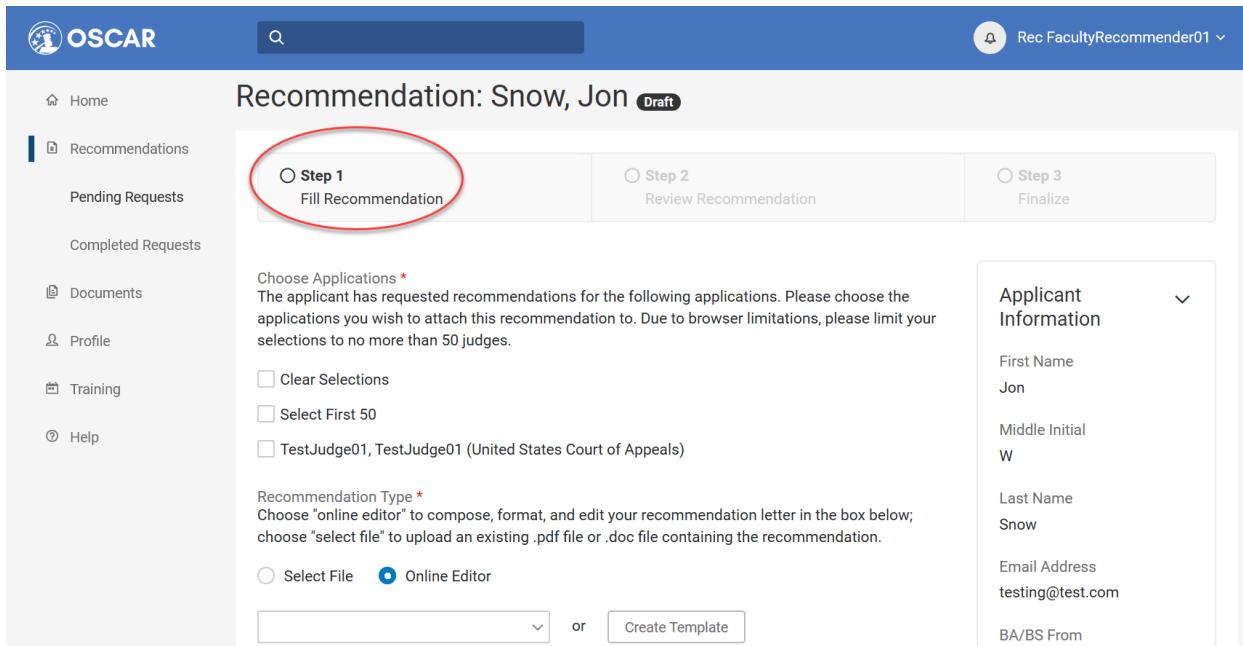


The screenshot displays the OSCAR web application interface. At the top, there is a blue header with the OSCAR logo and a search bar. Below the header, a sidebar on the left contains navigation options: Home, Recommendations, Pending Requests, Completed Requests, Documents, Profile, Training, and Help. The 'Recommendations' section is expanded, and 'Completed Requests' is highlighted with a red circle. The main content area is titled 'View Completed Recommendations' and features a search bar and a 'Search Recommendations' button. Below this, there is a table of recommendations. The first recommendation is for 'Jon Snow' (Clerkship), submitted by 'RecFacultyRecommender01@REC.com' from 'William & Mary Law School'. The 'Last Updated' date is 'Oct 23, 2020 10:48 am'. At the bottom of this entry, there are three icons: 'Edit', 'Delete' (circled in red), and 'Preview'. The second recommendation is for 'AppleSauce Tester1' (Clerkship), submitted by 'RecFacultyRecommender01@REC.com' from 'Burgess'.

- OSCAR will automatically take you back to the **Fill Recommendations Requests** page, where you will see that the applicant’s status has also been changed to a “pending” request:

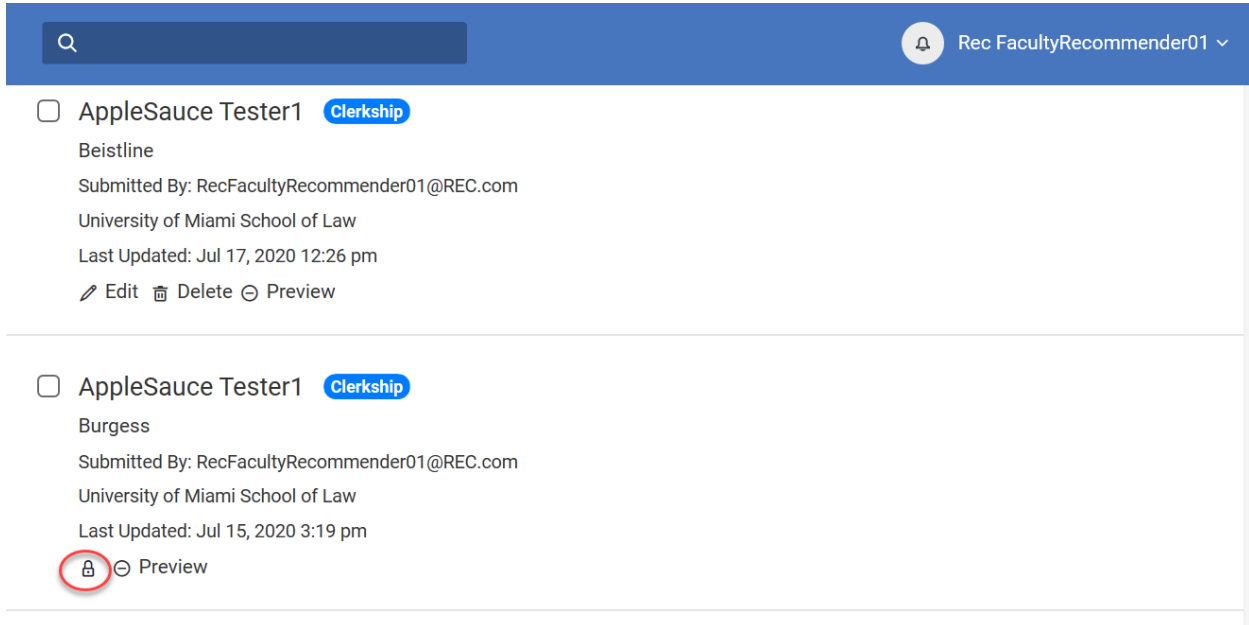


- If you want to replace the letter with a different or modified one, click the name of the person asking for a recommendation, and OSCAR will open the 3-step process for filling the request:



Note: For help with submitting recommendations in OSCAR, see [Uploading a Recommendation Letter from a File](#) or [Entering a Recommendation Letter Using Online Editor](#) tip sheets.

Note: A lock icon indicates that the recommendation letter is part of an application for a position that has already been filled or has expired. It cannot be deleted:



Search bar: []

Rec FacultyRecommender01 ▾

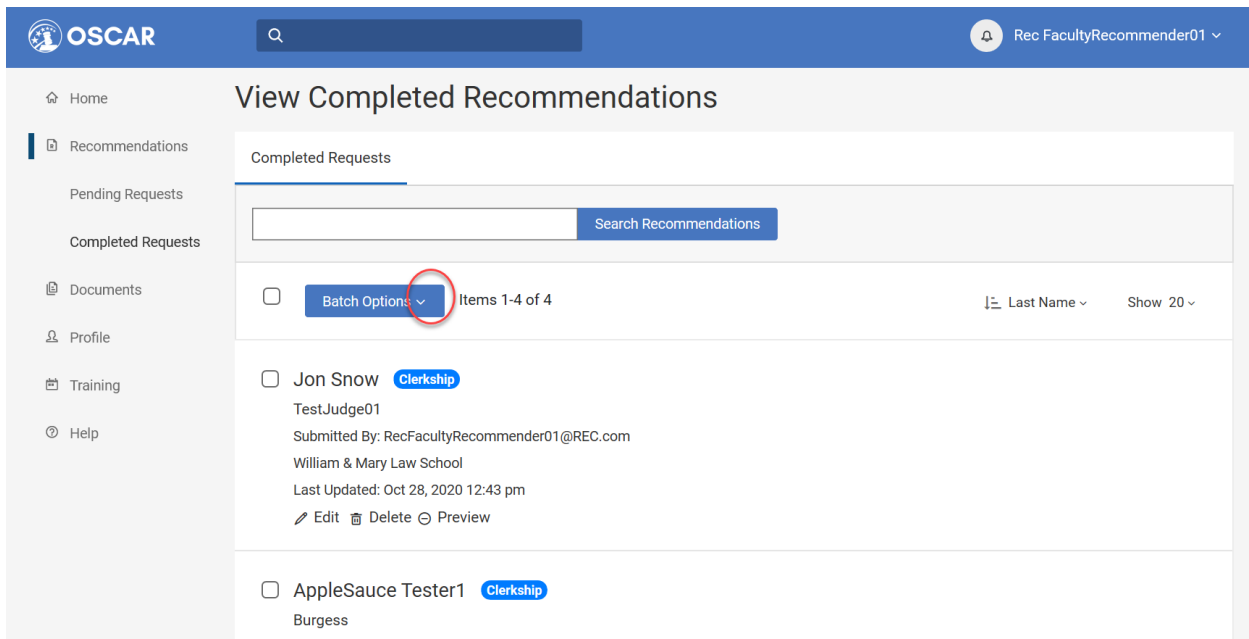
AppleSauce Tester1 **Clerkship**
Beistline
Submitted By: RecFacultyRecommender01@REC.com
University of Miami School of Law
Last Updated: Jul 17, 2020 12:26 pm
✎ Edit 🗑 Delete ⌵ Preview

AppleSauce Tester1 **Clerkship**
Burgess
Submitted By: RecFacultyRecommender01@REC.com
University of Miami School of Law
Last Updated: Jul 15, 2020 3:19 pm
🔒 ⌵ Preview

Deleting Recommendations in Batches

If you have a number of letters that you want to remove and/or replace, you can do it in a batch process, as follows:

1. Go to your **View Completed Recommendations** page and use the **Batch Options** dropdown:



OSCAR Search [] Rec FacultyRecommender01 ▾

Home Recommendations Pending Requests Completed Requests Documents Profile Training Help

View Completed Recommendations

Completed Requests

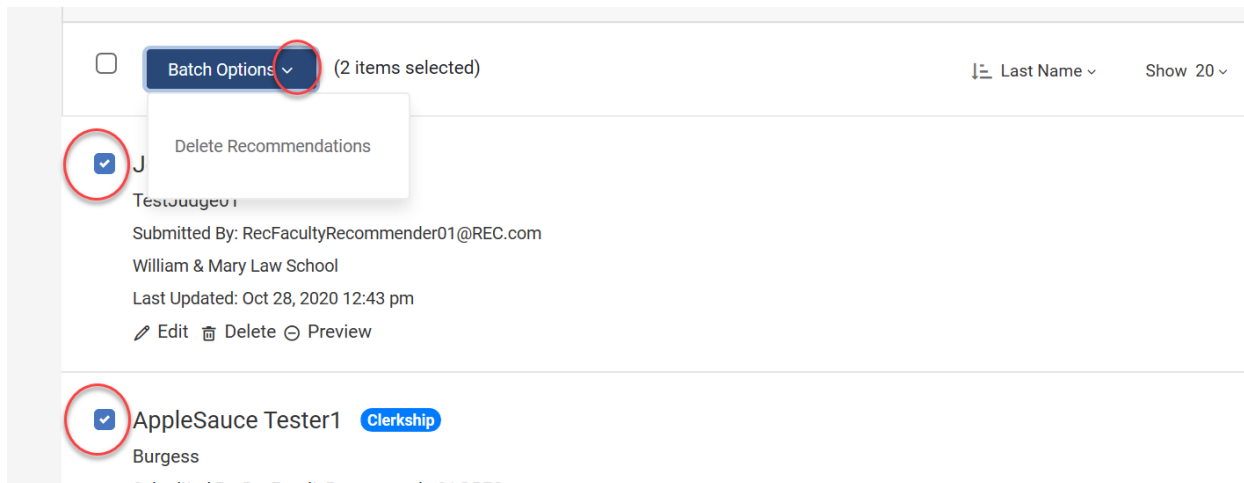
[] Search Recommendations

Batch Options ▾ Items 1-4 of 4 Last Name ▾ Show 20 ▾

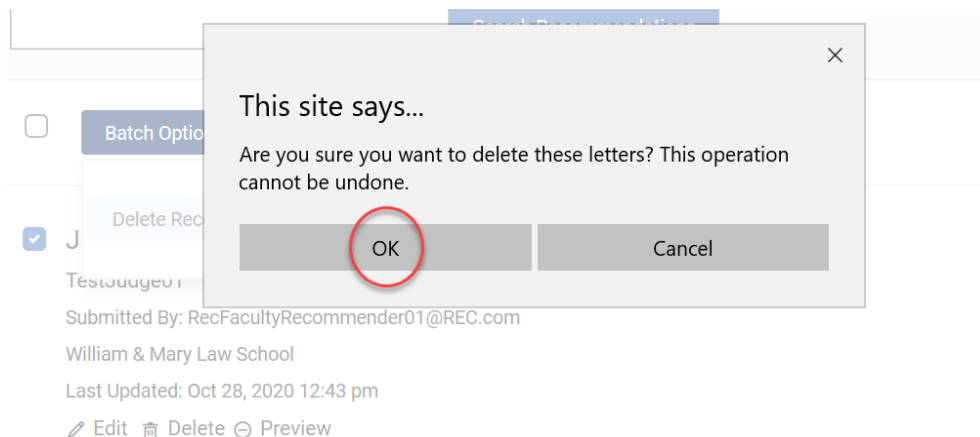
Jon Snow **Clerkship**
TestJudge01
Submitted By: RecFacultyRecommender01@REC.com
William & Mary Law School
Last Updated: Oct 28, 2020 12:43 pm
✎ Edit 🗑 Delete ⌵ Preview

AppleSauce Tester1 **Clerkship**
Burgess
Submitted By: RecFacultyRecommender01@REC.com

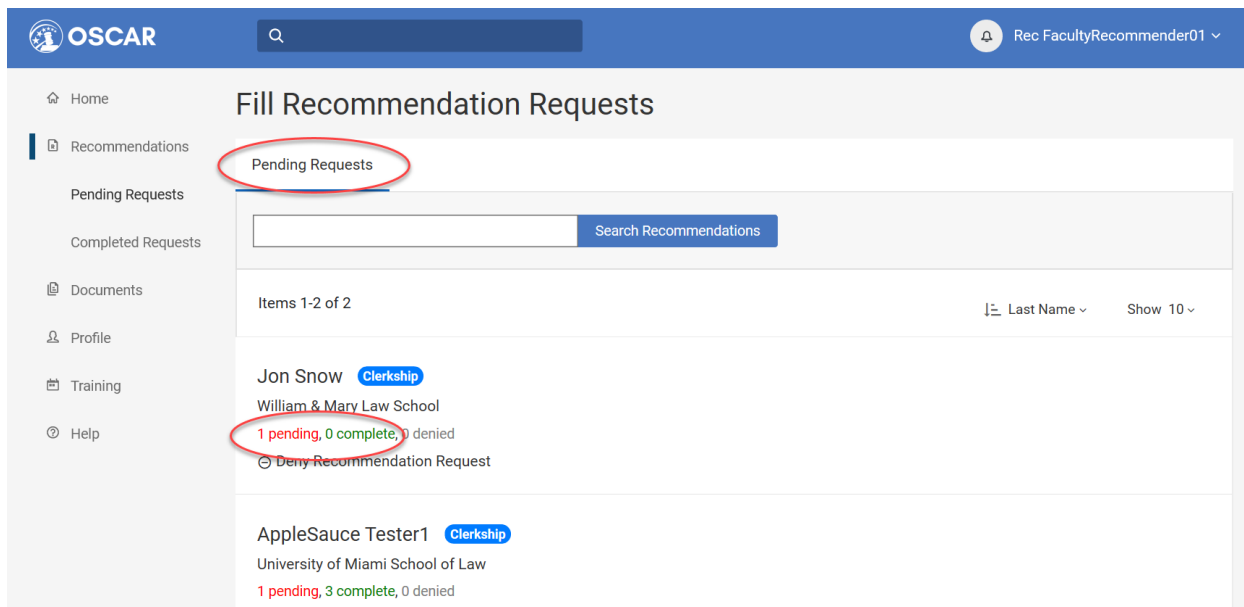
2. Check the boxes next to the recommendation letters you wish to remove and select **Delete** from the dropdown:



3. You will get a pop-up asking whether you are sure you want to do this. Select **OK**:



4. OSCAR will simply return the recommendation to “pending” status, as shown below:



The screenshot shows the OSCAR web application interface. The top navigation bar includes the OSCAR logo, a search bar, and the user name 'Rec FacultyRecommender01'. The left sidebar contains navigation links for Home, Recommendations, Documents, Profile, Training, and Help. The main content area is titled 'Fill Recommendation Requests' and features a sub-tab 'Pending Requests' which is circled in red. Below the tab is a search bar with a 'Search Recommendations' button. The results show two items: 'Jon Snow' (Clerkship) at 'William & Mary Law School' with a status of '1 pending, 0 complete, 0 denied' (circled in red), and 'AppleSauce Tester1' (Clerkship) at 'University of Miami School of Law' with a status of '1 pending, 3 complete, 0 denied'.

Manage Your Account

Tip Sheet

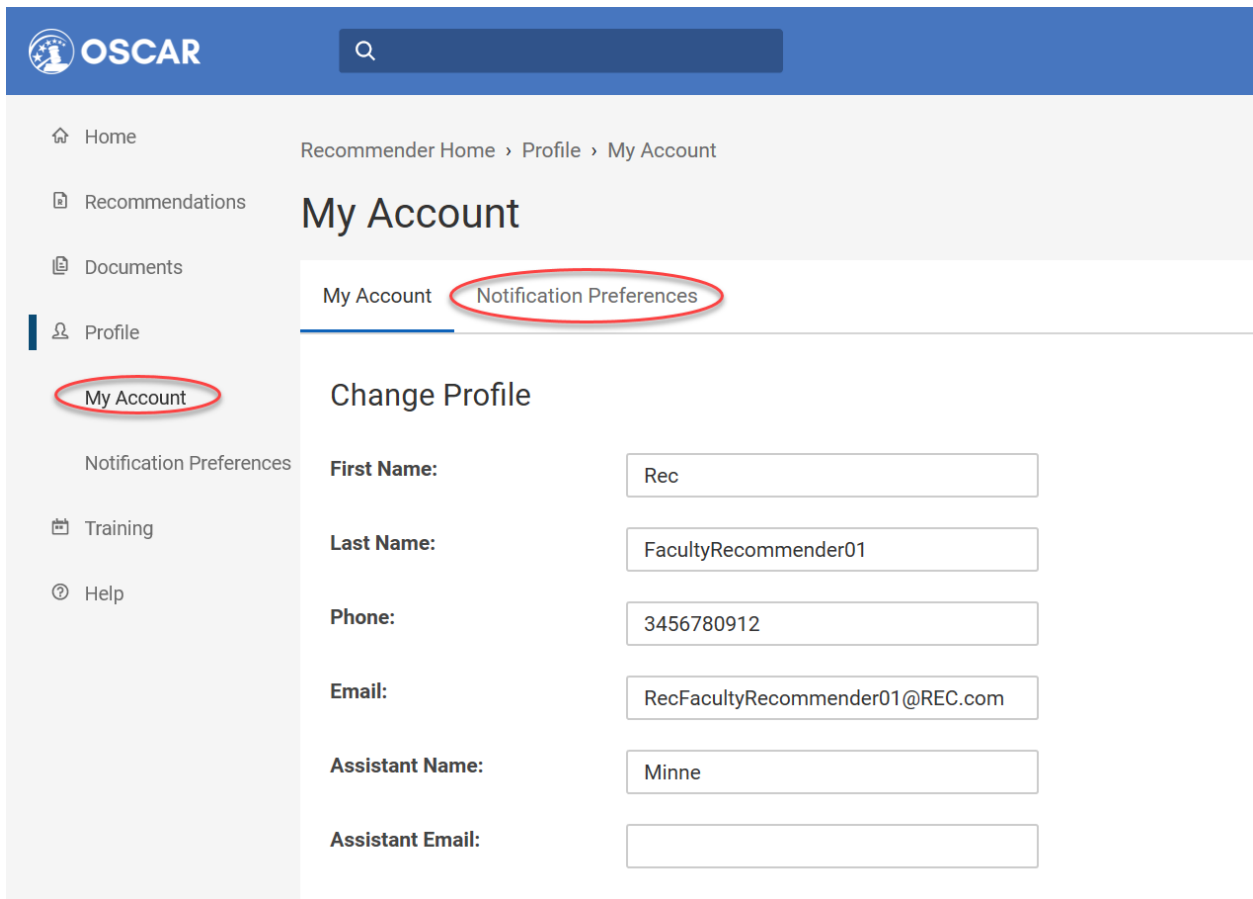
How to Update Your Notification Preferences and Change Your Password

OSCAR allows you to reset your notification preferences as well as your password.

Updating Your Notification Setting

To update your email and/or dashboard notification settings, do the following:

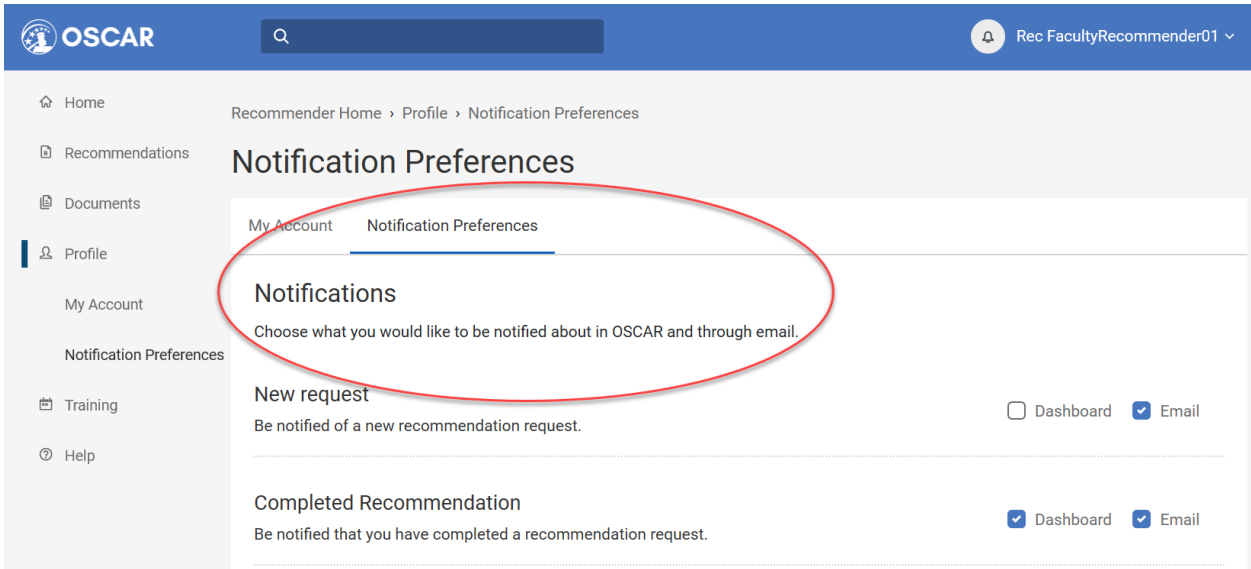
1. Log into OSCAR.
2. From your **Home** page, use the dropdown next to **Profile**, select **My Account**, and then **Notifications Preferences**:



The screenshot shows the OSCAR user interface. At the top is a blue header with the OSCAR logo and a search bar. Below the header is a navigation menu with icons for Home, Recommendations, Documents, Profile, My Account, Notification Preferences, Training, and Help. The 'My Account' section is active, showing a breadcrumb trail: Recommender Home > Profile > My Account. The 'My Account' page has two tabs: 'My Account' and 'Notification Preferences', with the latter circled in red. Below the tabs is a 'Change Profile' form with the following fields:

First Name:	<input type="text" value="Rec"/>
Last Name:	<input type="text" value="FacultyRecommender01"/>
Phone:	<input type="text" value="3456780912"/>
Email:	<input type="text" value="RecFacultyRecommender01@REC.com"/>
Assistant Name:	<input type="text" value="Minne"/>
Assistant Email:	<input type="text"/>

3. On the **Notification Preferences** tab, under **Notifications**, choose how you would like to be alerted about new requests and completed recommendations (on your dashboard or through email, or both ways):

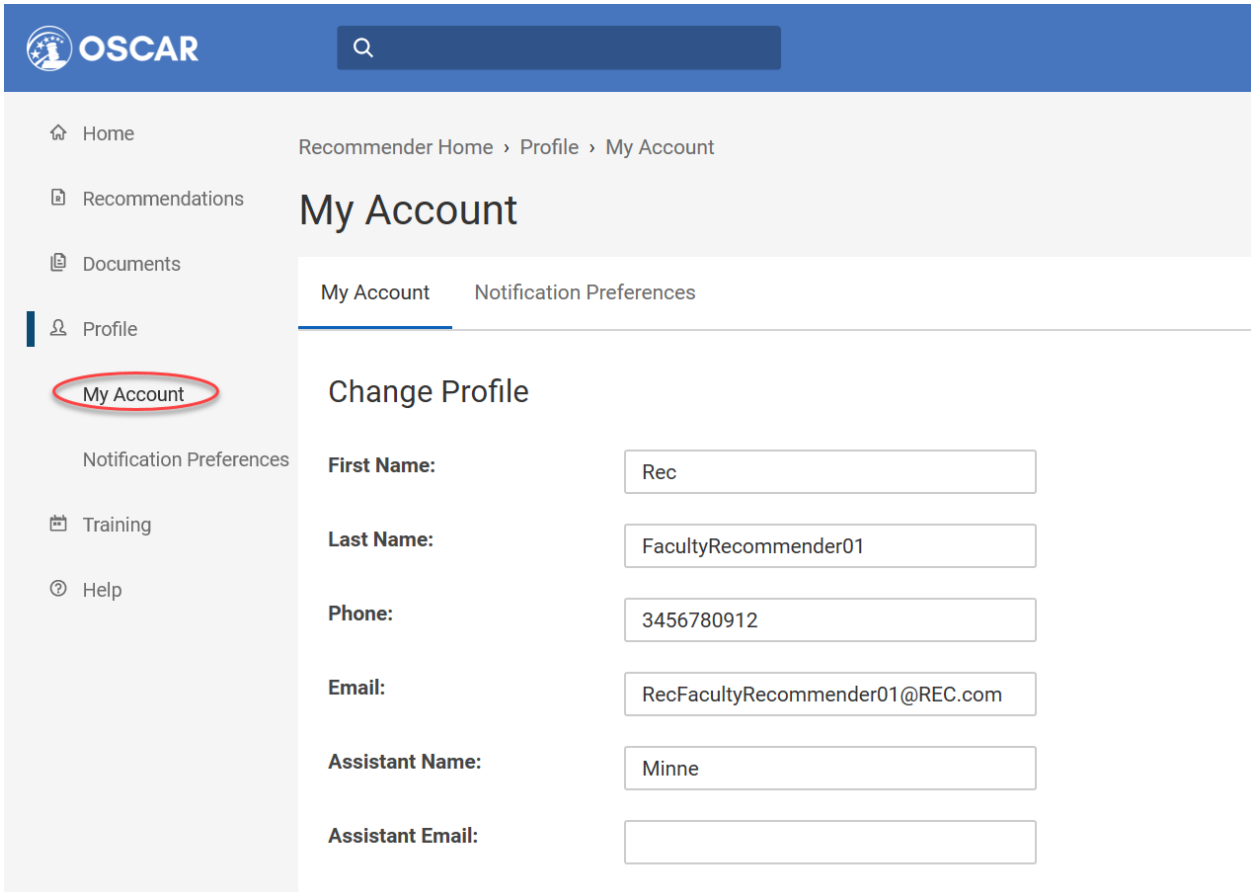


The screenshot shows the OSCAR interface. The top navigation bar includes the OSCAR logo, a search bar, and a user profile dropdown for 'Rec FacultyRecommender01'. The left sidebar contains navigation links: Home, Recommendations, Documents, Profile, My Account, Notification Preferences, Training, and Help. The main content area is titled 'Notification Preferences' and includes a breadcrumb trail: 'Recommender Home > Profile > Notification Preferences'. Below the breadcrumb, there are two tabs: 'My Account' and 'Notification Preferences', with the latter being active. The 'Notifications' section is circled in red and contains the text: 'Choose what you would like to be notified about in OSCAR and through email.' Below this, there are two notification categories: 'New request' and 'Completed Recommendation'. For 'New request', the 'Dashboard' checkbox is unchecked and the 'Email' checkbox is checked. For 'Completed Recommendation', both 'Dashboard' and 'Email' checkboxes are checked.

Changing Your Password

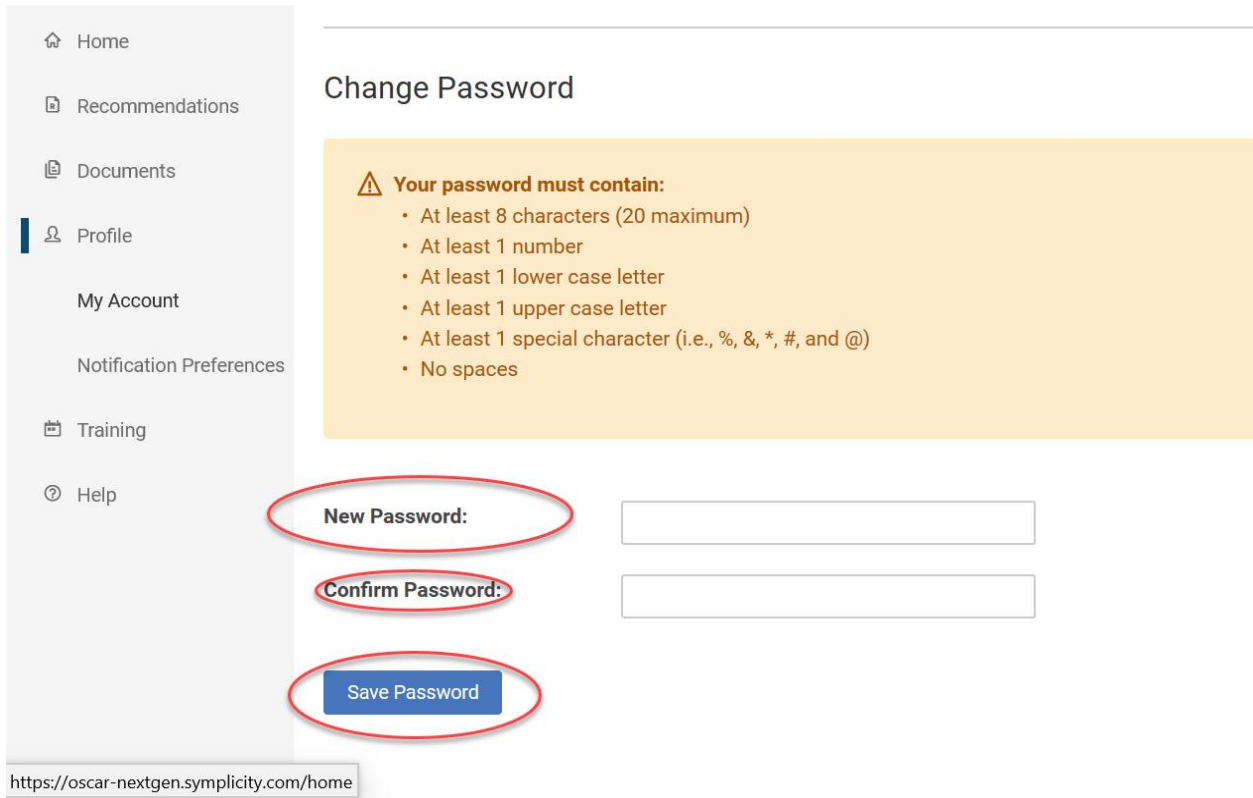
To change your password, do the following:

4. Log into OSCAR.
5. From your **Home** page, use the dropdown next to **Profile**, and click on **My Account**:



The screenshot shows the OSCAR interface. The top navigation bar includes the OSCAR logo, a search bar, and a user profile dropdown for 'Rec FacultyRecommender01'. The left sidebar contains navigation links: Home, Recommendations, Documents, Profile, My Account, Notification Preferences, Training, and Help. The 'My Account' link in the sidebar is circled in red. The main content area is titled 'My Account' and includes a breadcrumb trail: 'Recommender Home > Profile > My Account'. Below the breadcrumb, there are two tabs: 'My Account' and 'Notification Preferences', with the former being active. The 'Change Profile' section contains several input fields: 'First Name' (value: Rec), 'Last Name' (value: FacultyRecommender01), 'Phone' (value: 3456780912), 'Email' (value: RecFacultyRecommender01@REC.com), 'Assistant Name' (value: Minne), and 'Assistant Email' (empty).

6. Scroll down until you see the **Change Password** area. Type in your **New Password**, **Confirm Password** (enter it again), and then hit **Save**:



Home

Recommendations

Documents

Profile

My Account

Notification Preferences

Training

Help

Change Password

⚠ Your password must contain:

- At least 8 characters (20 maximum)
- At least 1 number
- At least 1 lower case letter
- At least 1 upper case letter
- At least 1 special character (i.e., %, &, *, #, and @)
- No spaces

New Password:

Confirm Password:

Save Password

<https://oscar-nextgen.symphlicity.com/home>