There are two ways to re-send a request for recommendation to a recommender. This action can be performed by either the applicant or an AY administrative/departmental user.

**Applicant Re-notification**

For an applicant to re-send a recommendation request, they will need to log in to their online application and follow the steps below.

Click **View Application** on the Dashboard page.

Navigate to the **Recommendation** section and click on the **Provider** list.
Click the **Resend** box to re-notify the recommender.

![Image of the University of Missouri-Columbia recommender system](image1)

Please note that notification emails will indicate "**University of Missouri-Columbia**" as the sender but will come from **support@hobsons.com**.

**AY User Re-notification**

Administrative or departmental AY users are also able to re-send recommendation requests.

In the **WebCenter**, navigate to the **Recommendation** system.

![Image of the WebCenter with the Recommendation system highlighted](image2)
Complete a Search for the Not Submitted recommendation; search can be performed using the recommender’s information or the applicant’s information.

**Search with Recommender’s Info**

1. Click on Search
2. Update to Not Submitted
3. Search with Recommender’s info
4. Click Submit

**Search with Applicant’s Info**

1. Click on Search
2. Update to Not Submitted
3. Search with Applicant’s info
4. Click Submit
Click on the **Recommender’s name** to open the **Recommender Provider Information** page.

Click **re-notify** to re-send the recommendation request email message.

After re-notification, the recommender will receive an email message containing instructions for submission of the recommendation as well as a log in link.

Please note that re-notification will also resolve forgotten password issues as well.

Please contact gradadmin@missouri.edu with questions or for assistance.