HealthPac
Application Portfolio Builder Tutorial

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Welcome to Health PAC Application Portfolio Builder

• What Is Health PAC Application Portfolio Builder?
This is the CALS/NCSU Health PAC application management software for students and alumni to compile, organize, and track their information, accomplishments, activities, and recommendations for eventual application to a health profession program.

• Who Has Access To My Application Portfolio?
Your portfolio is available for viewing by yourself, the Health PAC staff (Dr. Flick and Ms. Kelley) and the Health Professions Review Committee as well as any person you provide with your special access code (such as your adviser, an interviewer, etc.) – however, your letters of recommendation can ONLY be viewed by the Health PAC administrators and the Health Professions Review Committee.
• What Can The Health PAC Application Portfolio Builder Do For Me?

The Health PAC Application Portfolio Builder is organized into “lockers” into which you enter or upload information which will help you, our staff and your advisers in identifying your areas of strength and weakness and to provide recommendations for strengthening your application. Once you start the actual application process, your portfolio will assist you in inputting your data as well as tracking the status of your file with the review committee. It also provides you with an electronic database which may be viewed by schools, scholarship, financial aid programs, etc.

Your portfolio has many key components – all of which you should keep current - we recommend that you update and/or add to ALL components of your portfolio at least once a year – The Health PAC website suggests numerous items that can be used in your portfolio under the four year timeline and information sections for activities and components to help to make you the most competitive candidate.
• How Do I Get Started?

• If you don’t already have a Health PAC account – visit the website and select: Join the PAC - Enroll in the Health Professions Advising Center from the menu bar on the left

• You will be directed to submit basic information about yourself and your healthcare interests - Once you submit your request, you will receive an email confirming your enrollment and your Health PAC password (you can change this password at the actual portfolio site) You will also be given several documents to read: the Release Authorization, the Advising Agreement, and the Statement of Intent - you MUST read and agree to these in order to access your portfolio

• Once you have completed these steps – you may enter the Health PAC database and add & revise any of your information by clicking on the “Join the PAC” link again and entering your email and assigned password
• **What Next?**

• Once you enter your email and password – you will see the following information:

  _______________________________________________________
  **Main Menu**

  Welcome **Jane Doe**! *(If you are not Jane Doe, please close your browser and log back in.)*

  Please select from the following options:
  
  • Update your registration
  • Edit your HealthPAC Application Portfolio Builder
  • Log out

  _______________________________________________________

  Click on the “Edit your HealthPAC Application Portfolio Builder” link to enter the application builder and begin your database
When you open your portfolio – you will see some of the following information – at the top and the bottom of the page – please note these items:

Your Name and the Status of your Portfolio

Student: Jane Doe

Directions for Changing your email, login and password are at the bottom of this webpage

Note: If you'd like to change your login email address, your login password, or your Folio Password, go to Account Options.

The Account Options Link

Account Options
Modify your passwords and your email address
• Here You Will Also Find the Key Links for Adding Information to Your Portfolio – ALL areas need to be addressed to complete your portfolio for final submission to the review committee

**HealthPac Content**

Data Sheet | Recommendations | Tracking Records | Upload Content

Academic Records
- NCSU Transcripts
- Outside Transcripts

Admissions Test Scores

Activities & Accomplishments
- Academic Activities
- Clinical Activities
- Service Activities
- Social Activities

Other (Including Awards, Experiences, etc)

Personal Statement

Photo

Resume

Brag Sheet
• (1) Begin By Opening and Completing the - Health PAC Data Sheet

• For 2007/2008 applicants, the information on this page needs to be complete by the end of February – You need to LIST recommenders by the end of February as well – you do not have to submit them. All other components of your file must be completed and submitted by May 14th.

• You will be asked to submit information critical to helping us prepare your file such as contact addresses, projected application fields, anticipated admission test dates, major(s)/minor(s), schools attended, GPA, and other information as well as contact information for our staff to contact you in the event of questions or missing items. It is critical that you keep this and all information contained here as current as possible.

• You will also be asked critical information about your application and review cycle.
2) How To Upload Content Into Lockers (ie. Academic, Clinical, etc) - You may designate activities/materials into one of the 7 main areas and their subcategories listed below by clicking on the “upload content” link: (note – some materials like transcripts will have to be copied into a word or excel document, saved and uploaded or scanned in)

Data Sheet | Recommendations | Tracking Records | Upload Content
Academic Records
   NCSU Transcripts
   Outside Transcripts
Admissions Test Scores
Activities & Accomplishments
   Academic Activities
   Clinical Activities
   Service Activities
   Social Activities
Other (Including Awards, Experiences, etc)
Personal Statement
Photo
Resume
Brag Sheet
When You Click On the Upload Content Link, You Will See The Following:

Here you will name your entry, provide a description of the entry and designate a content locker and a method to link summaries of your activities, photos, publications and more.

**Upload Locker Content**

Using the form below, upload content into one of your HealthPAC Portfolio lockers. The following file types may be uploaded: Word, Excel, PowerPoint, PDF, text, and image. The file must be under 3MB.

Title:

![Title Input Field]

Description:

![Description Input Field]

Where should this content appear?

**Academic Records**

File to upload:

![File Browse Button]
• (3) You May Update Your Information At Anytime Once You Have Upload It?
  • Once you have entered an activity into your portfolio, you may view, update or delete it at any time by clicking on the links beside the item – Below is an example of how your file will appear once you have uploaded your resume

<table>
<thead>
<tr>
<th>Resume</th>
<th>View</th>
<th>Update</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe - Current Resume</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Important Points About Uploading Content:
• Transcripts & Test Scores may be uploaded in several ways –
  1. If the institution allows – you may upload it from the site
  2. You may scan a copy and upload it (preferred) or
  3. Copy, paste and save it to a word document that can be uploaded to your file
• This same process can be used for your other locker files as well
(4) Recommendations – you may list, update and submit a recommender at any time (you do not have to wait until you enter your application cycle to place recommendations in your file)

- However, we strongly recommend you email and/or call your recommenders, send them a copy not only of your resume but also a “brag sheet” of key points and information you would like highlighted in your recommendation. You may also wish to provide them with the Tips For Letter Writers and Recommenders located at:


- Remember also that we recommend that you select 5 letters for review by the committee and submission to your selected programs – We strongly recommend that there be (1) letter from a physical science professor, (1) letter from a biological/life science professor, (1) letter from a humanities professor and (2) others from someone who can speak of your qualifications (see handbook for further details)

• Entering and Submitting a Recommender: Click on the link for recommendations

Data Sheet | Recommendations | Tracking Records | Upload Content

You will then see a place to input your selection, you will be asked to provide an email address as well a department, application program and letter type (you can be general with department type – this is for designating the letters)

When you are ready for your evaluator to receive an email notification inviting them to submit a recommendation click on the send button – your evaluator will receive an email with a password and a link to our electronic evaluation form.

Your file will be marked the date the request is sent and when it is received by the advising center.

Copies of your recommendations WILL NOT appear in your file may ONLY be viewed by the Health PAC staff and the Health Professions Review Committee.
Your Recommendations

Recommendations are a great way to get positive feedback about yourself. Below you will find a listing of any current recommendations that you might have. You can re-send recommendations until the recipient completes the request and it is marked as received. To apply for more, click here and read on for information regarding the steps involved.

<table>
<thead>
<tr>
<th>#</th>
<th>Name</th>
<th>Department</th>
<th>Letter Type</th>
<th>Program Type</th>
<th>Sent</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>John Doe</td>
<td>Biology</td>
<td>Biological</td>
<td>Allopathic</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Once you send the recommendation request – the send box will read sent and the date and time sent will appear in the sent column – when the writer submits their letter – the date and time received will appear in the received column.
• What Your Recommenders Receive:

An email is sent to your recommenders which resembles the following: please note that this email will designate you as the sender

John Doe,

Jane Doe is requesting that you complete a recommendation for them on behalf of the Health Professions Advising Center (HealthPAC) at NC State University. Your recommendation is confidential and will not be shared with the applicant.

For more information please see:
http://harvest.cals.ncsu.edu/healthpac/recommend

username: Just me
password: oVPZ123

Thank you,

Jane Doe
Jane_Doe@ncsu.edu
When the recommender clicks on the email link – they will be taken to a login screen where they will enter this user name and password:

**Recommender Login**

Welcome to the HealthPAC Recommender tool. Here you will be able to provide a confidential recommendation for an applicant. To continue, please enter in the username and password combination that you received in your email.

Username: Just me

Password: oVPZ123

This will take them to the recommendation screen where they will provide information on their knowledge of you, rankings of your qualifications and submit a letter of recommendation.
(5) Tracking Record:

The Health PAC Application Portfolio Builder also provides students with an Application Tracking Record to monitor application submissions and activity – When an applicant is ready to submit their file to the review committee they select the “submit tracking file” button located at the bottom of the page – this button cannot be used until every item is checked in the “completed?” column – If you have no items to upload to a category, simply check the complete column and leave the locker empty. To access your tracking record – click on the link marked Tracking Records.
Your HealthPAC Tracking Record *(NOTE: The first three items are marked when you agree to the waivers – the remaining items are manually checked as complete – “envelopes” are envelopes submitted for any non-Virtual Evals programs)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Date Submitted</th>
<th>Date Modified</th>
<th>Date Removed</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Authorization</td>
<td>01/08/07 01:46P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advising Agreement</td>
<td>01/08/07 01:46P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statement of Intent</td>
<td>01/08/07 01:46P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HealthPAC Data Sheet</td>
<td>01/08/07 01:46P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NCSU Transcripts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outside Transcripts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities/Accomplishments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resume</td>
<td>01/25/07 08:51A</td>
<td>01/25/07 08:51A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhotoPersonal Statement</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admissions Scores</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recommendations</td>
<td>01/25/07 08:46A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Portfolio Items</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Envelopes</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

When your tracking file is fully complete, you are then able to submit it to the HealthPAC Review Committee. Please note that once you submit a file, a permanent copy of its data is stored and cannot be modified. This copy and your recommendations will be reviewed.

Submit Tracking File
• Program Tracking Record – Students in Application Process

This is a critical piece for both you and the advising center to track your progress and status of your application and other applicants to provide the best feedback on the status of the applicant pool. It is important to keep this information as complete and up to date as possible.

Students and Health PAC administrators are asked to complete components of this log as they become available – for instance – students first list the schools they wish to apply to – this is not a static list and schools may be added as students decide on programs – they then track the date they submit their application to these programs, a Health PAC administrator then notes the date the their composite is reviewed and subsequently submitted.

Students from this point are asked to listed dates that secondary applications are received and submitted as well as interviews and letters of acceptance, denial and waitlist.

We ask that students who are not participating in the review committee (ie. Pharmacy, PT, PA schools, etc) also complete this information as we are interested in possibly adding these specialties to the review committee in the future.
Remember – this valuable tool is what YOU make of it – by inputting and noting accomplishments and activities in a timely fashion – you assure yourself the most complete portfolio which will ultimately assist you in preparing your application as well as your review committee package.

Also – remember to use the MANY resources available to you through the Health PAC website – especially the handbook, four year timeline, “r u ready to apply”, as well as the many other categories.

Also – take the time to review the emails sent to you through the listserv, take advantage of opportunities that interest you and use the resources in the advising center as well as the expertise of Dr. Flick, Ms. Kelley and your academic advisers.
FAQS

• When should you start your portfolio? Now – no time is too soon, try to make it a habit to add to and update your portfolio as your activities change and are completed (ie. Transcripts, clubs, service events, offices, sports, intramurals, jobs both for experience and expenses, etc) – Make sure to add detail describing your involvement and especially any unique aspects of your activity

• Remember – it is not about quantity, or a checklist of “correct” application parts but rather your commitment, understanding, uniqueness and personality that come through in your activities

• Don’t forget things like church, fraternities, etc. – provide detail on activities and time commitments – clinical and medically related experiences are valuable but so are commitments to service, outside interests and other activities that demonstrate a well rounded candidate
• What about recommendations – When can I start selecting recommenders? Some students choose to solicit recommendations from evaluators immediately following their contact with them (such as at the conclusion of a class, end on internship, etc.) - while others chose to wait until they begin their official application submission and have more awards and activities in their portfolio. This decision is up to you – you may also obtain more than 5 recommendations and then select the ones you would like to use – although remember – only the committee and the Health PAC staff can view your recommendations.

• What if I am applying for different types of programs (allopathic, osteopathic, and PA programs) – can I have different letters submitted for these programs by the same evaluator? Yes – you simply submit multiple requests for the same name and make sure that they designate the program type in their evaluation (there is a section where they designate the program type)
• Envelopes – Once you have designated all of your proposed application programs – please check the block to note that you have turned in envelopes for all “non-virtual eval” programs – a list of all schools accepting Virtual Evals can be found at -
http://harvest.cals.ncsu.edu/applications/calswebsite/filelibrary/Programs_Participating_in_Virtual_Evals1.pdf

• Program Tracking Record – This data file is CRITICAL to help us assist you both during the application period and in the event you may need to reapply, etc – please keep this complete and up to date.

• **PLEASE keep your portfolio updated and as accurate as possible!!**