

HPAC Student User Guide

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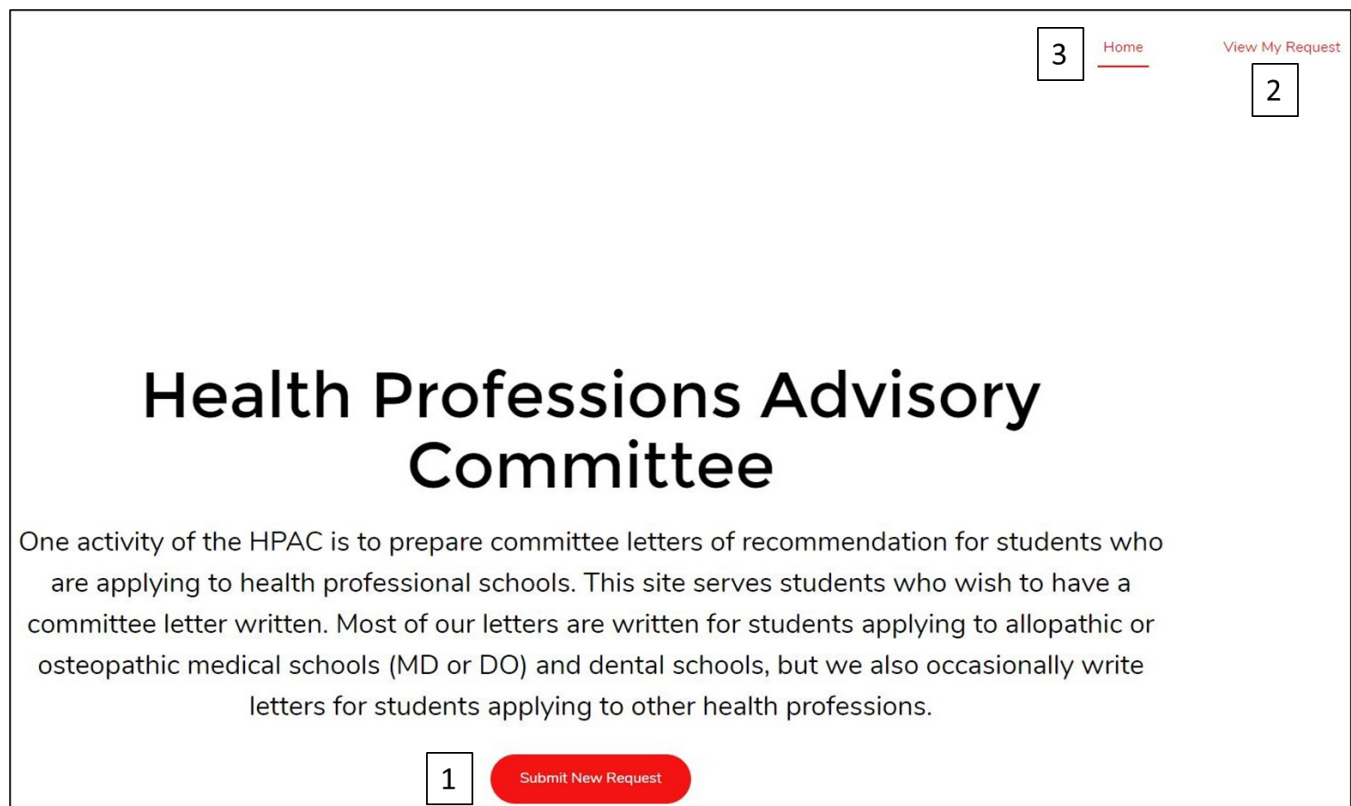
The HPAC Student Portal Home

When you log in to the HPAC App, you will arrive on the home page.

Here you can click on Submit New Request **(1)** to begin the process of submitting a request for recommendation letters.

Clicking View My Requests **(2)** will take you to a list of your requests you have already submitted. You can also edit a request from this screen.

Clicking Home **(3)** will bring you back to this page.



Submit A New Request

Clicking **Submit New Request** will begin the request process. A new tab will open with the form you need to complete.

Student

First Name

Mattie

Last Name

Vukmir

Application Year: 2023

Rate the likelihood that you will apply in the next 6-8 months from 1 to 10, with 1 being certain that you will apply.

--None--

Earliest school deadline

I am applying to the following type of graduate health professions educational institution.

MD

DO

MD/PhD

Dental

Optometry

Other profession

Your name will auto-populate. Complete the remaining fields on the form. You can come back and edit these fields after submitting.

To select multiple school types for the "I am applying to the following type of graduate health professions educational institution" question, you can hold ctrl and select multiple options.

To expand the long form answer text boxes for your extracurriculars, personal essay and any special recommendations you would like to receive - click on the 2 lines in the bottom right of the text box and drag to a larger size.

Read the waiver carefully at the end of the form along with the text with the next steps of the process. Click **submit** to begin the recommendation request process. You can edit your request after you submit it. To return to the home tab, click Home in the top right of the page.

Thank you for submitting your HPAC Recommendation Request.

Please close this tab to return to the home page.

Editing Your Request

To edit your request to include school IDs or to make any changes to fields you have already entered, return to the HPAC Student Portal.

From the HPAC home page, click View My Request in the top right corner.

On this screen you will see a list of your submitted Student Requests. To edit your request you can click on the HPAC Student Request Name SR-XXXXX (1) or click the arrow drop down on the right side and click edit (2).

Clicking the drop down arrow and selecting edit will bring the record up in a new popup window allowing you to edit any of the fields that you need to including the school ID fields. Clicking the record name will open the record in a new tab. To edit a field from this view, click the gray pencil on the right side of the field.



HPAC Student Requests

All ▼

1 item • Sorted by HPAC Student Request Name • Filtered by All hpac student requests



	HPAC Student... ▼	Student ▼	Class Year ▼	Likelihood of ... ▼	Earliest School ... ▼	Email Address ▼	
1	SR-00017	Your name here	2026	6	8/16/2023	Your email here	▼
1							<div>Edit</div> <div>Change Owner</div>

Reapplying - Creating a second application

If you are returning to submit a second HPAC Student Request in a later application cycle, follow the above steps for creating a new request.


You will see that when you click **Submit New Request**, your previous submission entries for Likelihood for your application, school types, extracurricular activities, and any special recommendation requests will be pulled in from your previous application. You can edit those as you need to and click submit on the new request. Your previous personal essay will not copy over to the new request.


After you submit this new request, you can click **View My Request** to view any of your request submissions including the new one that you have just created. You can also edit your newly submitted request.

Note: If you submitted your first application in the old system, your old entry information will not be copied to the new system.

[Home](#)

[View My Request](#)

 HPAC Student Requests
All ▼

2 items • Sorted by HPAC Student Request Name • Filtered by All hpac student requests 

	HPAC Student... ↑ ▼	Student ▼	Class Year ▼	Likelihood of ... ▼	Earliest School ... ▼	Email Address ▼	
1	SR-00017	<input type="text" value="Your name here"/>	2026	6	8/16/2023	<input type="text" value="Your email here"/>	▼
2	SR-00018	<input type="text" value="Your name here"/>	2026	6		<input type="text" value="Your email here"/>	▼