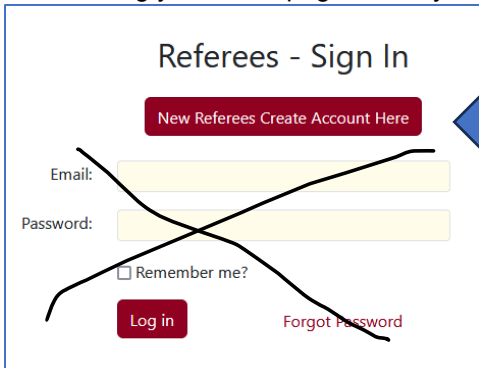


## Referee Instructions

1. Click on the link received in the email from [noreply@sd23.bc.ca](mailto:noreply@sd23.bc.ca) to confirm your email address. **Check spam** if not received. Click on the **blue link**.

2. It will bring you to this page where you will click on the maroon **New Referees Create Account Here**.



Referees - Sign In

New Referees Create Account Here

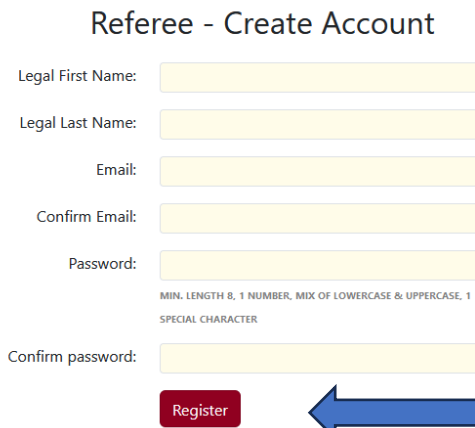
Email:

Password:

Remember me?

Log in [Forgot Password](#)

3. It will open a new window; **fill in the blanks**.



Referee - Create Account

Legal First Name:

Legal Last Name:

Email:

Confirm Email:

Password:

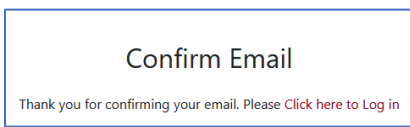
MIN. LENGTH 8, 1 NUMBER, MIX OF LOWERCASE & UPPERCASE, 1 SPECIAL CHARACTER

Confirm password:

Register

4. When completed click on the maroon **Register** button.

5. You will receive a **second email**; then click on the **blue link**.

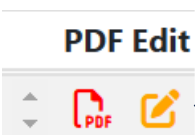


Confirm Email

Thank you for confirming your email. Please [Click here to Log in](#)

6. Then **login** using credentials created.

7. Complete profile screen, and each student you have clicked a link for will appear. Click on the **Orange "Edit Statement of Reference"** form signing at the bottom.



PDF Edit

PDF

Statements are automatically sent when you **log off**.

When completed the student should check their online application to confirm that the "Date Signed" section of their Referees Info has a date and time.

Email [cobss@shaw.ca](mailto:cobss@shaw.ca) if you need help.