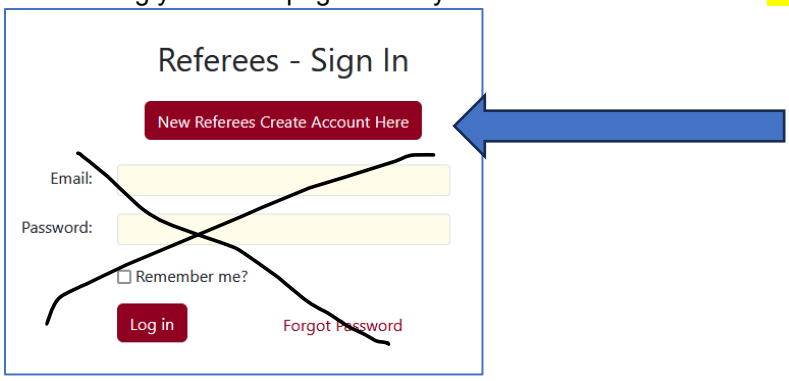
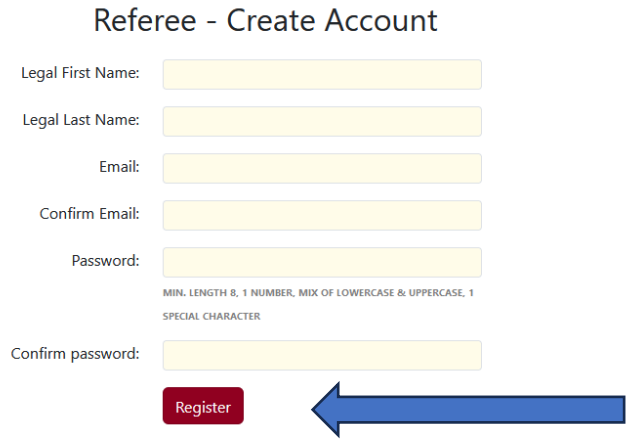
Referee Instructions

1.Click on the link received in the email from 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.

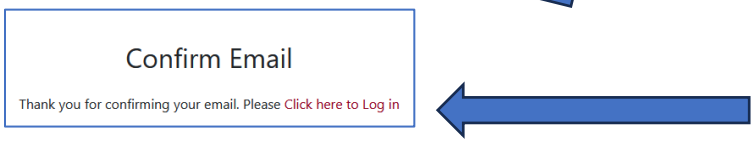


3.It will open a new window; fill in the blanks.



4. When completed click on the maroon Register button.

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



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.



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@sd23.bc.ca if you need help.