

Sample AEA/JOE screens – Faculty views



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Home > JOE > Letter Writer > Surrogate Letter Writer Dashboard

Surrogate Letter Writer: Dashboard

(Acting as: HEIM, CAROL E) Candidates « Back To Letter Writer List [Add Candidate]

Welcome to the letter-writer dashboard. Your candidate list will appear below; the first time you login, you will have no candidates listed. If you received an invitation from a candidate, you can let that candidate know that you are in the JOE Network and they can now add you as a letter-writer and begin making requests. Alternately, you can use the "Add candidate" link on this page to add a candidate directly.

Once you've added a candidate, their name will appear here and you can click on it to view their requests. Choose the "Auto-fulfill" option for a candidate if you want to upload a single letter to fulfill all requests.

Helpful hint: the system default is to send an email for each request (even if auto-fulfill is set). To change this, click on "Email settings" and select either a weekly digest or no emails.

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Choose Add Candidate:

Search for a Candidate

Please fill in at least one field.

First Name:

Last Name:

Email:

| | Name | Email |
|--|--------------------|---------------------------------|
| | Agamile, Peter | peter.agamile@manchester.ac.uk |
| | BENT, PETER | pbent@umass.edu |
| | Eppinger, Peter | peter.eppinger@uni-tuebingen.de |
| | Evangelakis, Peter | peterevang@uchicago.edu |
| | LORENTZEN, PETER L | peterlorentzen@gmail.com |
| | LORENZ, PETER | plorenz88@gmail.com |
| | Toth, Peter | toth.peter@utexas.edu |
| | Wagner, Peter | paw@uni-bonn.de |
| | Yang, Peter | peter.yang@rub.de |

Click on name to add candidate ...



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Surrogate Letter Writer: Dashboard

(Acting as: HEIM, CAROL E) Candidates

[« Back To Letter Writer List \[Add Candidate\]](#)

Filter candidates by activity date:

Last 6 Months

| Name | Requests Pending | Fulfilled Requests |
|-------------|------------------|--------------------|
| BENT, PETER | 0 | 0/0 (0%) |

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Click on candidate to add letter...

The screenshot shows the 'Surrogate Letter Writer: Dashboard' for candidate Peter Bent. The page header includes the American Economic Association logo and navigation links for Journals, Annual Meeting, Careers, Resources, EconLit, and a search icon. The breadcrumb trail is Home > JOE > Letter Writer > Surrogate Letter Writer Dashboard. The main content area is titled '(Acting as: HEIM, CAROL E) Candidate: PETER BENT' with a 'Back To Candidate List' link. Under 'Letter Fulfillment Options', it states the current setting is to manually fulfill all requests. Two buttons are present: 'Automatically fulfill all requests' and 'Manually fulfill all requests' (which is selected). Below this is a 'Manage Requests' section with an 'Upload/View Letters' button and a message 'No requests found.' The footer contains navigation links, social media icons for Facebook and Twitter, and copyright information for 2017.

To upload letter, choose Upload/View Letters.

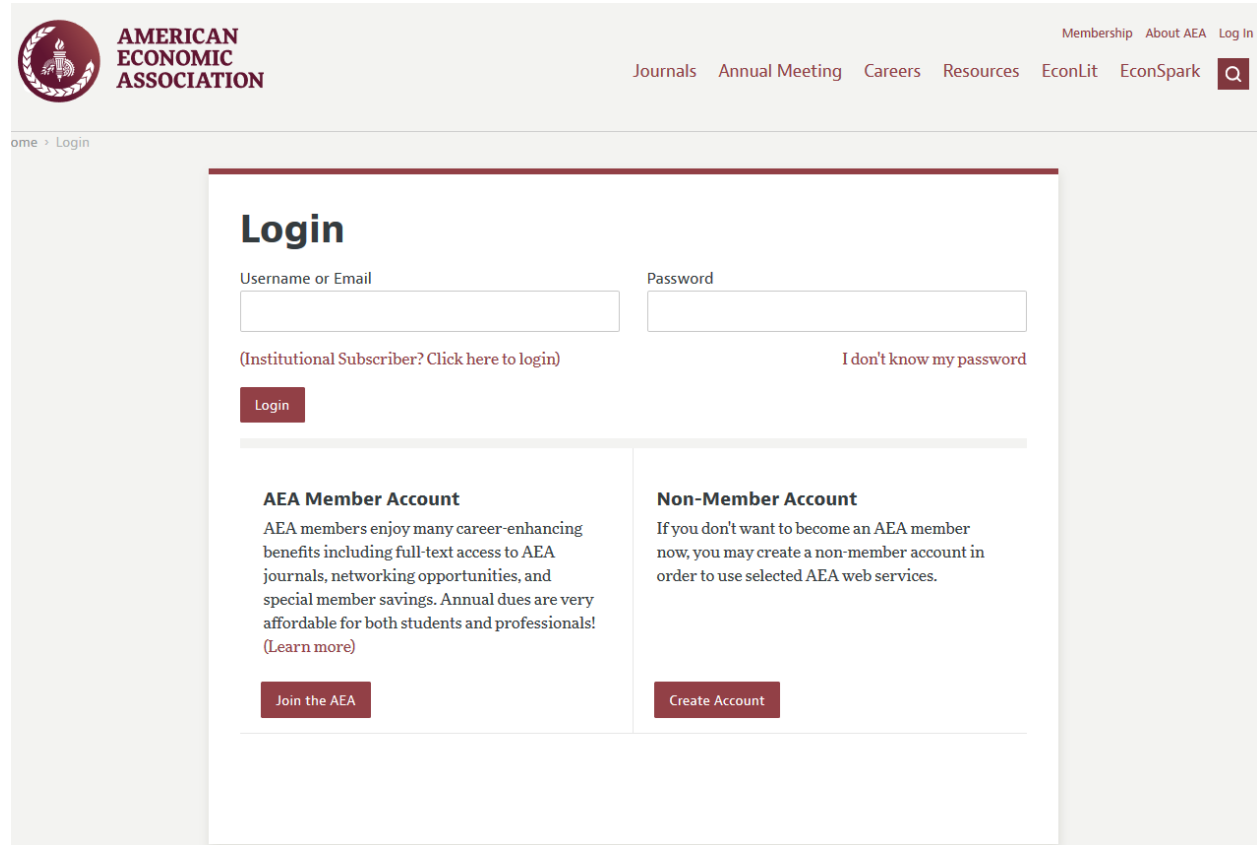
Choose Automatically fulfill all requests . . .

The dialog box is titled 'Letter fulfillment Options: Automatically Fulfill All Requests' and includes a 'close [x]' button. It instructs the user to 'Select or upload the default file that will be used to automatically fulfill requests.' There are two radio buttons: 'Select file from list below' (selected) and 'Upload new file'. Below is a table with columns for File Name, Description, Date Uploaded, and Expiration Date. A single file is listed: 'Bent, Peter - Heim_9-28-17.pdf (157055)' with a date of '09/28/2017' and an expiration date of '09/28/2019'. At the bottom are 'Fulfill' and 'Cancel' buttons.

| File Name | Description | Date Uploaded | Expiration Date |
|---|-------------|---------------|-----------------|
| Bent, Peter - Heim_9-28-17.pdf (157055) | | 09/28/2017 | 09/28/2019 |

Students identify letter writers by searching for them by name and/or their professional email address, e.g., Carol Heim cheim@econs.umass.edu, NOT Carol Heim gradinfo@econs.umass.edu

Creating faculty guest account:



The screenshot shows the American Economic Association (AEA) website's login and account creation interface. At the top left is the AEA logo, a circular emblem with a figure holding a scale. To its right, the text "AMERICAN ECONOMIC ASSOCIATION" is displayed in a serif font. The top right navigation bar includes links for "Membership", "About AEA", and "Log In". Below these are links for "Journals", "Annual Meeting", "Careers", "Resources", "EconLit", and "EconSpark", followed by a search icon. A breadcrumb trail "ome > Login" is visible on the left side of the page.

The main content area is titled "Login" in a large, bold, sans-serif font. Below the title are two input fields: "Username or Email" and "Password". Below the "Username or Email" field is a link: "(Institutional Subscriber? Click here to login)". Below the "Password" field is a link: "I don't know my password". A "Login" button is positioned below the "Username or Email" field.

Below the login form, there are two columns of text. The left column is titled "AEA Member Account" and describes the benefits of membership, including full-text access to journals, networking opportunities, and special member savings. It includes a link "(Learn more)" and a "Join the AEA" button. The right column is titled "Non-Member Account" and explains that users can create a non-member account to use selected web services. It includes a "Create Account" button.



Signup

Please fill out the following fields to signup:

First Name

Last Name

Username

Email

Confirm Email

Password

Confirm Password

Terms and Conditions of Use

Updated on March 16, 2017

By using this Site, You agree to the terms below.

Many of the sections of this Agreement offer "Summaries" at the beginning, which are meant merely to explain the terms of the Agreement and are not meant to offer additional or different terms.

1. Scope of Agreement

These Terms and Conditions of Use (otherwise known as the "Agreement") is between you, ("You"), and the American Economic Association (referred to in this Agreement as "AEA").

When You use this Site, any journals or other content You access that has been produced either by AEA or its licensors, these are the terms that will govern Your use. AEA may change the terms of this Agreement from time to time if needed, but will post a notice of such changes so that You know what they are.

» Please click here <https://www.aeaweb.org/privacypolicy> to read AEA's Privacy Policy. The Privacy Policy explains how AEA collects, stores, uses and discloses Your personal information.

This Site is not intended for use by anyone under 13 years of age.

I agree to the Terms

Cancel

Email

mlaw@uva.edu



Home > Login

Login

Sign-up successful! A verification email has been sent. Please verify your account before logging in.

Username or Email

Password

(Institutional Subscriber? [Click here to login](#))

[I don't know my password](#)

Login

AEA Member Account

AEA members enjoy many career-enhancing benefits including full-text access to AEA journals, networking opportunities, and special member savings. Annual dues are very affordable for both students and professionals! ([Learn more](#))

Join the AEA

Non-Member Account

If you don't want to become an AEA member now, you may create a non-member account in order to use selected AEA web services.

Create Account

Reply Reply All Forward



Mon 10/22/2018 3:58 PM

AEAweb Notifications <notify@aeaweb.org>

Thank you for registering

To Mark Landeryou

Action Items

Thank you for registering!

To complete your registration please click the link provided or copy and paste it into your web browser:

<https://www.aeaweb.org/site/verify?token=35xKZ67MpwWtp86IHmDhqININXsAwJgp>



Home > Login

Login

Your account has been successfully verified. You may now login.

Username or Email

Password

(Institutional Subscriber? [Click here to login](#))

[I don't know my password](#)

Login

AEA Member Account

AEA members enjoy many career-enhancing benefits including full-text access to AEA journals, networking opportunities, and special member savings. Annual dues are very affordable for both students and professionals! [\(Learn more\)](#)

Join the AEA

Non-Member Account

If you don't want to become an AEA member now, you may create a non-member account in order to use selected AEA web services.

Create Account



Home > Signup

Signup

Please fill out the following fields to signup:

First Name

Last Name

Username

Email

Confirm Email

Password

Confirm Password



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[Feedback](#)

Letter Writer: Dashboard

Set up a letter-writer account to provide reference letters for candidates through the JOE Network. **Only the faculty member or professional economist who will be writing the letter should register for an account.** (If you will be uploading letters on someone's behalf, do not create an account for yourself. The person writing the letter will need to set up a letter-writer account under their name and email address and then can add you as a surrogate to manage letters.)

After you create your account, there will be a brief period before your account is approved and then you will receive a confirmation email. You can then let your candidates know that you are in the JOE Network system and they will be able to add you as a letter-writer.

Would you like to set up a JOE Letter Writer Account?

Find us on Facebook and Twitter:

