

Good morning! I wanted to let you all know that you will be receiving an email from My Record Tracker by the end of business today. Here is the process to be followed if you have issues uploading documents:

- If you do not receive an email from My Record Tracker by Wednesday, June 17th, email myself and Tammy Sullivan and tammy.sullivan@nsc.edu
- If you have issues uploading documents, **you must call customer service first** at 1-800-803-9042 extension "0" or email at myRecordTracker@verticalscreen.com. If you have to call or email customer service, email me and Ms. Sullivan.
- If customer service advises you to contact the school representative, email Ms. Sullivan at tammy.sullivan@nsc.edu and cc me on the email.

Remember, you are now in a professional program and are expected to communicate via email and phone conversations in a professional manner.

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