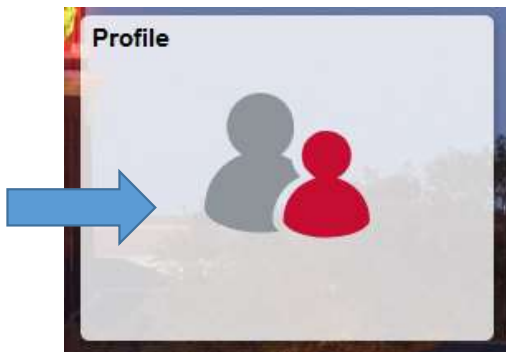


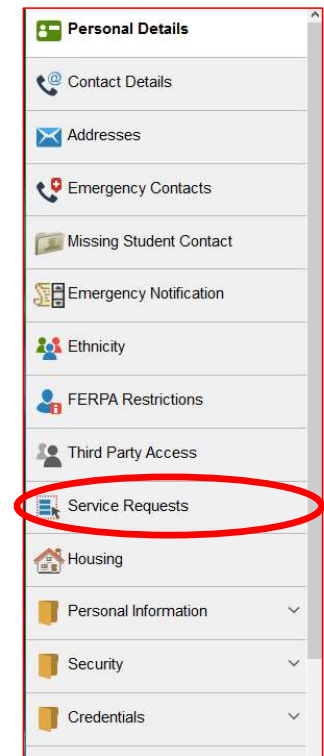
# How to upload your Graduate School Forms through myWSU

- Save your completed signed document as a PDF where you can find it on your computer.
- Name Document: last name, first name\_abbreviated doc name\_date
  - e.g. Cougar, Butch\_MasterPOS\_2018\_10\_01
- Common Form Abbreviations:
  - Program of Study = POS
  - Committee Change = Com Chg
  - Program Change = Prg Chg
  - Scheduling Forms = (non-thesis = NT) NT SchForm or (thesis/dissertation) Final SchForm
  - Graduate Petition = GrdPet
  - Graduate Leave = GrdLv
- Log into your *myWSU* account

# Look for the Profile Tile



- Click on Profile Tile
- Once there look down the left navigation bar and find > Service Requests, click on it.



# Create a new request

- Click on the gray button – Create New Request.

My Service Requests

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**My Service Requests** [Personalize](#) | [Find](#) | [View All](#) |  |  First  1 of 1  Last

<u>Request Number</u>	<u>Request Type</u>	<u>Request Subtype</u>	<u>Request Date</u>	<u>Status</u>	<u>Status Date</u>

 [Create New Request](#)

# Choose College of Education

- Click on the  next to College of Education, click next.

Academic Institution:

Select a Request Category

1 [ ] [ ] [ ]

Select a Request Category		Personalize	Find	View All	First	1-8 of 12	Last
<input type="radio"/>	<a href="#">Invest in Success</a>						
<input type="radio"/>	<a href="#">College of Agri Human &amp; Nat Res Sciences</a>						
<input type="radio"/>	<a href="#">College of Arts and Sciences</a>						
<input type="radio"/>	<a href="#">Carson College of Business</a>						
<input type="radio"/>	<a href="#">College of Communication</a>						
<input checked="" type="radio"/>	<a href="#">College of Education</a>						
<input type="radio"/>	<a href="#">College of Engineering &amp; Architecture</a>						
<input type="radio"/>	<a href="#">College of Medicine</a>						

Cancel

# Choose Department

The **following example** will be for the Department of Teaching and Learning for the Pullman campus, please choose your correct dept. & campus

- Click on the  for the appropriate department, click next.

Select a Request Type 1 2 3

Select a Request Type		Personalize   Find	First  1-12 of 12  Last
Request Type			
<input type="radio"/>	Teaching and Learning		
<input type="radio"/>	Teaching and Learning (Spokane)		
<input type="radio"/>	Teaching and Learning (Tri-Cities)		
<input type="radio"/>	Teaching and Learning (Vancouver)		
<input type="radio"/>	Educational Leadership and Sport Management		
<input type="radio"/>	Educational Leadership and Sport Management (Spokane)		
<input type="radio"/>	Educational Leadership and Sport Management (Tri-Cities)		
<input type="radio"/>	Educational Leadership and Sport Management (Vancouver)		
<input type="radio"/>	Kinesiology and Educational Psychology		
<input type="radio"/>	Kinesiology and Educational Psychology (Spokane)		
<input type="radio"/>	Kinesiology and Educational Psychology (Tri-Cities)		
<input type="radio"/>	Kinesiology and Educational Psychology (Vancouver)		

# Select the Type of Form You are Uploading

Note that there are **multiple forms** and you may have to either page > through the form names or View All.

- Click on the  Form Name you are uploading, click next.

The screenshot shows a web interface for selecting a request subtype. At the top, there is a search bar with the text "Select a Request Subtype" and a magnifying glass icon. Below this is a table with a red header "Select a Request Subtype" and a sub-header "Request Subtype". The table contains 18 rows, each with a radio button and a text label. A blue arrow points to the top right of the table, and another blue arrow points to the "Next >" button. A large blue arrow on the left points towards the table. At the bottom right, there are three buttons: "Cancel", "< Previous", and "Next >". The "Next >" button is circled in red.

Request Subtype
<input type="radio"/> Program of Study - Masters
<input type="radio"/> Program of Study - Doctoral
<input type="radio"/> Program of Study - DNP
<input type="radio"/> Application for Graduate Certificate
<input type="radio"/> Add an Academic Program Degree Level
<input type="radio"/> Plan and Degree Level Change
<input type="radio"/> Program Change
<input type="radio"/> Committee Change
<input type="radio"/> Committee Substitution
<input type="radio"/> ABD Waiver
<input type="radio"/> Incomplete Grade Agreement
<input type="radio"/> Reservation of Graduate Credit
<input type="radio"/> Research Credit Grade Change
<input type="radio"/> Enrollment Request - multi campus enrollment
<input type="radio"/> Exception to Policy
<input type="radio"/> Re-enrollment
<input type="radio"/> Graduate Leave

Navigation buttons: Cancel, < Previous, Next >

# To Upload the Document

- You may type a comment if you want in the comment box. Please be professional as this will be part of your record.
- Use the Add attachment button – the system will open a dialog box...

My Request Detail

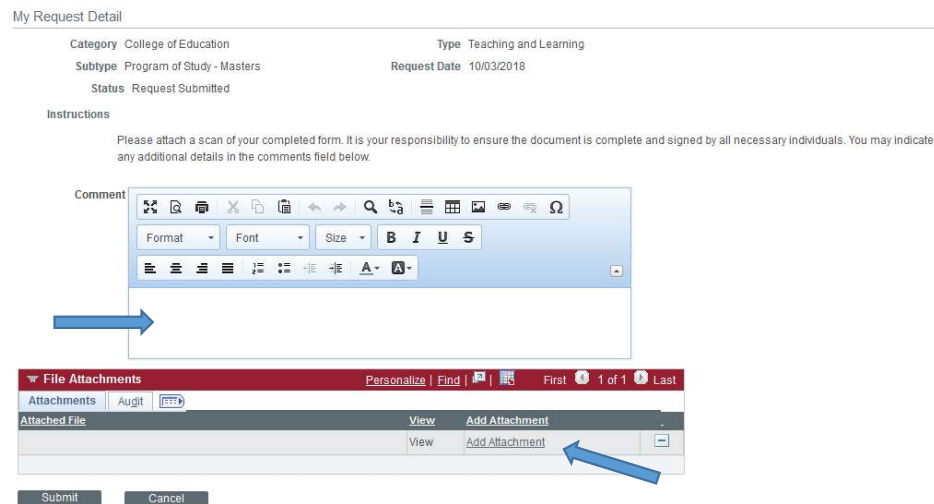
---

Category College of Education      Type Teaching and Learning  
Subtype Program of Study - Masters      Request Date 10/03/2018  
Status Request Submitted

Instructions

Please attach a scan of your completed form. It is your responsibility to ensure the document is complete and signed by all necessary individuals. You may indicate any additional details in the comments field below.

Comment

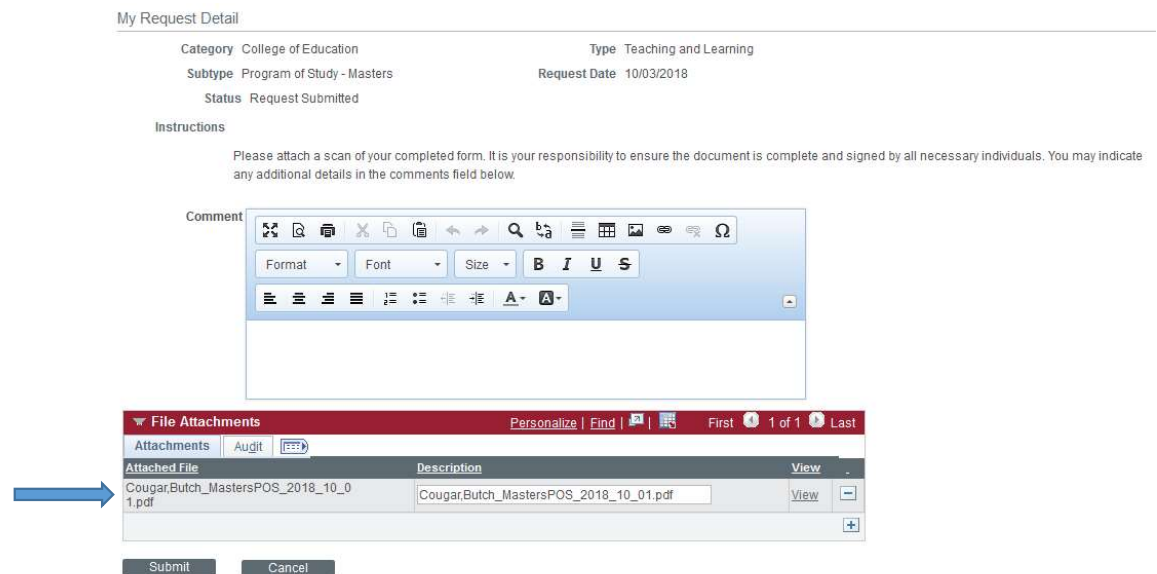
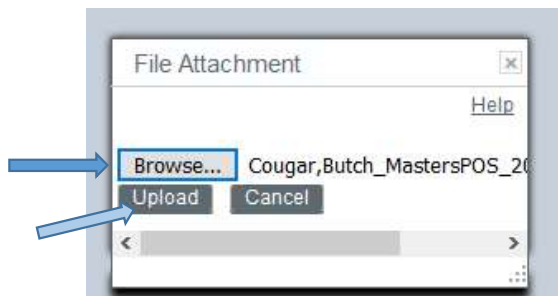


The screenshot shows a web application interface. At the top, there is a header 'My Request Detail'. Below it, there are several fields: 'Category' (College of Education), 'Type' (Teaching and Learning), 'Subtype' (Program of Study - Masters), 'Request Date' (10/03/2018), and 'Status' (Request Submitted). Below these fields is an 'Instructions' section with a paragraph of text. Underneath the instructions is a 'Comment' box with a rich text editor toolbar. Below the comment box is a 'File Attachments' dialog box. The dialog box has a title bar 'File Attachments' and a toolbar with 'Personalize', 'Find', and 'Print' icons. Below the toolbar is a table with columns 'Attached File', 'View', and 'Add Attachment'. The table has one row with a file name and a 'View' button. A blue arrow points to the 'Add Attachment' button in the table. At the bottom of the dialog box are 'Submit' and 'Cancel' buttons.



# Adding the Document and Finishing

- Click the Browse button to find where you saved your PDF document, once found – double click it, then click the Upload button.



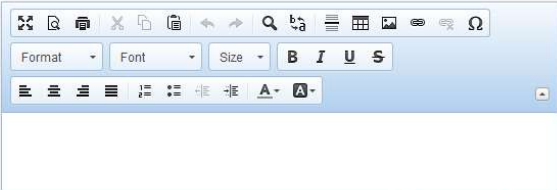
- Last click Submit.

My Request Detail

Category College of Education      Type Teaching and Learning  
Subtype Program of Study - Masters      Request Date 10/03/2018  
Status Request Submitted

**Instructions**  
Please attach a scan of your completed form. It is your responsibility to ensure the document is complete and signed by all necessary individuals. You may indicate any additional details in the comments field below.

**Comment**



**File Attachments**      Personalize | Find | 1 of 1 | Last


Attached File	Description	View
Cougar,Butch_MastersPOS_2018_10_01.pdf	Cougar,Butch_MastersPOS_2018_10_01.pdf	View

Congratulations you have successfully loaded your document into the *myWSU* workflow for processing!

# Common Form Problems

- Please note common errors that will prevent timely processing of your form(s):
  - You forgot to sign your document on the student signature line
  - Your document is missing your committees signature(s)
  - Your document is missing information
    - Program of Study – credits listed did not add up to the total line
    - Program of Study – Catalog major or catalog number does not match the course you enrolled in or plan to enroll
    - Examination Forms: Did you list where not only you would attend (location/building/room) for your exam but does your form show where all your committee members are for your exam
    - Examination Forms: You forgot to set the IRB status. Did you need to file, do you have your approval or exemption documentation?

# Common Problems, continued...

- You accidentally loaded the wrong document...
  - Click the  symbol next to view. This will remove the incorrect document.
  - If in doubt you may cancel as long as you have not clicked Submit.

My Request Detail

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Category College of Education      Type Teaching and Learning  
Subtype Program of Study - Masters      Request Date 10/03/2018  
Status Request Submitted

Instructions

Please attach a scan of your completed form. It is your responsibility to ensure the document is complete and signed by all necessary individuals. You may indicate any additional details in the comments field below.

Comment

File Attachments

Attached File	Description	View
CougarButch_MastersPOS_2018_10_01.pdf	CougarButch_MastersPOS_2018_10_01.pdf	View 

Submit    Cancel

