

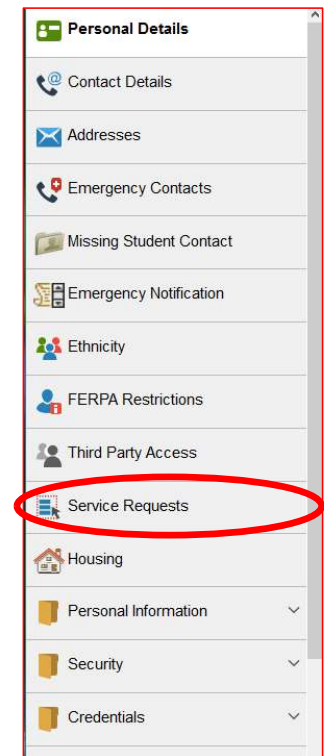
How to upload your Graduate School Forms through myWSU

- 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

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"/>	Invest in Success						
<input type="radio"/>	College of Agri Human & Nat Res Sciences						
<input type="radio"/>	College of Arts and Sciences						
<input type="radio"/>	Carson College of Business						
<input type="radio"/>	College of Communication						
<input checked="" type="radio"/>	College of Education						
<input type="radio"/>	College of Engineering & Architecture						
<input type="radio"/>	College of Medicine						

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.

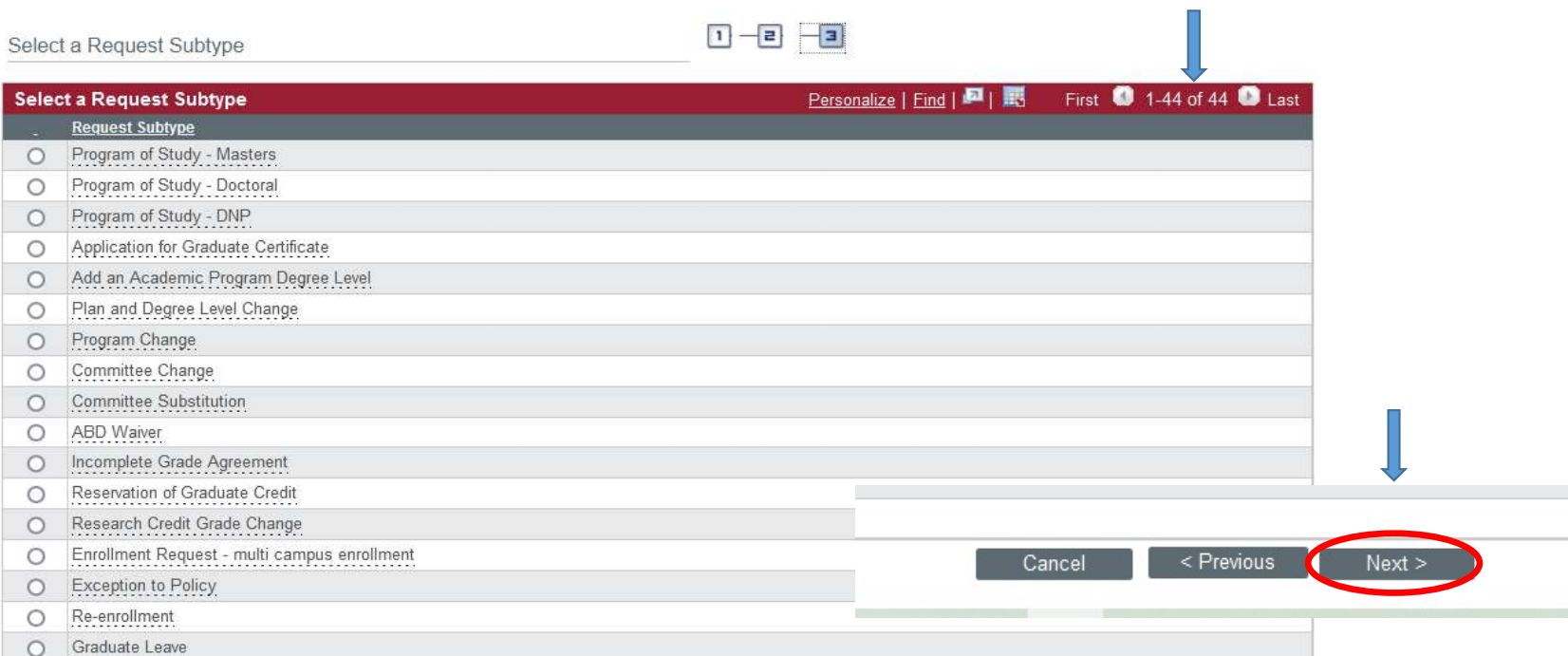
Select a Request Type 1 2 3

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 labeled "Select a Request Subtype" and a pagination indicator showing "1-2-3". 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 large blue arrow on the left points towards the table. A blue arrow at the top right points to the pagination area, which includes "Personalize | Find | First 1-44 of 44 Last". At the bottom right, there are three buttons: "Cancel", "< Previous", and "Next >". The "Next >" button is circled in red. A blue arrow on the right points to the "Next >" button.

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

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...

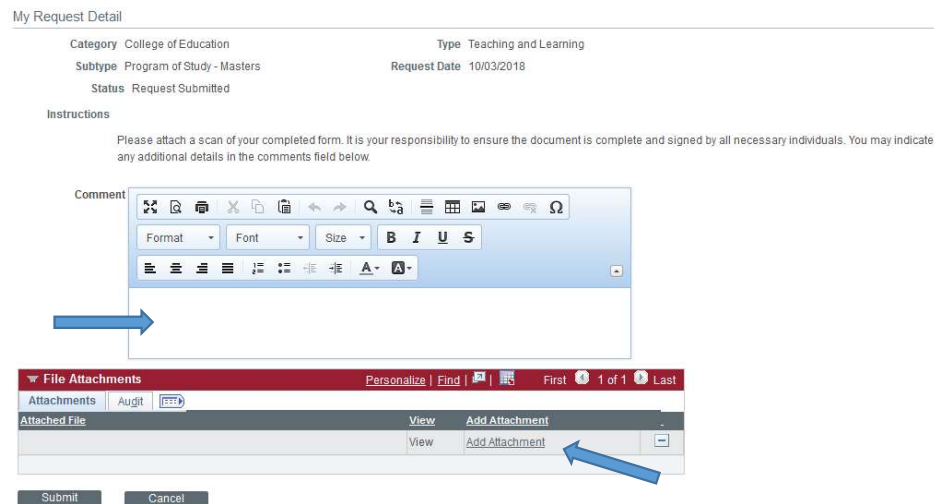
My Request Detail

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.

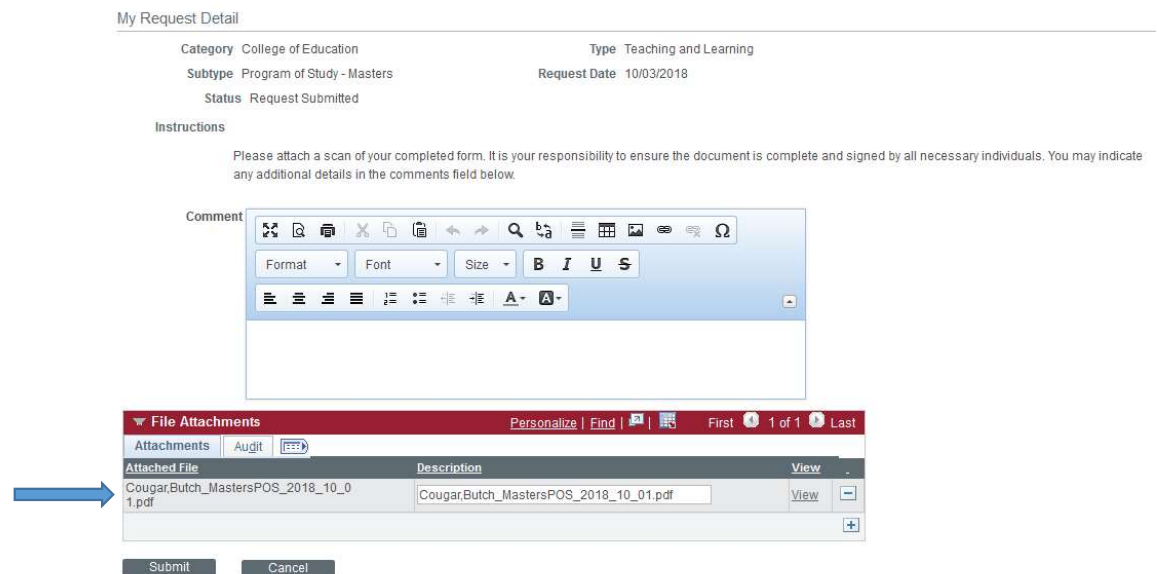
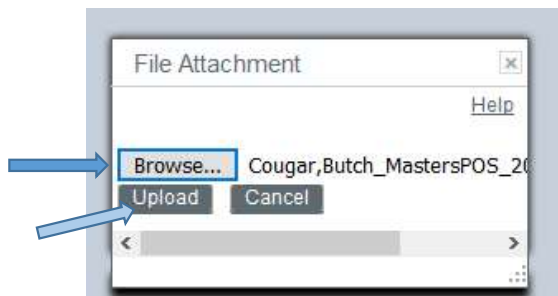
Comment



The screenshot shows a web application interface for 'My Request Detail'. At the top, there are fields for Category (College of Education), Subtype (Program of Study - Masters), Status (Request Submitted), Type (Teaching and Learning), and Request Date (10/03/2018). Below this is an 'Instructions' section with a paragraph of text. A 'Comment' box is present, featuring a rich text editor toolbar with options for Format, Font, Size, Bold (B), Italic (I), Underline (U), and Strikethrough (ABC). A blue arrow points to the right side of the comment box. Below the comment box is a 'File Attachments' dialog box. The dialog box has a title bar with 'Personalize | Find | 1 of 1 | Last'. It contains a table with columns for 'Attached File', 'View', and 'Add Attachment'. 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.



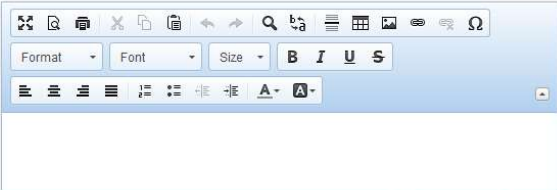
- Last click Submit.

My Request Detail

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

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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.

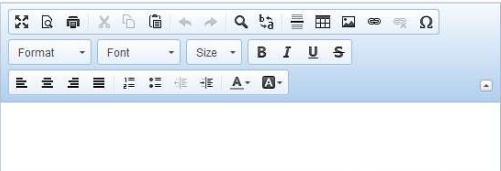
My Request Detail



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


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Comment



File Attachments Personalize | Find |   First 1 of 1 Last

Attached File	Description	View
CougarButch_MastersPOS_2018_10_01.pdf	CougarButch_MastersPOS_2018_10_01.pdf	View 

Submit Cancel

