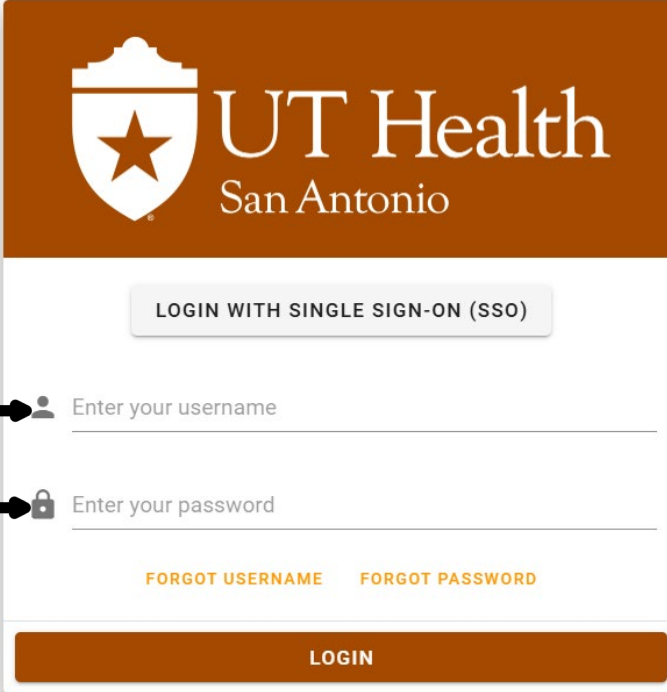


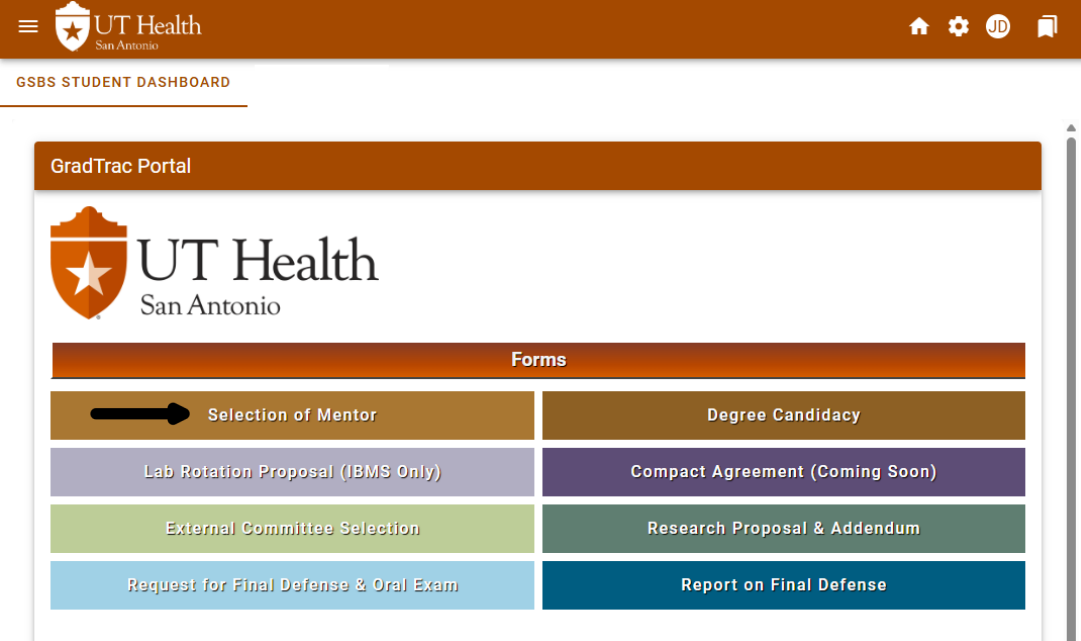
# GradTrac Mentor Selection Form Student Tutorial

1. Login to GradTrac (See GradTrac Quick Guide)



The image shows the login page for UT Health San Antonio. At the top, there is a brown header with the UT Health San Antonio logo and name. Below the header, there is a button labeled "LOGIN WITH SINGLE SIGN-ON (SSO)". Underneath, there are two input fields: "Enter your username" and "Enter your password". Both fields have black arrows pointing to them from the left. Below the password field, there are two links: "FORGOT USERNAME" and "FORGOT PASSWORD". At the bottom, there is a large brown button labeled "LOGIN".

2. Navigate to the Student Forms Pane – Select Mentor Selection Form button.



The image shows the GSBS Student Dashboard for UT Health San Antonio. At the top, there is a brown header with the UT Health San Antonio logo and name on the left, and navigation icons (home, settings, user profile, and a book icon) on the right. Below the header, there is a section labeled "GSBS STUDENT DASHBOARD". Underneath, there is a "GradTrac Portal" section. The portal features the UT Health San Antonio logo and a "Forms" section. The "Forms" section is a grid of buttons for various forms. A black arrow points to the "Selection of Mentor" button.

Forms	
Selection of Mentor	Degree Candidacy
Lab Rotation Proposal (IBMS Only)	Compact Agreement (Coming Soon)
External Committee Selection	Research Proposal & Addendum
Request for Final Defense & Oral Exam	Report on Final Defense

- Begin entering student information in the form, following the required form field prompts. IBMS students will select chosen discipline, all other students will be assigned their track chosen upon matriculation.

**UT Health San Antonio** | Home | Settings | Notifications | KH | Help | Logout

**New Mentor Selection Demo Process [TEST]**

**TASK: MENTOR SELECTION FORM**

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**UT Health San Antonio** | **Mentor Selection**  
PhD in Health Sciences

▼ Student Information

Student Name			
John Doe			
Selected Track/Discipline			
Medical Laboratory Sciences			
Student Email	Program	Student ID	Degree Plan
doehlth@test.com	HLTHSC	0000003	GSPHD

▼ Instruction

Submitting your mentor selection application will initiate the process of obtaining the required signatures and forwarding to the Graduate School Dean's office. Once your application has been submitted, you will be able to follow the status of signatures on the [View My Requests](#) page.

**A maximum of one mentor selection form can be active at a time for your program.**

▼ Mentor Information

Select your Mentor\* ?  [Search]

Do you have a co-mentor?\* ?  Yes  No

Select your Co-Mentor\* ?  [Search]

**→ SUBMIT APPLICATION**

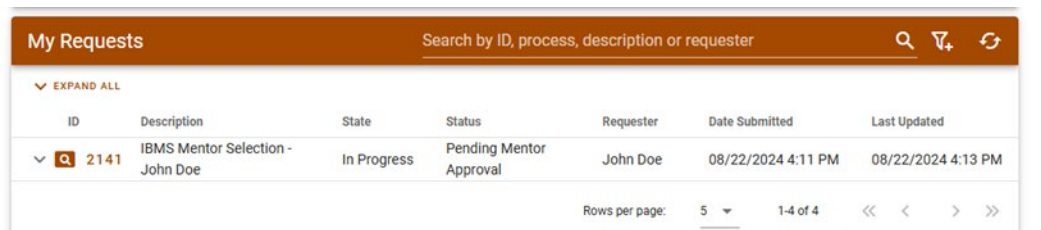
**If your mentor is not listed, please ensure that you have spelled their first or last name correctly for the search, contact your Academic Program Coordinator after checking the spelling to ensure your mentor has a Graduate Faculty Appointment in your program.**

- Click Submit – the form will be routed to the following approvers in order:
  - Selected Student Research Supervisory Chair (Mentor) if applicable the selected co-mentor.

- Mentor Institute/Center Director ie Biggs Institute, Greehey Cancer Center if applicable
- Department Administrator for the mentor’s home department if the student is enrolled in a funded program(IBMS, BME PhD, RADISCI PhD)
- Mentor Department Chair
- Program or Discipline Director(IBMS)
- Program COGS Chair
- GSBS Finance Director if the student is enrolled in a funded program(IBMS, BME PhD, RADISCI PhD)
- MSTP Program Director if student is enrolled in MD/PhD program
- GSBS Associate Dean
- GSBS Dean

A unique link will be sent to each approver’s email inbox for approval and will be emailed every three business days until their approval step has been completed. Approvers can also log in directly to GradTrac to find open tasks and complete approvals.

**Students can check the status of submitted forms by navigating to the student dashboard “My Requests” selection menu, click on the eyeglass icon **



ID	Description	State	Status	Requester	Date Submitted	Last Updated
2141	IBMS Mentor Selection - John Doe	In Progress	Pending Mentor Approval	John Doe	08/22/2024 4:11 PM	08/22/2024 4:13 PM

**Click on the “Task History” drop down, “Initialized” will be listed by the next approver in line.**

## Request 5835 - HLTHSC Mentor Selection - John Doe (DEMO)



### REQUEST DETAIL

#### Summary

ID	Name	Type	Status	Requester	Client	Submitted	Updated
5835	HLTHSC Mentor Selection - John Doe (DEMO)	Mentor Selection Demo Process [TEST]	Pending Mentor Approval	John Doe	John Doe	10/23/2025 3:28 PM	10/23/2025 3:34 PM

#### Open Tasks

Name	Assigned To	Status	Created Date
Mentor Approval	Jane Doe	Initialized	10/23/2025 3:34 PM

#### Completed Forms

Name	Completed By	Date Completed
Mentor Selection Form	John Doe	10/23/2025 3:28 PM

#### Task History

[VIEW ALL TASKS](#)
[VIEW DRAFT DATA](#)


Name	Status	Type	Recipients Assigned	Recipients Completed
1. Mentor Selection Form  Assigned To John Doe  <b>Student Name:</b> John Doe <b>First Name:</b> John <b>Last Name:</b> Doe <b>Student Email:</b> doehlth@test.com <b>Initial Term:</b> Fall 2024 <b>Program ID:</b> PHD_HLTHSC <b>Academic Plan:</b> PhD in Health Sciences (PHD HLTHSC) <b>Student ID:</b> 0000003 <b>Track/Discipline:</b> Medical Laboratory Sciences <b>Subplan ID:</b> HSC_MLS <b>Program Degree ID:</b> HLTHSC <b>Program Degree ID Display:</b> HLTHSC <b>Program Degree Plan:</b> GSPHD <b>Dual Degree Status:</b> <b>GradTrac Academic Profile ID:</b> 5827 <b>Date Submitted:</b> Thursday, October 23, 2025 <b>Select your Mentor:</b> Jane Doe <b>Do you have a co-mentor?:</b> Yes <b>Select your Co-Mentor:</b> Joe Smith	Completed 10/23/2025 3:28 PM	Form	1	1
4. Mentor Approval  Assigned To Jane Doe	Initialized 10/23/2025 3:34 PM	Approval	1	0

5. Once the form is fully approved, a PDF of the completed form will be sent to the student and GSBS Academic Program Manager. A copy of the form will be saved to the student permanent file.

## Addendum to GradTrac Mentor Selection Form

1. If your mentor has changed or you need to add a co-mentor, please contact [GradTracSupport@uthscsa.edu](mailto:GradTracSupport@uthscsa.edu) to deactivate your current Mentor Selection Form.
2. Once your form is deactivated, complete the steps listed above.
3. A copy of your old Mentor Selection Form will be retained in your permanent student file for GSBS record.