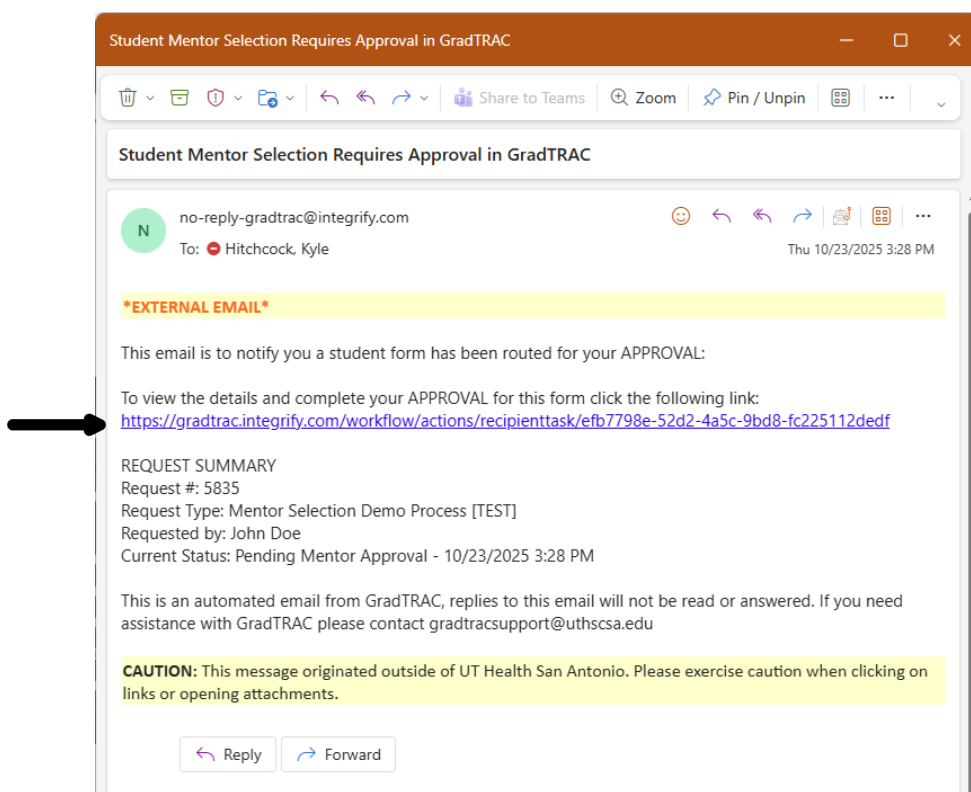


GradTrac How to View and Sign Forms Faculty Tutorial

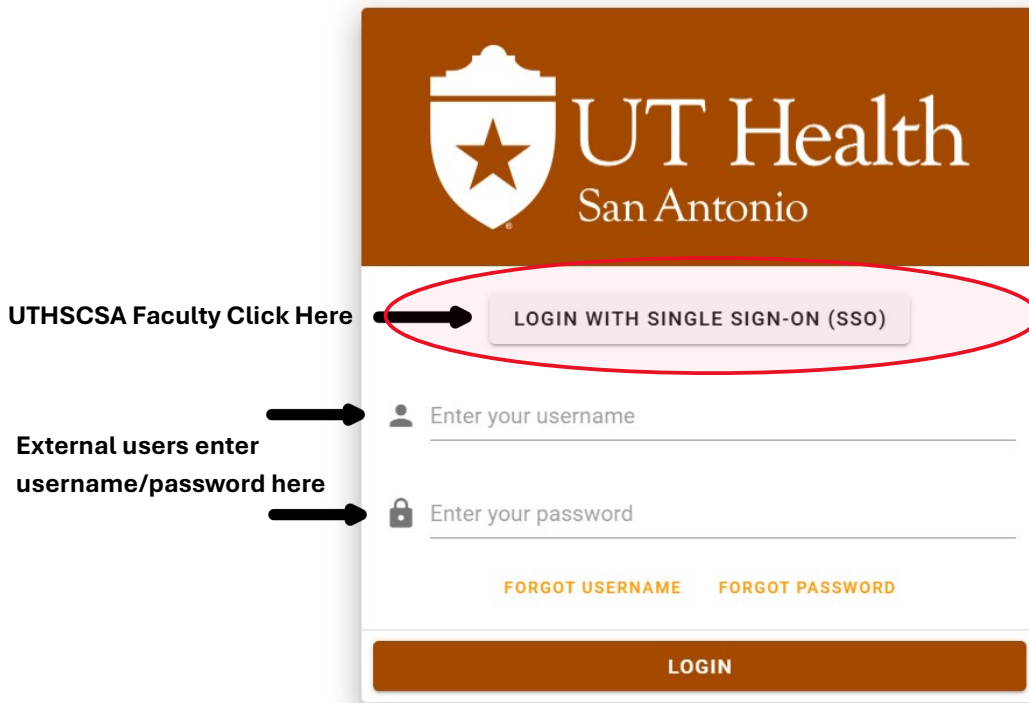
When a student form is routed to a faculty member for approval, the faculty member will receive a notification email like the example below. The notification will be sent **every 3 business days** until the task has been completed.

1. Login to UTHSCSA/UTSA/TBRI etc. email utilized for faculty business.
2. View the email from no-reply-gradtrac@integrify.com (it is recommended to add this email to your safe senders list.)

Click the approval link which will redirect to the login portal.

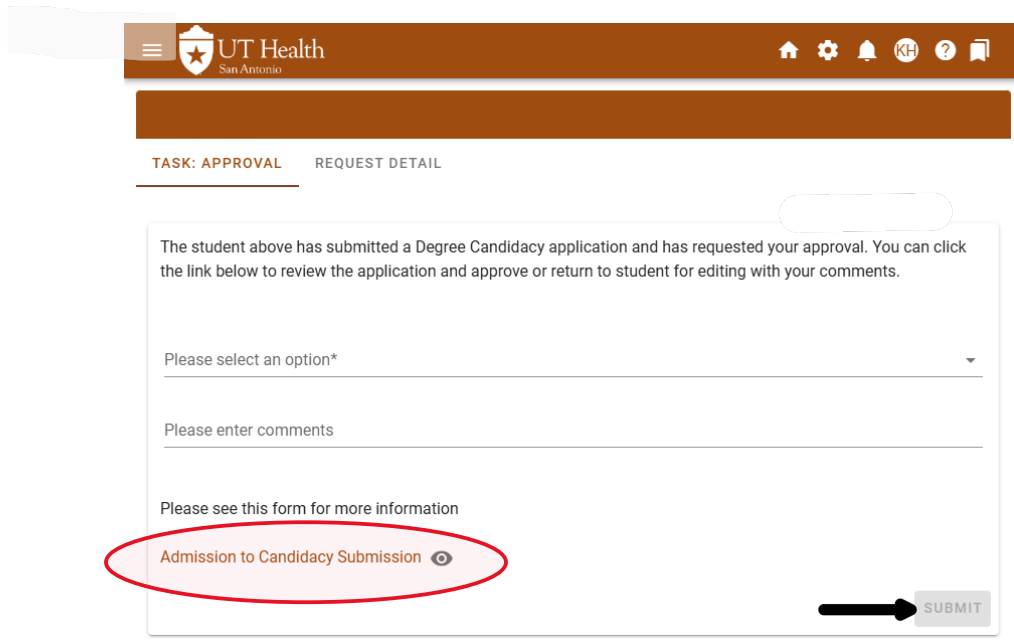


3. Login to GradTrac (See [GradTrac Quick Guide](#)),
Faculty with UTHSCSA.edu credentials click SSO button.*
External faculty should enter a username and password utilizing the above Quick Guide for assistance.



*Faculty users must be logged in to the campus network OR campus VPN.

4. Upon logging in to GradTrac the form screen below will appear. To review the student form click the link circled below, then click the dropdown to approve/disapprove the form. Comments are optional. Click submit to complete the task.



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.