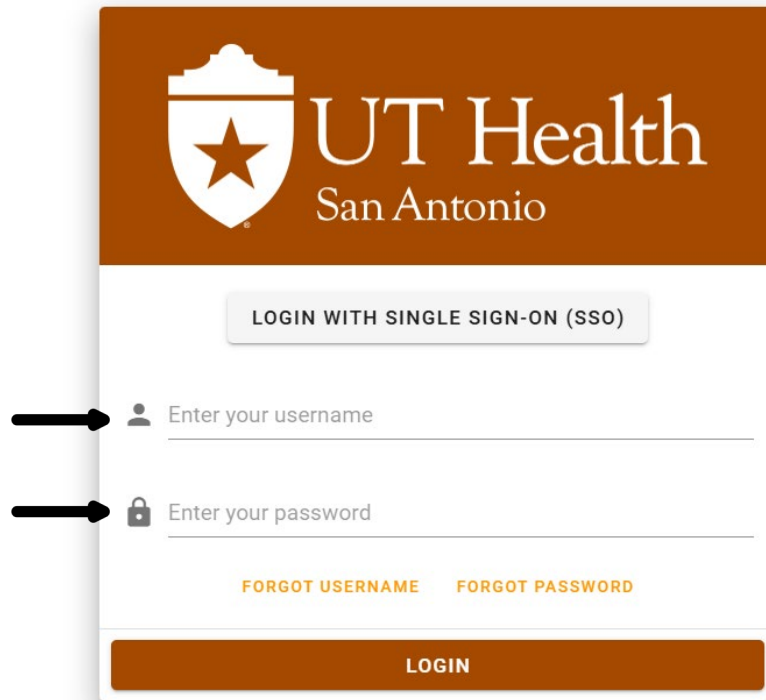


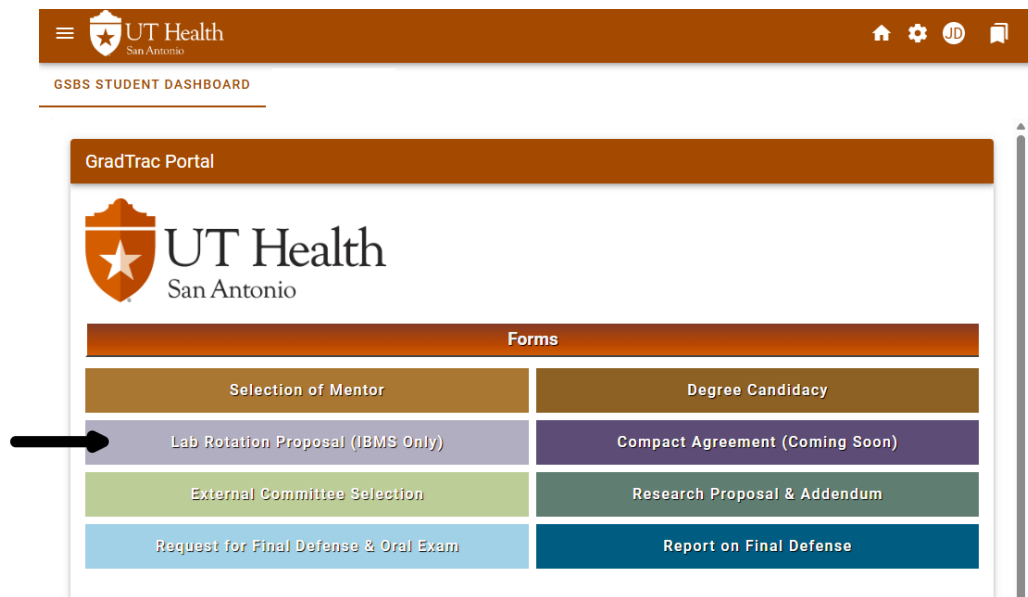
GradTrac IBMS Lab Rotation Proposal Form Student Tutorial

1. Login to GradTrac (See GradTrac Quick Guide)



The image shows the login page for UT Health San Antonio. At the top, there is the UT Health San Antonio logo and name. Below that, a button labeled "LOGIN WITH SINGLE SIGN-ON (SSO)" is visible. Underneath, there are two input fields: "Enter your username" and "Enter your password". Two black arrows point to these fields from the left. Below the input fields, there are two links: "FORGOT USERNAME" and "FORGOT PASSWORD". At the bottom, there is a large orange button labeled "LOGIN".


2. Navigate to the Student Forms Pane – Select IBMS Lab Rotation Proposal Form button.



The image shows the "GradTrac Portal" interface. At the top, there is a navigation bar with the UT Health San Antonio logo and name, and several icons (home, settings, user profile, notifications). Below the navigation bar, there is a section titled "GSBS STUDENT DASHBOARD". Underneath, there is a "GradTrac Portal" section with the UT Health San Antonio logo and name. Below that, there is a "Forms" section with a grid of buttons. A black arrow points to the "Lab Rotation Proposal (IBMS Only)" 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

3. Begin entering student information in the form, following the required form field prompts. Students may request all three rotations at once OR return and enter each rotation request individually as multiple form submissions. **The dates for each rotation are pre-populated.**



UT Health
San Antonio

Lab Rotation Selection

Integrated BioMedical Sciences (IBMS)


▼ Rotation Schedule

It is understood that by initiating this process, you have already spoken with the mentor you have selected for this rotation and have received verbal approval to initiate this process.

Rotation 1 (6 weeks)	Rotation 2 (5 weeks)	Rotation 3 (6 weeks)
August 25, 2025 - October 3, 2025	October 6, 2025 - November 7, 2025	November 10, 2025 - December 18, 2025
Rotation Report due	Rotation Report due	Rotation Report due
October 6, 2025	November 10, 2025	December 15, 2025
SELECTED	SELECT	SELECT

▼ Rotation Mentor Selection

Select Your Rotation Mentor*


[SUBMIT](#)

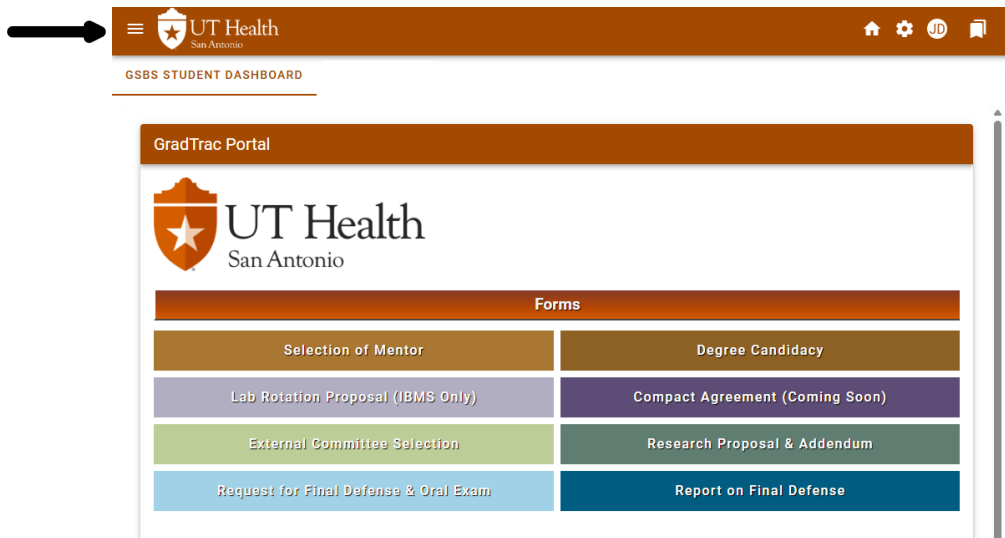
4. Click Submit – the form will be routed to the following approvers in order:

- Selected Student Rotation Mentor
- Program COGS Chair
- GSBS Associate Dean

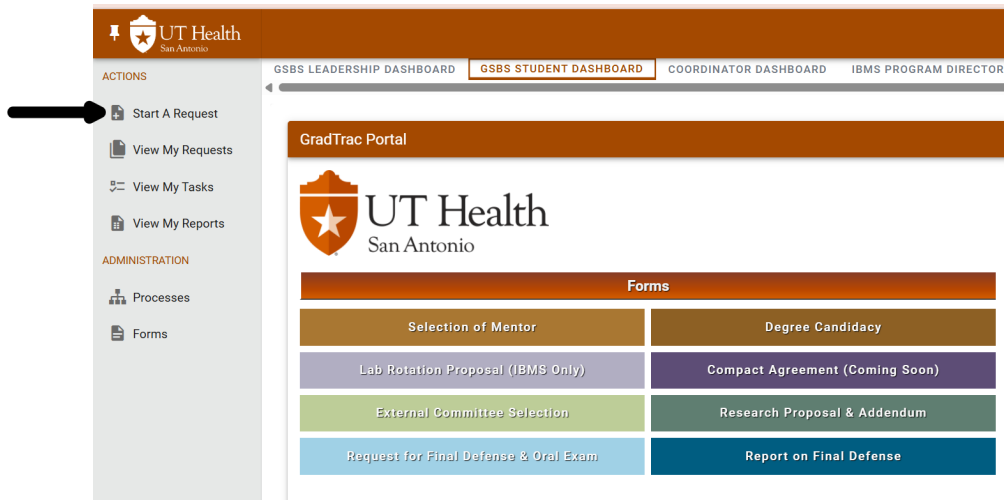
5. Once the form is fully approved, the rotation(s) is confirmed. The student will receive an email for each rotation with start and end dates of the rotation and the due date for the report on the lab rotation. The student will complete the report and upload a PDF copy in GradTrac.

GradTrac IBMS Change of Rotation Mentor Student Tutorial

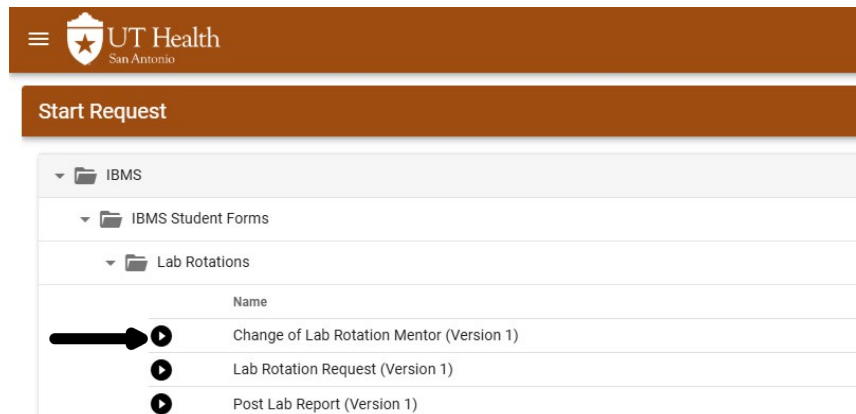
1. If a rotation needs to be changed at any point: Navigate to the student dashboard and select the three dashed lines if not expanded already.



2. Select Start a Request




3. Select Change of Lab Rotation Mentor



4. Fill in the information you would like to change and click submit

▼

 **UT Health**
San Antonio

Change of Rotation Mentor
Integrated BioMedical Sciences (IBMS)

▼ **Rotation Mentor Selection**

Which Rotation are you requesting a change* Your Current Rotation Mentor*

* [Search]

Your New Rotation Mentor*

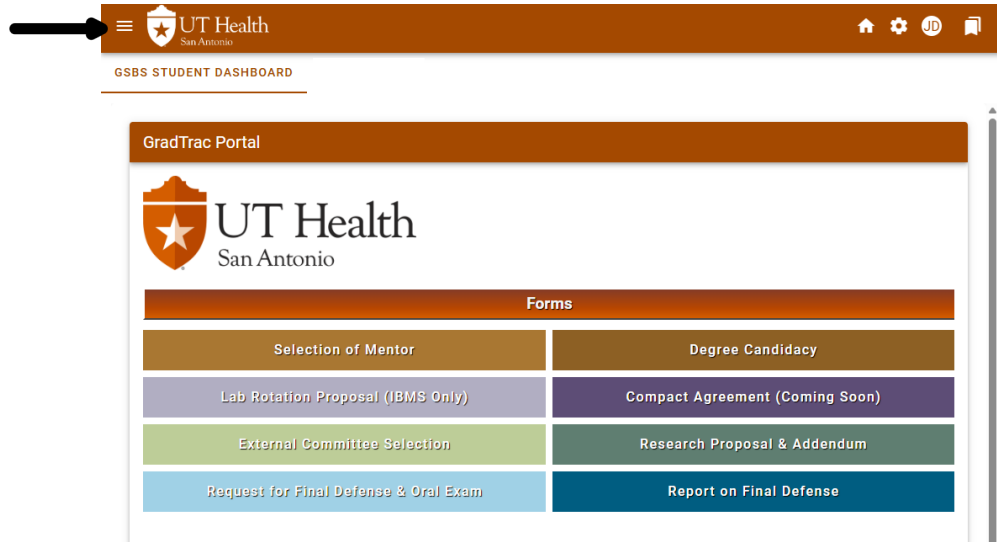
..... [Search]

SUBMIT

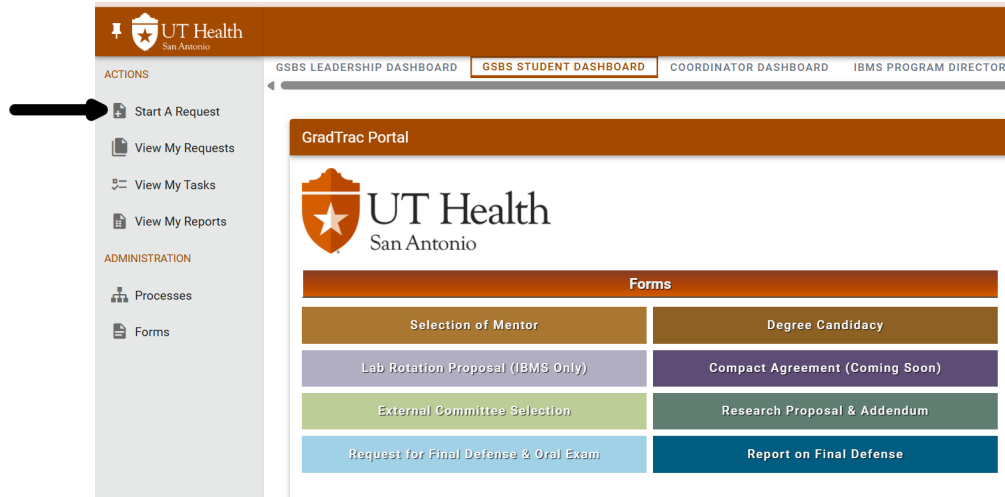
5. The form will route to the program COGS chair for review and approval.

GradTrac IBMS Report on IBMS Lab Rotation Form Student Tutorial

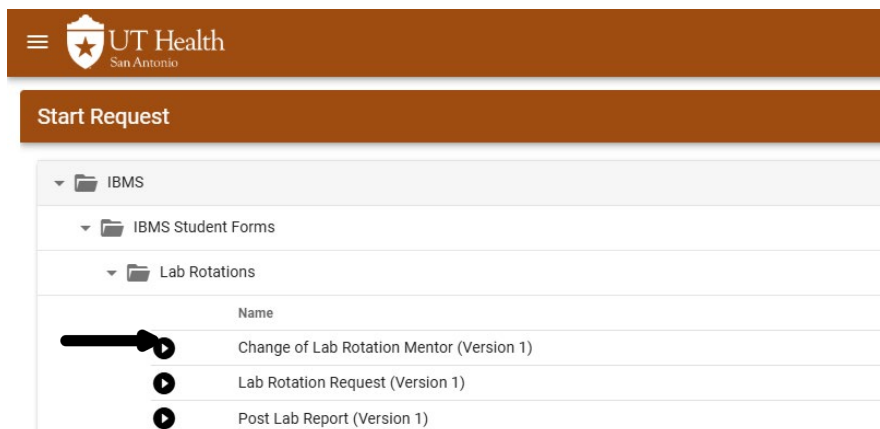
1. Following each completed rotation the students should complete the report form within 3 business days of the completed rotation.



6. Select Start a Request




7. Select Post Lab Report



8. Select the appropriate lab rotation and mentor, upload a PDF of your Lab Report, click submit.

▼




Lab Rotation Report

Integrated BioMedical Sciences (IBMS)

▼ Rotation Mentor Selection

Rotation you are submitting under*	Your Rotation Mentor*
<input type="text"/>	<input type="text"/>

Lab Report (Must be in PDF format)* 

SUBMIT