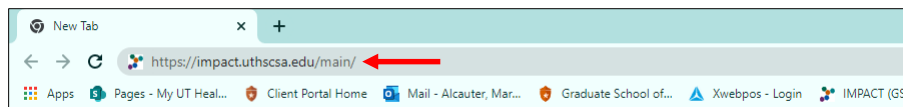
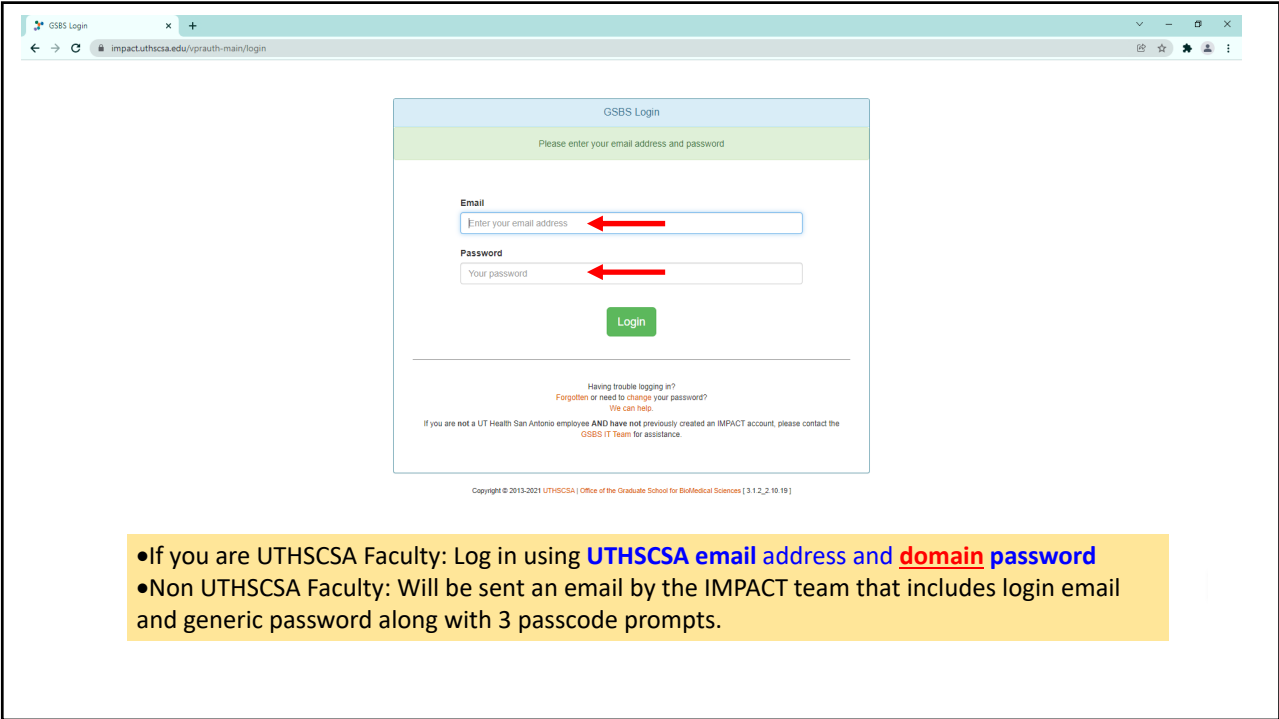


# Faculty: How to Log into IMPACT

In a browser type in: <https://impact.uthscsa.edu/main/>



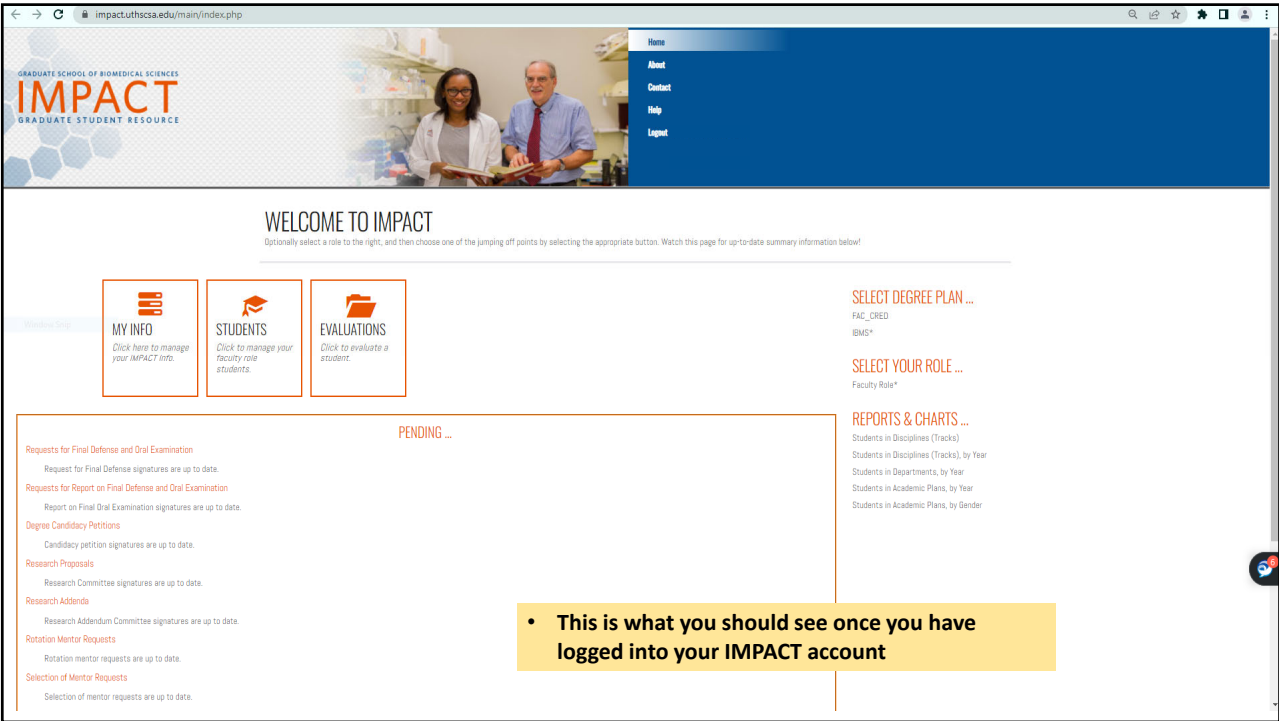
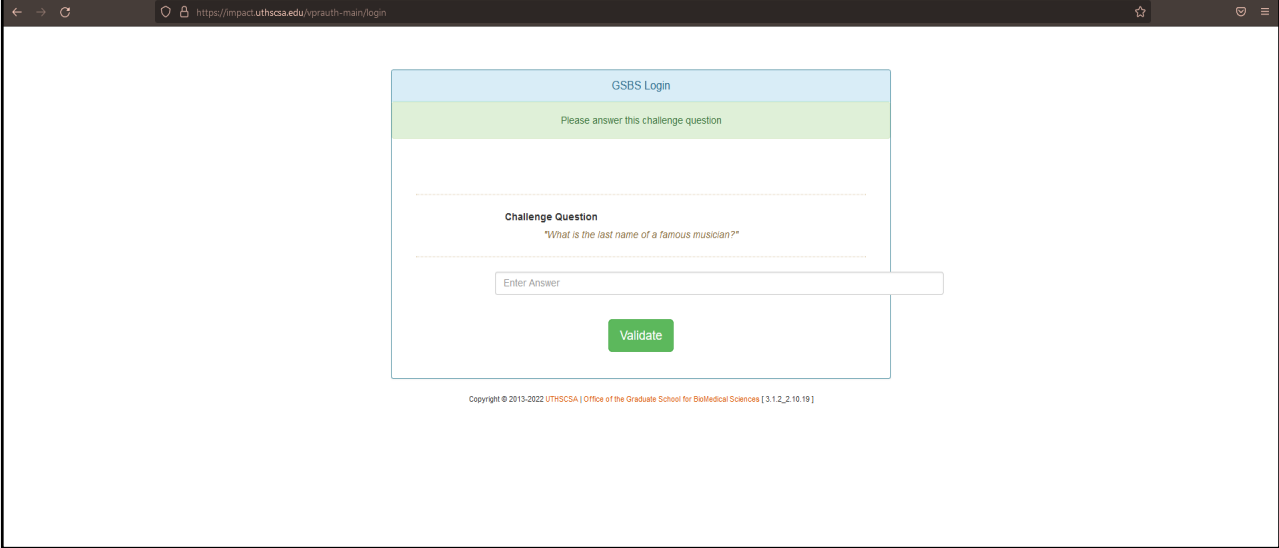
•We recommend using Google Chrome



- If you are UTHSCSA Faculty: Log in using **UTHSCSA email address** and **domain password**
- Non UTHSCSA Faculty: Will be sent an email by the IMPACT team that includes login email and generic password along with 3 passcode prompts.

★ **Non UTHSCSA Faculty:** Non-UTHSCSA faculty will be asked one of three challenge question to access IMPACT.

- IMPACT team will have sent you an email with the challenge question answers to access IMPACT.



# Faculty: How to Log into IMPACT

The screenshot shows the IMPACT website home page. At the top left is the logo for the Graduate School of Biomedical Sciences (IBMS) and the text 'GRADUATE STUDENT RESOURCE'. The main heading is 'WELCOME TO IMPACT' with a sub-note: 'Optionally select a role to the right, and then choose one of the jumping off points by selecting the appropriate button. Watch this page for up-to-date summary information below!'. There are three main navigation buttons: 'MY INFO', 'STUDENTS', and 'EVALUATIONS'. On the right side, there are two dropdown menus: 'SELECT DEGREE PLAN ...' with options 'FAC\_CRED' and 'IBMS\*' (the latter is marked with an asterisk), and 'SELECT YOUR ROLE ...' with the option 'Faculty Role\*'. A yellow callout box points to these menus with the text: 'Select Degree Plan & Select your Role Are very important! (Selected Plan and Role will have an asterisk next to it)'. In the center, there is a 'PENDING ...' box. A yellow callout box points to this box with the following instructions:
 

- Make sure that you are selecting the Correct Degree Plan.
  - ❖ In this example the Degree Plan that has been selected is IBMS.
- Select the Role you are signing under.
- Once you select the correct Degree Plan and Role your pending box will show what you have pending.

 On the left side of the page, there is a list of various requests and their status, such as 'Requests for Final Defense and Oral Examination' and 'Degree Candidacy Petitions'.

This screenshot shows the same IMPACT website home page, but with a different pending item. The 'PENDING ...' box now contains the following information:
 

- Selection of Mentor Requests: Selection of mentor approvals are up to date.
- Faculty Appointment Approvals: Faculty Appointment approvals are up to date.
- Faculty Nomination Approvals (Click here to process) — A red arrow points to this link.

 Below this list, there is a table with one row:
 

Name	has submitted a request — primary track/discipline .

 On the right side, the 'SELECT YOUR ROLE ...' dropdown menu now shows 'Department Chair\*' and 'Faculty Role'. A yellow callout box at the bottom of the page contains the following instructions:
 

- If you do have a pending item in the Pending Box, you will see the [\(Click here to Process\)](#).
- Select [\(Click here to process\)](#).

# Faculty: How to Log into IMPACT

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES  
**IMPACT**  
GRADUATE STUDENT RESOURCE

Home About Contact Help Logout

**APPROVE REQUESTS**  
POSITION: DEPARTMENT CHAIR

Please check Approve or Deny for each request you would like to answer now. If you leave both blank for a request, you can answer it the next time you come here. Please be sure to click on the save button at the bottom of the page when you are finished. You may enter comments either in the event that you are approving or denying the request.

APPROVAL TYPE: FACULTY NOMINATION APPROVALS

**Requests for Graduate Faculty Nomination**

Primary Track Id	Faculty	Information	Approve <input type="checkbox"/>	Deny <input type="checkbox"/>	Comments
		Application Document 1	<input type="checkbox"/>	<input type="checkbox"/>	No Previous Comment

Save

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Check **Approve** or **Deny** box



- Select the document to read application (Make sure you are reading the documents you are approving).
- Check approve box or deny box.
- Once you have made your selection hit the **SAVE** button

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES  
**IMPACT**  
GRADUATE STUDENT RESOURCE

Home About Contact Help Logout

**APPROVE REQUESTS**

Your selections have been updated. You may revisit the same link any time to see what is still needed. Thanks for your input!

- When you hit Save you will get this confirmation that your selection has been updated.
- Once you get this confirmation you are done and can hit home button to get back to the home page.