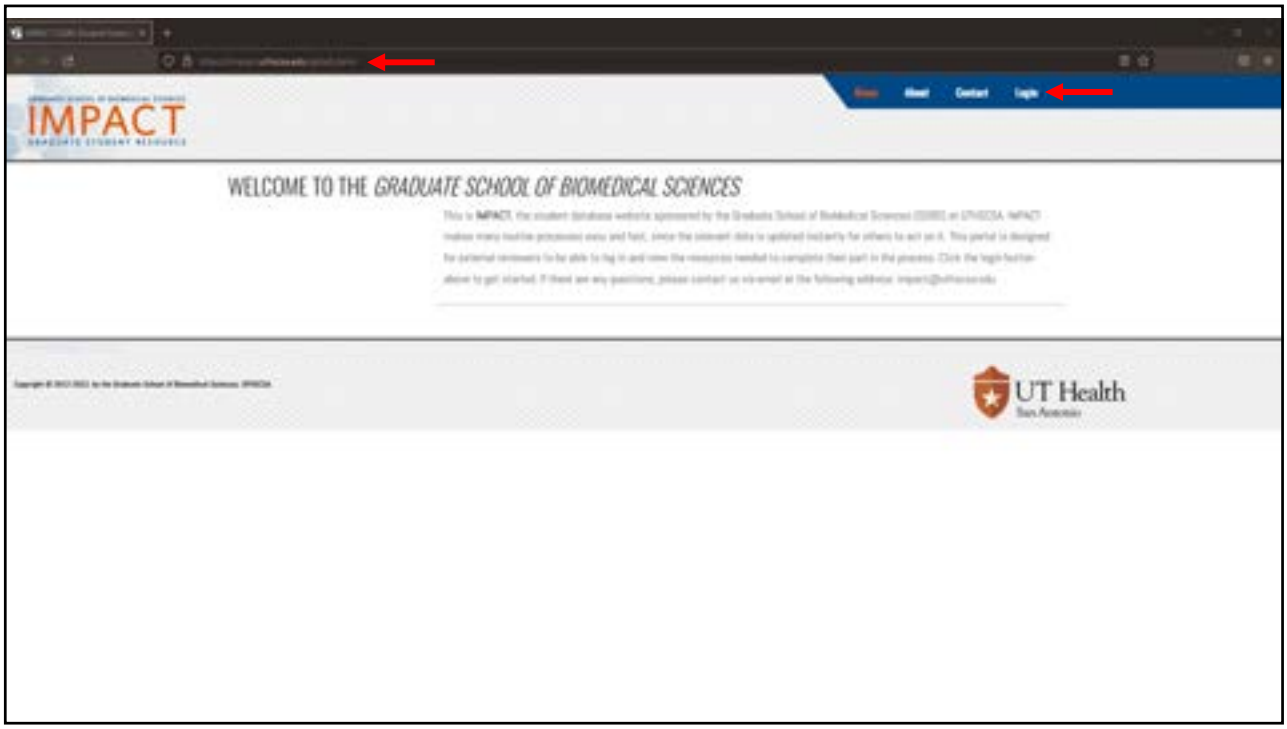
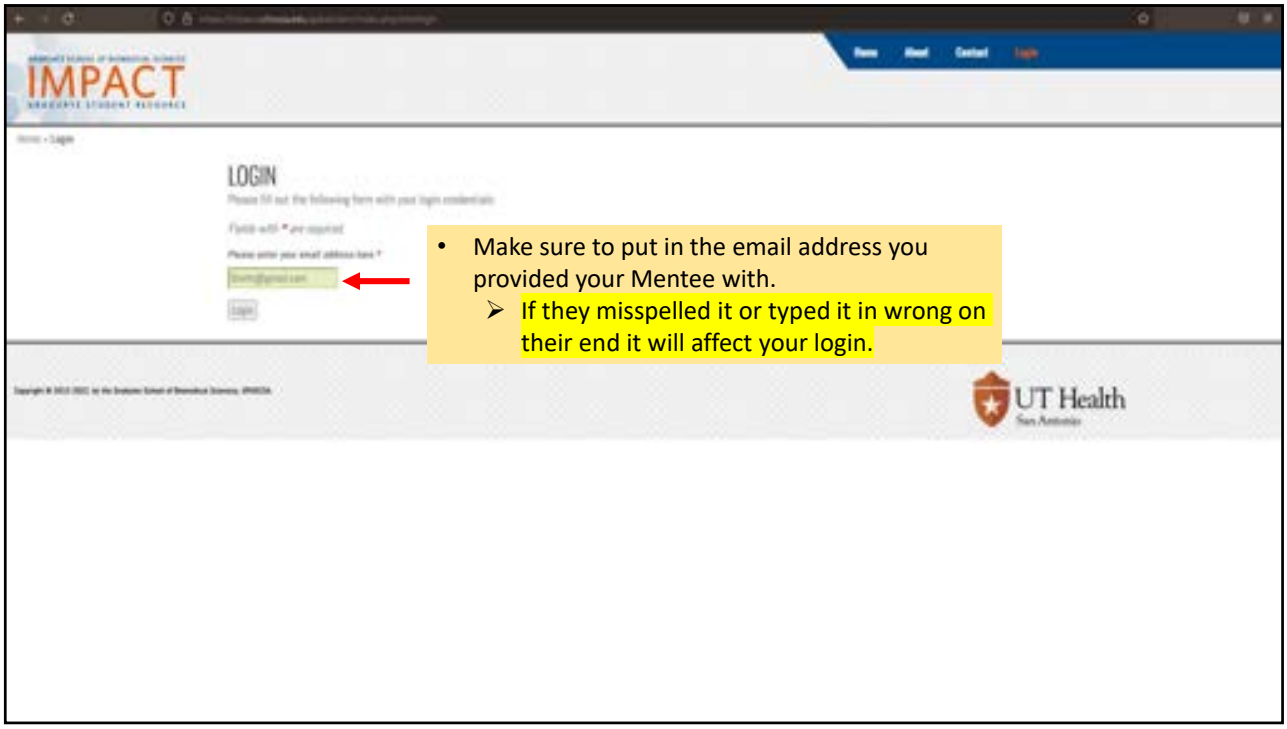
Instructions for External Members to Sign Forms

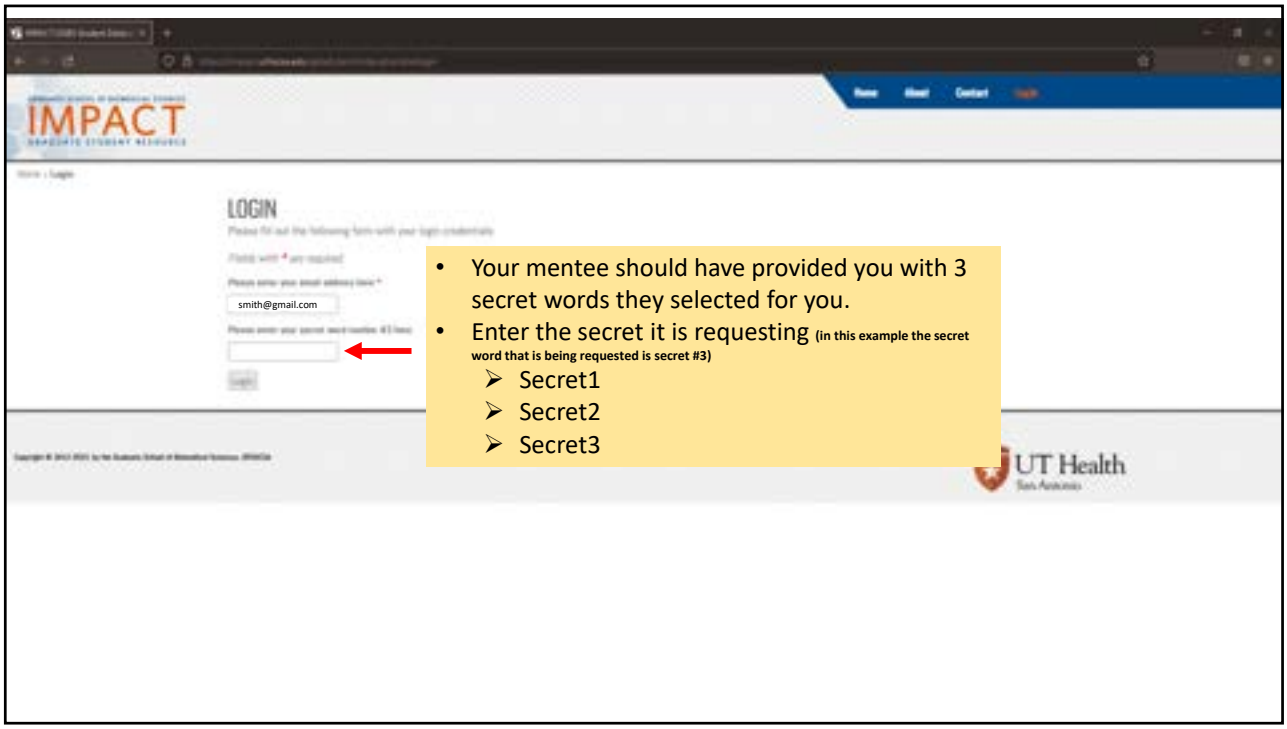
External members Can log into IMPACT using this link:
https://impact.uthscsa.edu/gsbsExtern

- We recommend using Google Chrome

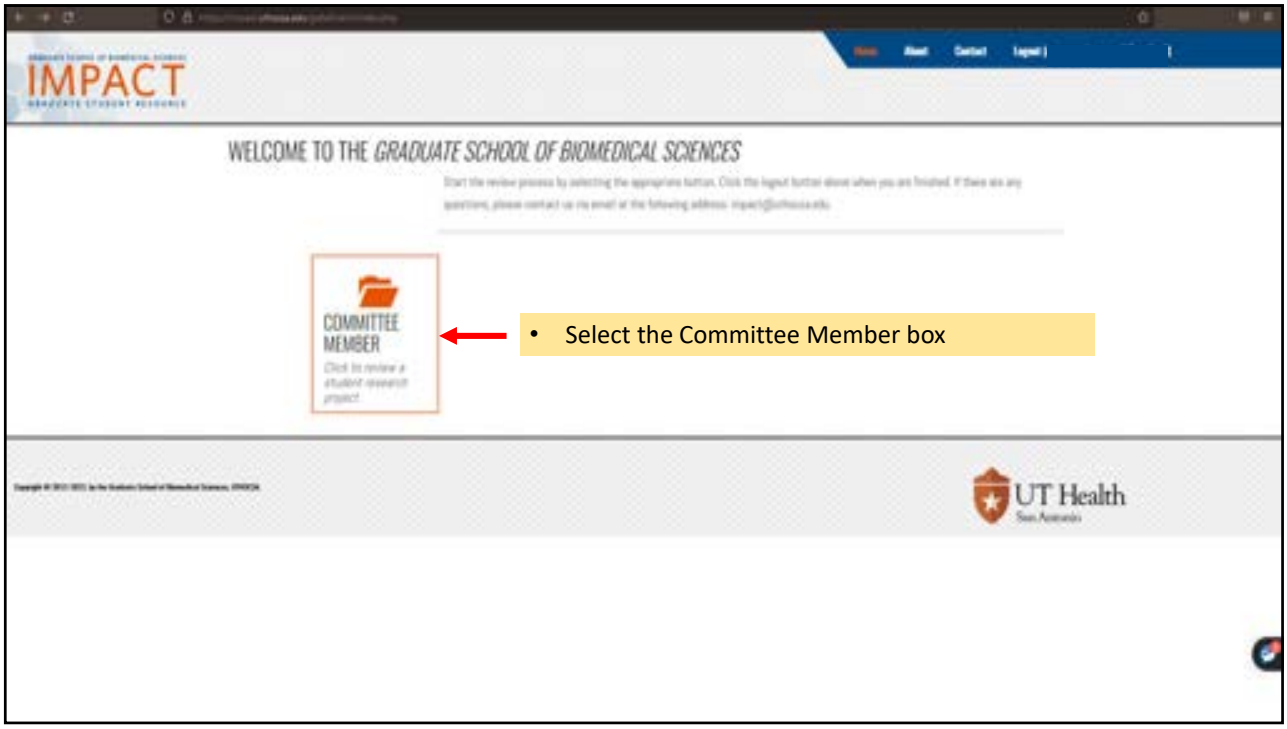




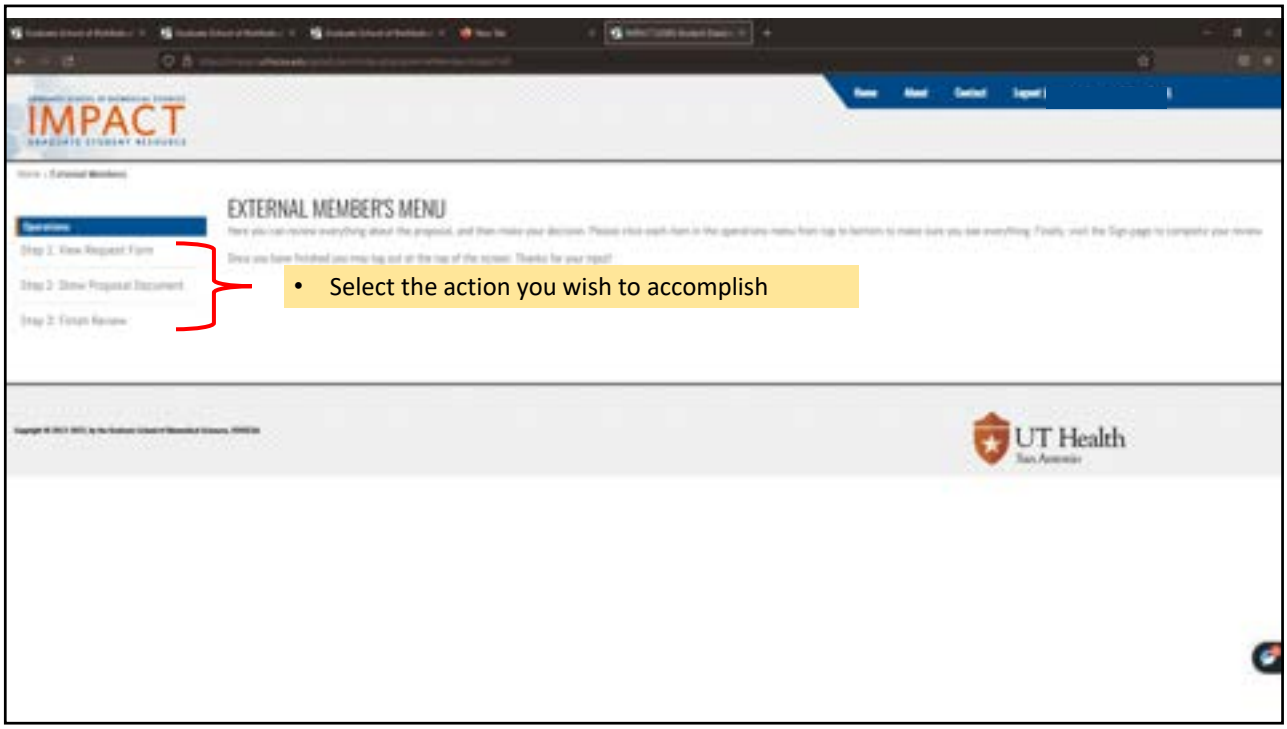
- Make sure to put in the email address you provided your Mentee with.
  - If they misspelled it or typed it in wrong on their end it will affect your login.



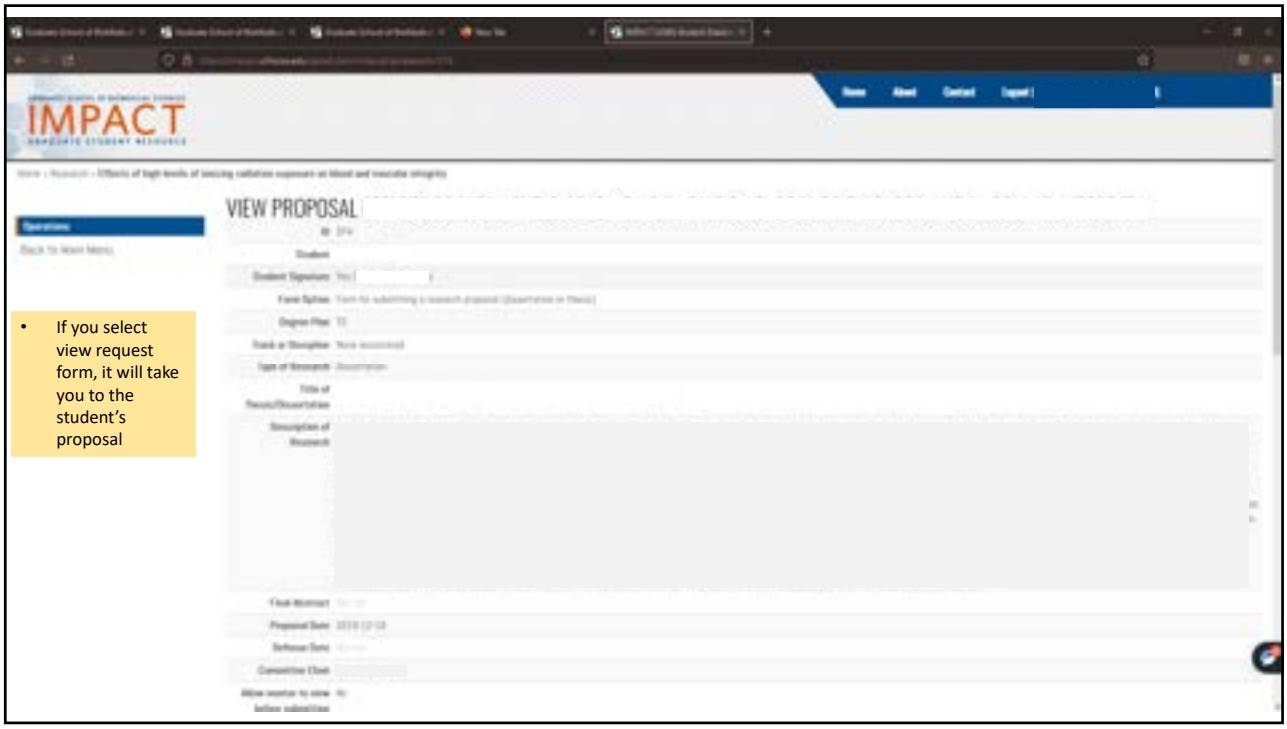
- Your mentee should have provided you with 3 secret words they selected for you.
- Enter the secret it is requesting **(in this example the secret word that is being requested is secret #3)**
  - Secret1
  - Secret2
  - Secret3



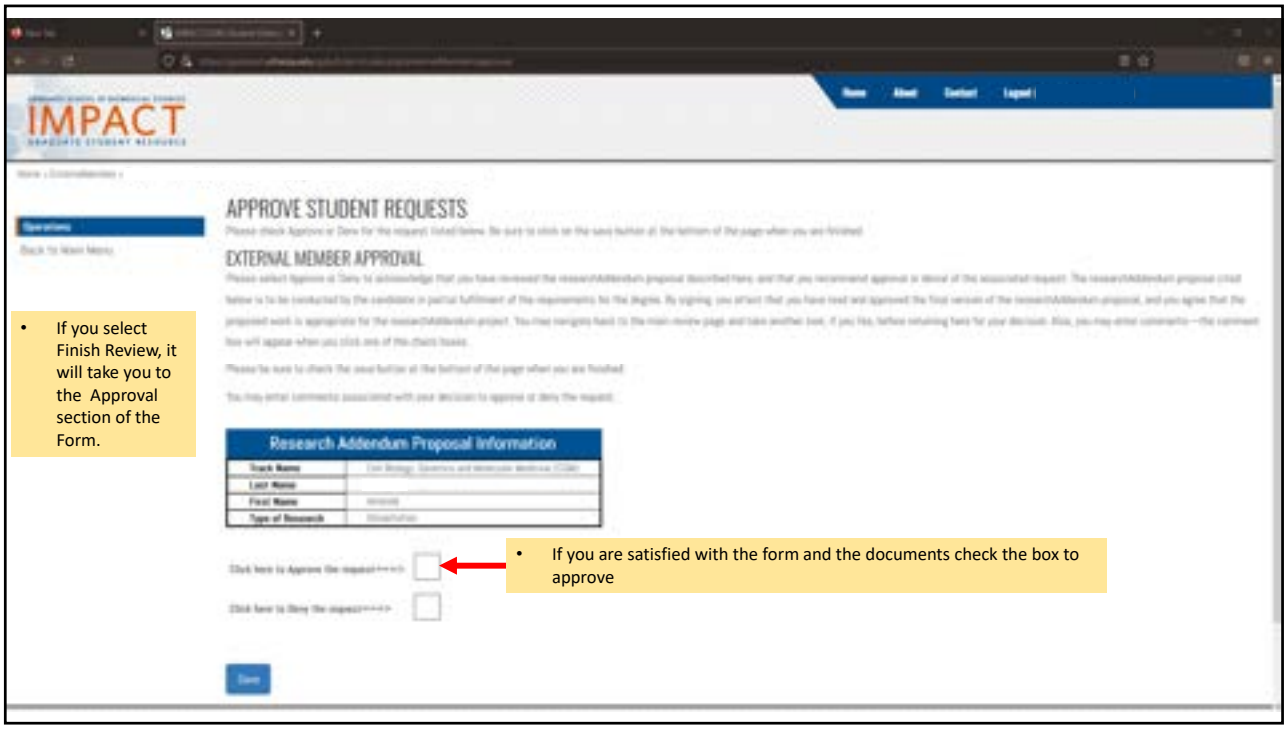
- Select the Committee Member box

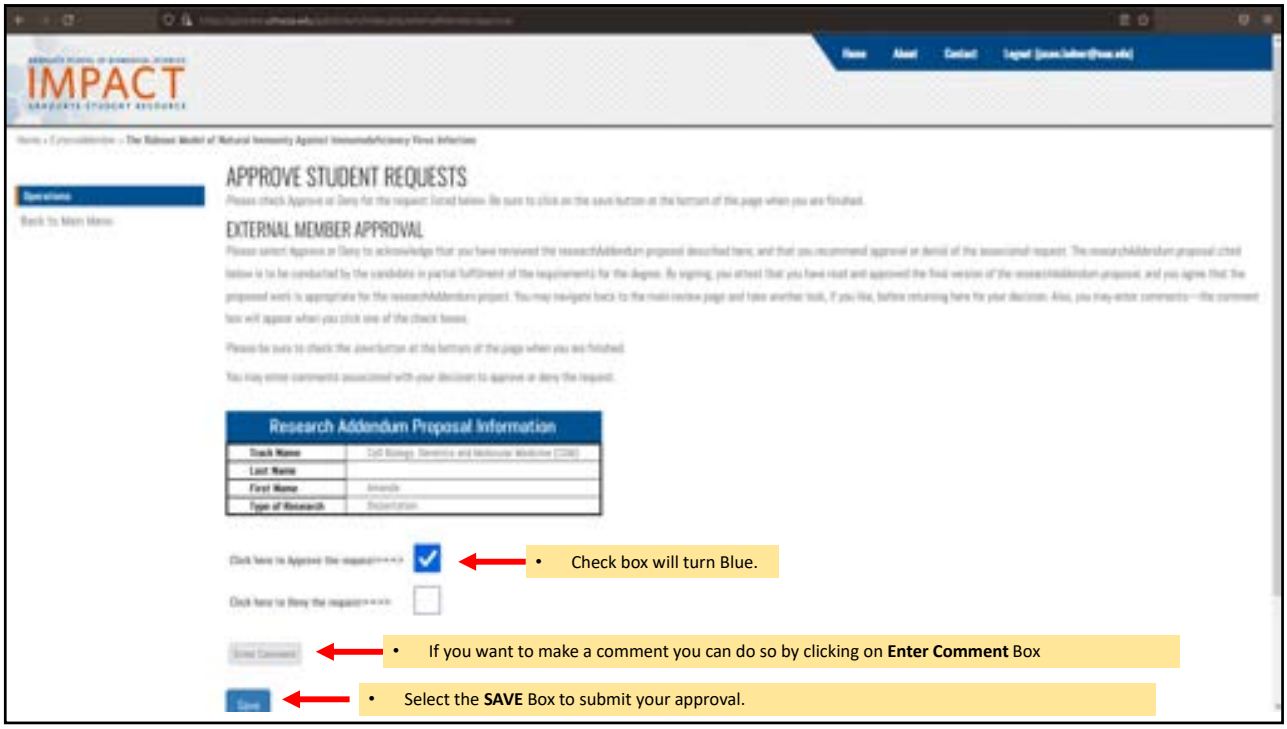


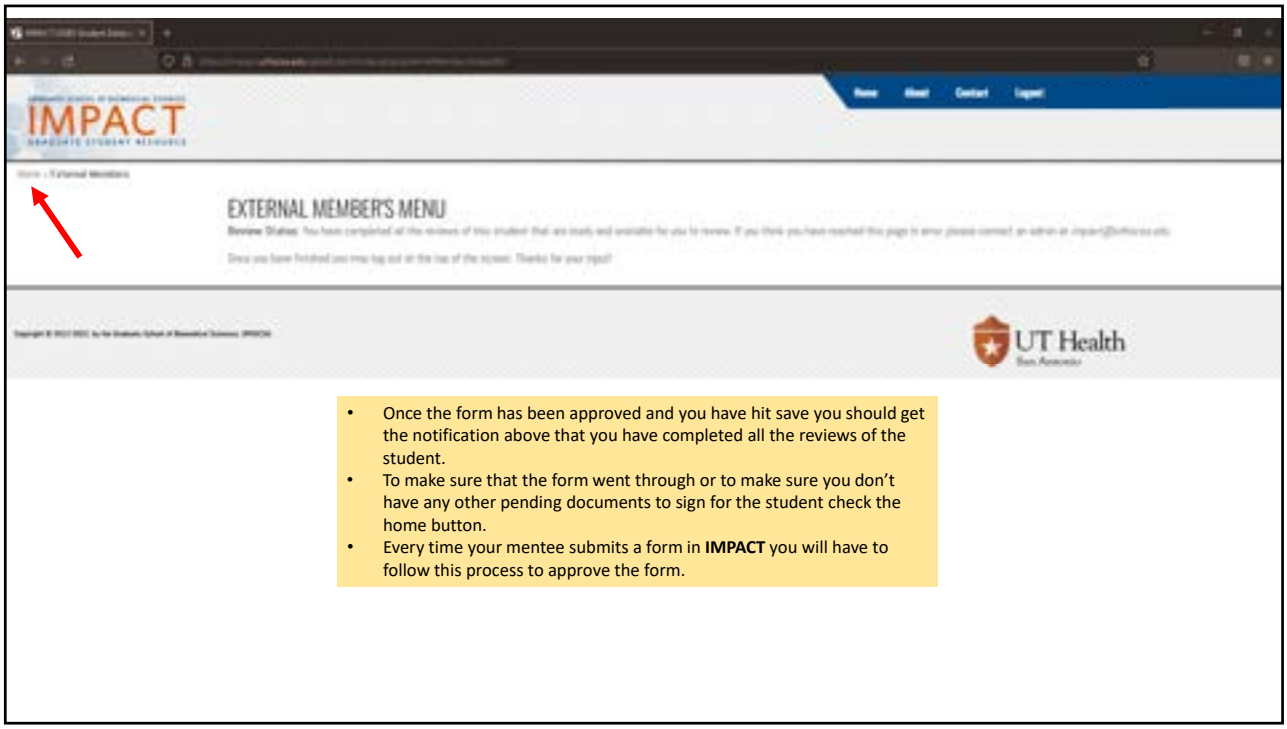
- Select the action you wish to accomplish



- If you select view request form, it will take you to the student's proposal


IMPACT
APPROVE STUDENT REQUESTS
EXTERNAL MEMBER APPROVAL
Research Addendum Proposal Information
• If you select Finish Review, it will take you to the Approval section of the Form.
• If you are satisfied with the form and the documents check the box to approve


IMPACT
APPROVE STUDENT REQUESTS
EXTERNAL MEMBER APPROVAL
Research Addendum Proposal Information
• Check box will turn Blue.
• If you want to make a comment you can do so by clicking on **Enter Comment** Box
• Select the **SAVE** Box to submit your approval.



- Once the form has been approved and you have hit save you should get the notification above that you have completed all the reviews of the student.
- To make sure that the form went through or to make sure you don't have any other pending documents to sign for the student check the home button.
- Every time your mentee submits a form in **IMPACT** you will have to follow this process to approve the form.