Instructions for Report on Final Oral Examination Forms

AKA Form 41/43

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

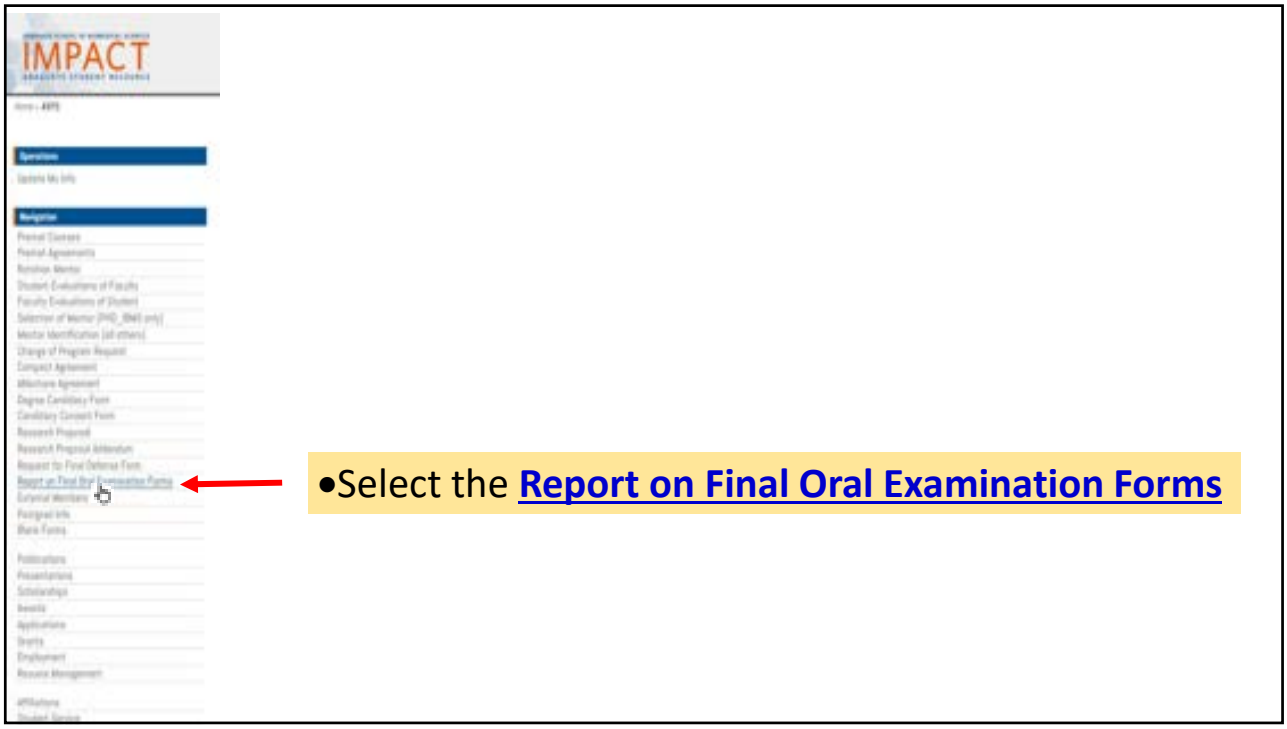
- We recommend using Google Chrome

WELCOME TO IMPACT

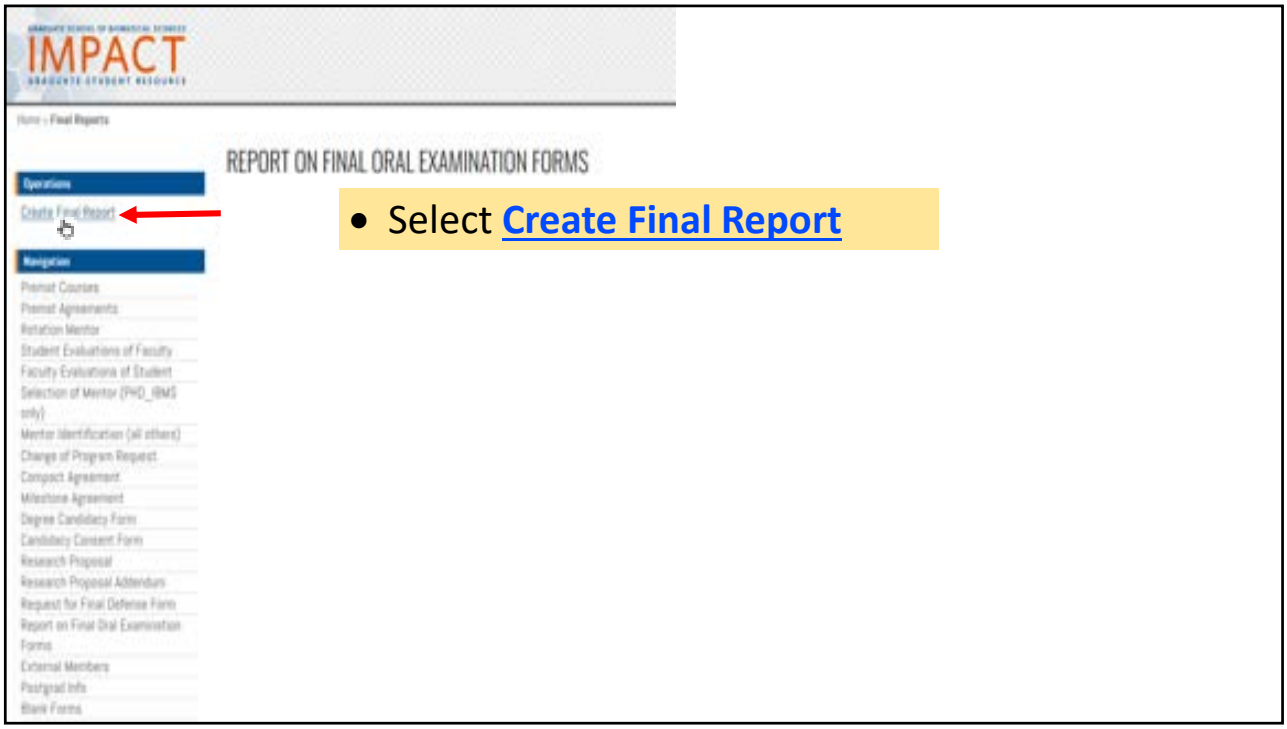
This is **IMPACT**, the student database website sponsored by the Graduate School of BioMedical Sciences (GSBS) at UTHSCSA. IMPACT is a revolutionary and robust new way to keep track of student and faculty information going back several years. IMPACT makes many routine student request processes easy and fast, since the relevant data is updated instantly for others to act on it. Additionally, IMPACT calculates many standard, time consuming reports instantly.

- Log in using your **UTHSCSA** livemail **email** address and **domain password**

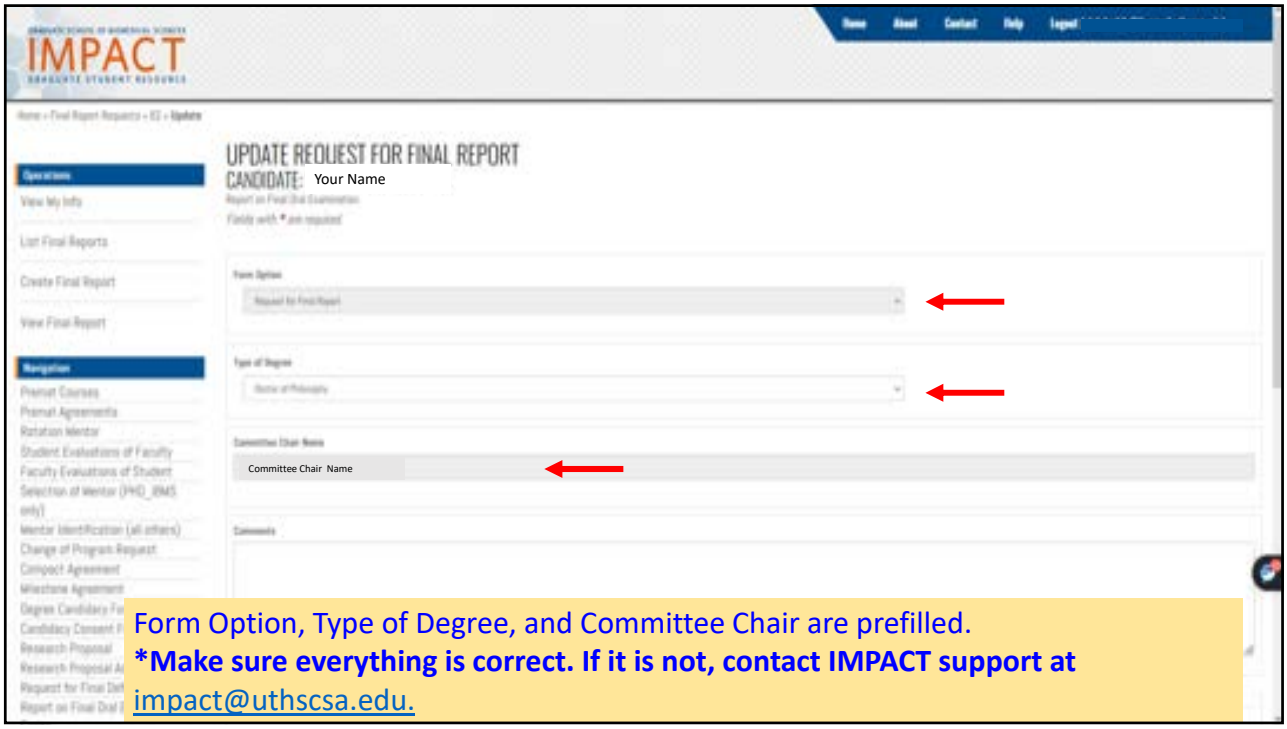
•Select the **My info tab**



•Select the **Report on Final Oral Examination Forms**



- Select **Create Final Report**



Form Option, Type of Degree, and Committee Chair are prefilled.
***Make sure everything is correct. If it is not, contact IMPACT support at** impact@uthscsa.edu.

Committee Members:

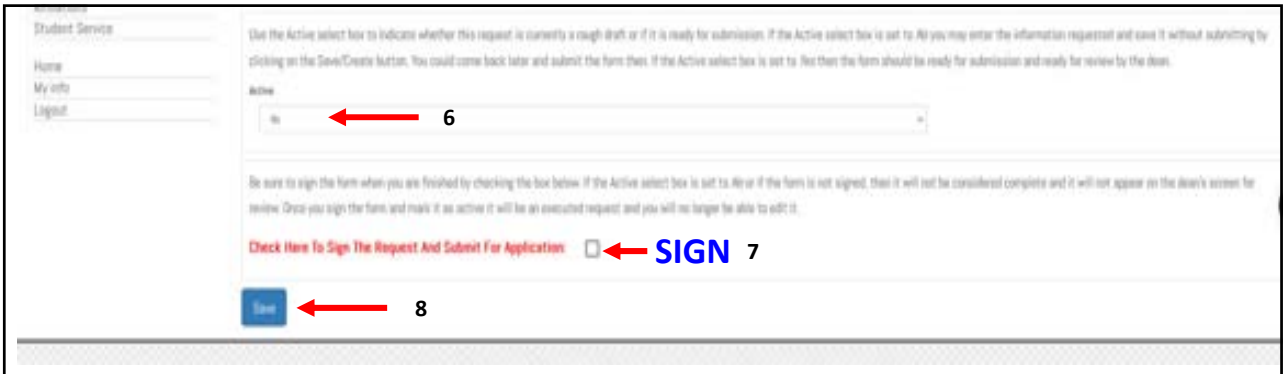
1. Select the members of your committee from the dropdown
2. Define the type of member:
   - ***Program/Discipline faculty***- *an HSC faculty who is on the graduate faculty of the student's program/Discipline*
   - ***Non-program/non-Discipline HSC faculty***- *HSC faculty who is NOT on the graduate faculty of the student's program/Discipline*
3. Action Add/Delete
   - ***Select the add action to add a committee member or select the delete action to delete a committee member***

   ****Repeat these steps until all your committee members are listed***
4. **Do you have an external Member?** An External member is someone who has no affiliation to UTHSCSA and is a part of your committee.

   **For a name to appear in the dropdown you should have previously filled out the External Member form. **

   If you have previously created an external member, select your External Member committee using the dropdown.

"If you have an external member on your committee, be aware that they will be required to approve and sign all IMPACT graduate forms. Therefore, it is imperative for you to complete the External Member form."



6. If you are ready to submit the form, change the ***active field to YES***.
7. Sign the form by **checking** the box.
8. Submit the form by selecting **SAVE**.

Once you hit save your form will be routed to collect signatures and approvals. At this point, you will be unable to make any edits. If you have made a mistake, contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.

Note: ***(If the Active field is set to NO and the box is not checked, selecting the save button will save the form and allow for future updates.)***

* Form 41/43 can be **UPDATED** if the Active option is still **NO** and the form **has not** been signed.

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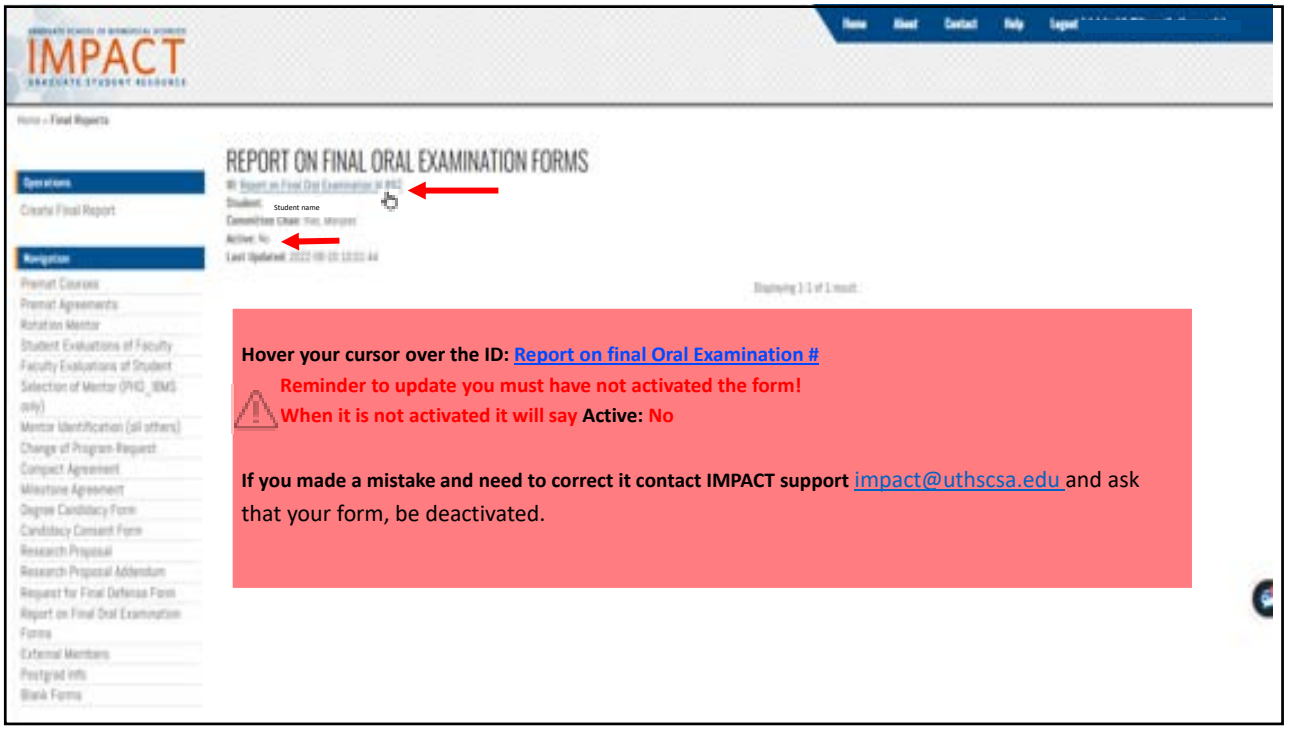
If you have not activated the form and it has not been signed, you can **update** the form by going to MY INFO and then selecting Report of Final Oral Examination Forms

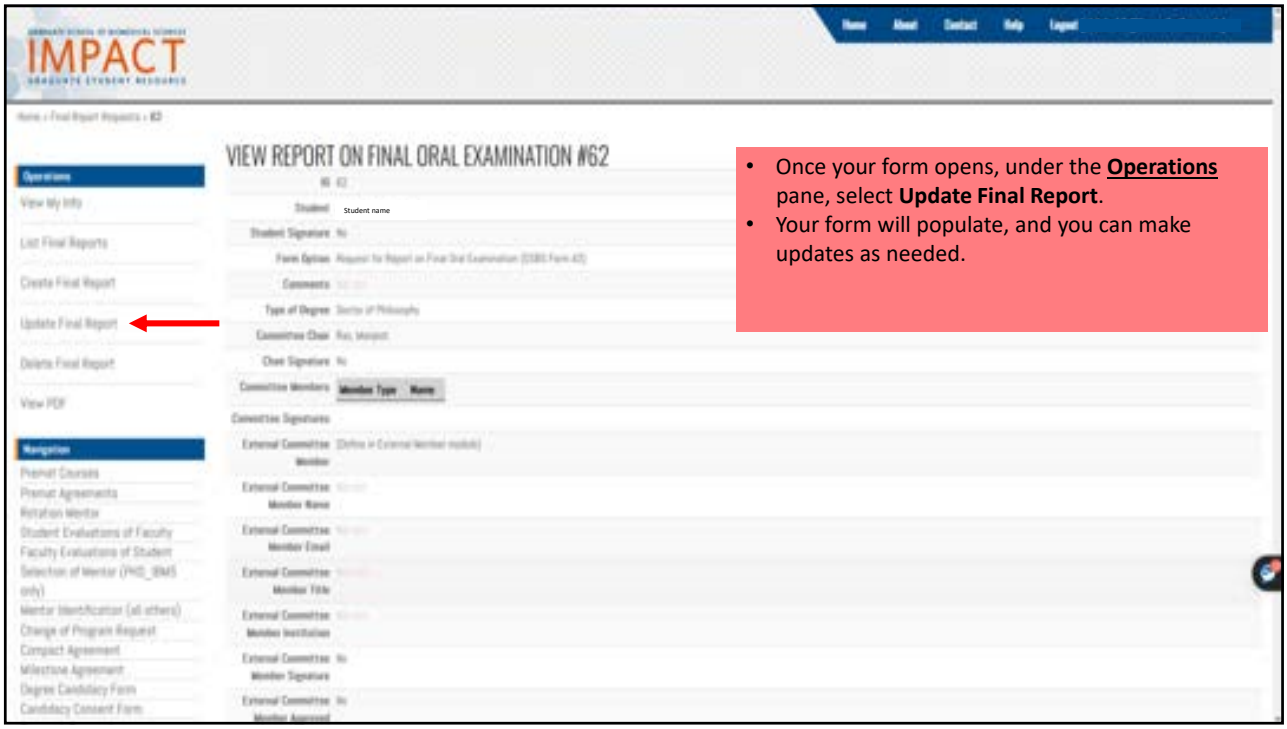


Hover your cursor over the ID: Report on final Oral Examination #

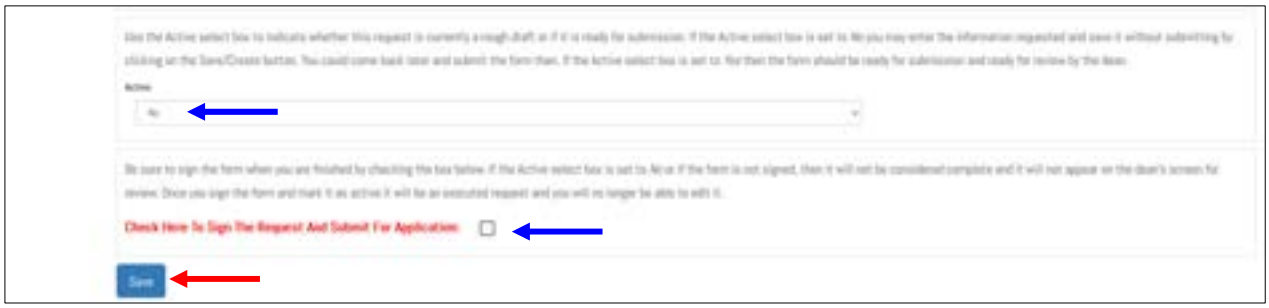
Reminder to update you must have not activated the form!

When it is not activated it will say Active: No

If you made a mistake and need to correct it contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.



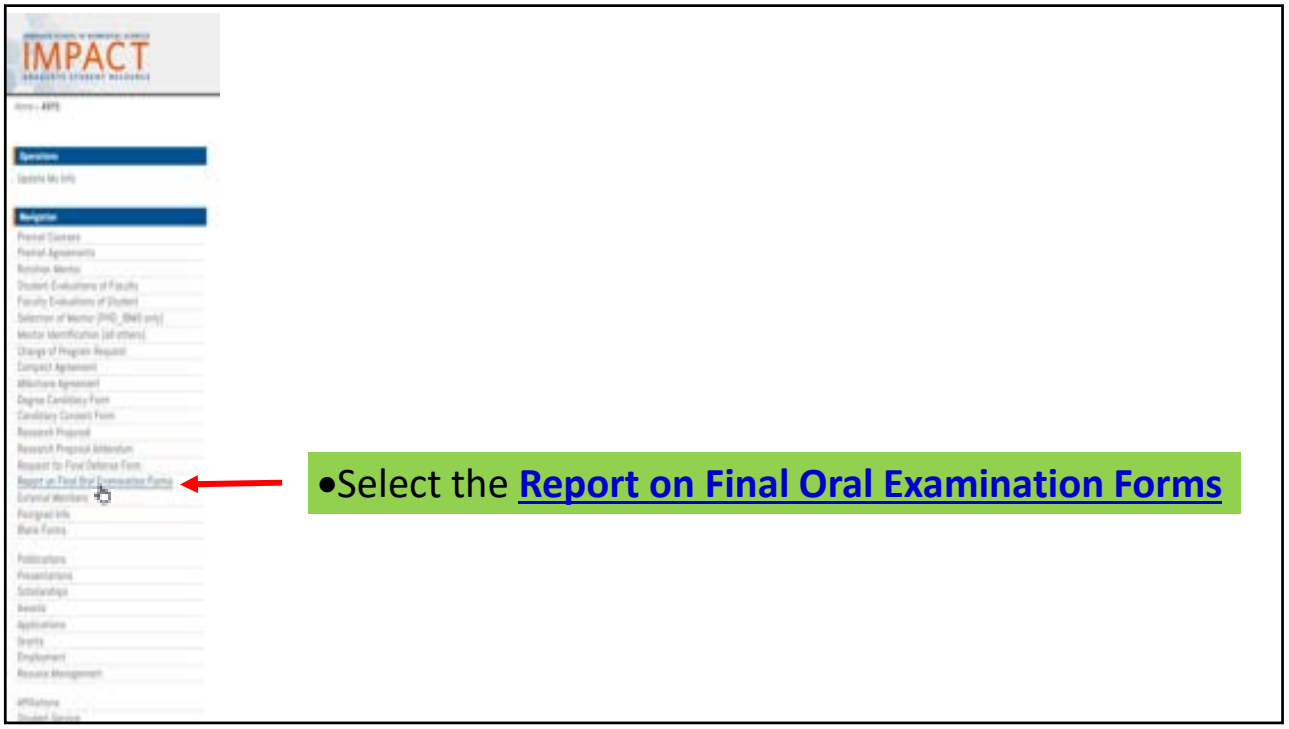
- Once your form opens, under the **Operations** pane, select **Update Final Report**.
- Your form will populate, and you can make updates as needed.



- Any time changes are made make sure you hit the **SAVE** button.
- If you want to finalize and **submit** the form, change the active field to **YES** & sign the form by checking the box and then select the **SAVE** button.
- **Once you have selected YES, Checked the box for submission, and hit the save button your form will be routed to collect signatures and approvals. At this point, you will be unable to make any edits. If you have made a mistake, contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.**

Checking The Status of Your Form

- Select the **My info tab**



- Select the **Report on Final Oral Examination Forms**

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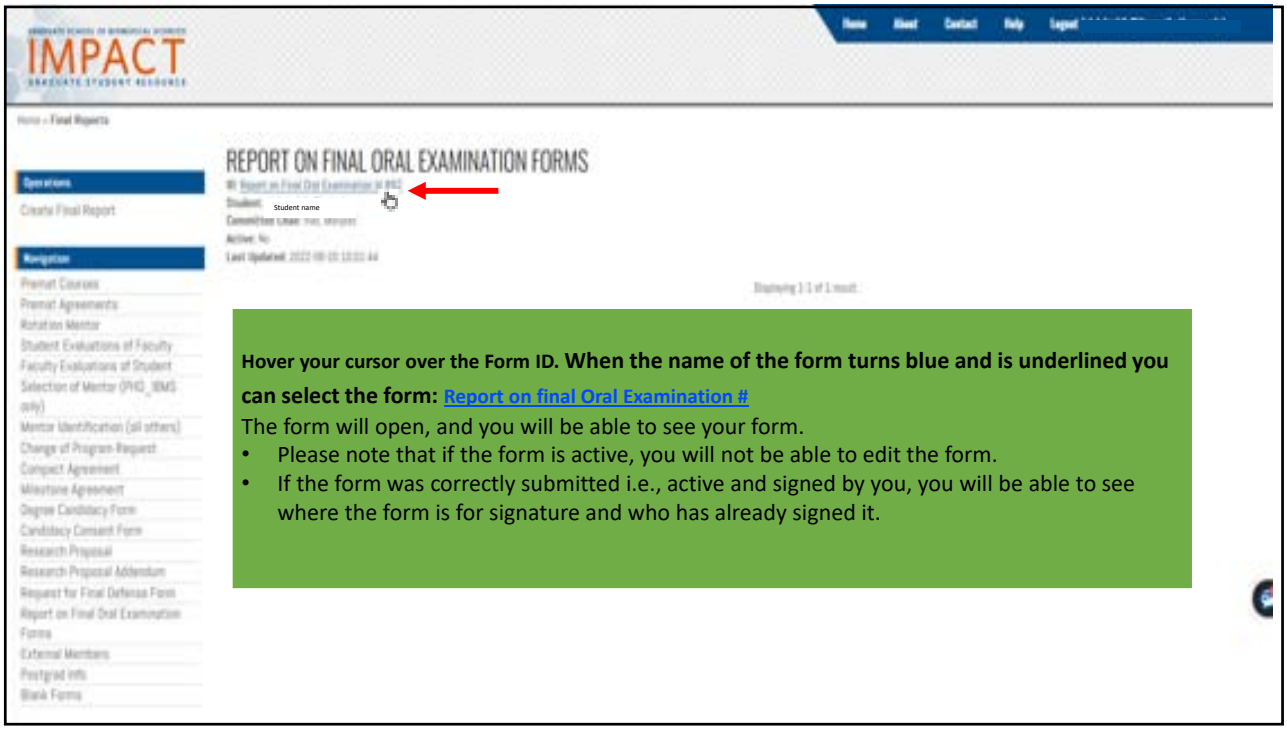

Hover your cursor over the Form ID. When the name of the form turns blue and is underlined you can select the form: Report on final Oral Examination #

The form will open, and you will be able to see your form.

- Please note that if the form is active, you will not be able to edit the form.
- If the form was correctly submitted i.e., active and signed by you, you will be able to see where the form is for signature and who has already signed it.