


Instructions for Selection of Mentor (PHD_IBMS only)

aka IBMS mentor Selection Form

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



•We recommend using Google Chrome



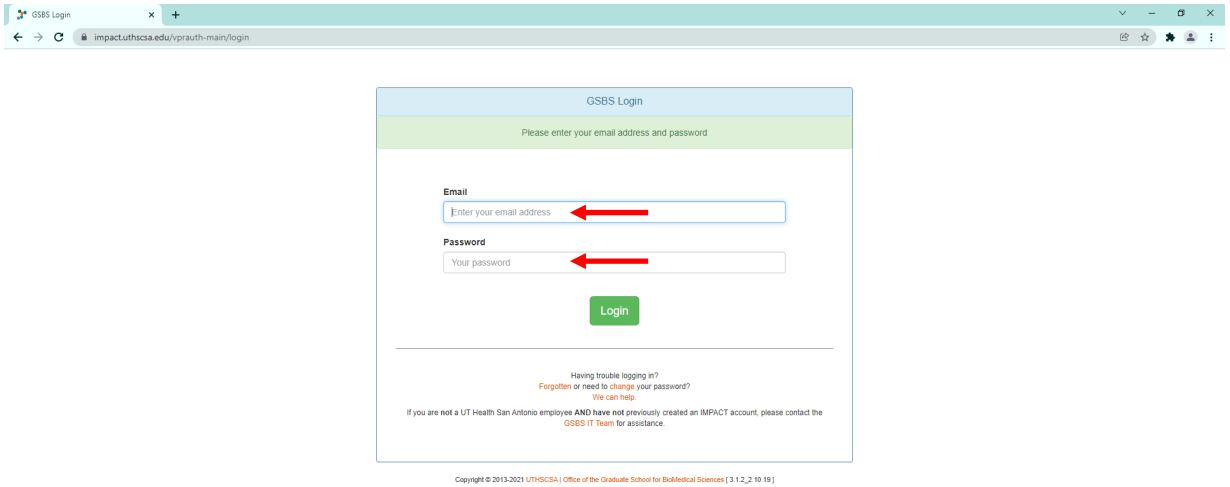
GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
IMPACT
GRADUATE STUDENT RESOURCE

Home
About
Contact
Help
Login

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 **livemail email address** and **domain password**



GSBS Login

Please enter your email address and password

Email
Enter your email address

Password
Your password

Login

Having trouble logging in?
Forgotten or need to change your password?
We can help.

If you are not a UT Health San Antonio employee **AND** have not previously created an IMPACT account, please contact the GSBS IT Team for assistance.

Copyright © 2013-2021 UTHSCSA | Office of the Graduate School for Biomedical Sciences [3.1.2.2_10.19]

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

WELCOME TO IMPACT
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!

MY INFO
Click here to manage your IMPACT Info.

PUBLICATIONS
Download and maintain your publications.

PRESENTATIONS
Document your presentations.

Rotation Reports
Rotation reports are up to date.

PENDING ...

- Select the **My info tab**

Operations
Update My Info

Navigation
Premat Courses
Premat Agreements
Rotation Mentor
Student Evaluations of Faculty
Faculty Evaluations of Student
Selection of Mentor (PHD_IBMS only)
Mentor Identification (all others)
Change of Program Request
Compact Agreement
Milestone Agreement
Degree Candidacy Form
Candidacy Consent Form
Research Proposal
Research Proposal Addendum
Request for Final Defense Form
Report on Final Oral Examination Forms
External Members
Postgrad Info
Blank Forms

Publications
Presentations
Scholarships
Awards
Applications
Grants
Emolvement

- Under the Navigation list on the left-hand side:
 - Select the **Selection of Mentor (PHD_IBMS only)**

Instructions for Selection of Mentor (IBMS)

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES
IMPACT
GRADUATE STUDENT RESOURCE

Home About Contact Help Logout (@@wwwmail.uthscsa.edu)

Home » Selection of Mentor Forms

Operations
View My Info
Selection of Mentor Form
Change of Mentor Form

Navigation
Premat Courses
Premat Agreements
Rotation Mentor
Student Evaluations of Faculty
Faculty Evaluations of Student
Selection of Mentor (PHD_IBMS only)
Mentor Identification (all others)
Change of Program Request
Compact Agreement
Milestone Agreement
Degree Candidacy Form
Candidacy Consent Form
Research Proposal
Research Proposal Addendum
Request for Final Defense Form
Report on Final Oral Examination Forms
External Members
Postgrad Info
Blank Forms
Publications
Presentations
Scholarships
Awards

SELECTION OF MENTOR FORMS

Student:
Student ID:
Embark ID:
Term:
Pgm Details:
Phone:
Status:
Email:
Track:

No results found:

- Once the Selection of Mentor page opens, under the **Operations** list on the left-hand side, Select: **Selection of Mentor Form**

Home » Selection of Mentor Forms » Update

GRADUATE SCHOOL OF BIOMEDICAL SCIENCES (GSBS)
SELECTION OF MENTOR FORM

Submit this form to initiate the process of obtaining the required signatures and forwarding to the Graduate School Dean's office. Once the form has been created you can follow the status of signatures on the View Selection of Mentor page. A maximum of one track selection form can be active at a time.

Fields with * are required

Form Option *
Mentor Selection Form 1

Discipline or Track
Please select... 2

Mentor *
Please select... 3

Secondary Mentor
Please select... 4

Is the Position Funded by Mentor? *
Yes 5

Is the Position Funded by Secondary Mentor?
No 6

Date of Changeover (if known)
 7

- Form option will be preselected and identified as Mentor Identification Form
- Using the dropdown select discipline or track
- Select your mentor from the drop-down list. *If you cannot find your mentor, please contact **IMPACT support @ impact@uthscsa.edu**.
- If you have a secondary mentor, using the drop-down enter your secondary mentor
- * IBMS students should always select yes.** IBMS positions should be funded by your mentor.
 - On the **rare** occasion that this is the answer is **NO** contact **IMPACT support @ impact@uthscsa.edu** for further instructions.
- Using a dropdown select yes or no.
- Enter the date of changeover (if known) this is the day the funding ends.

Instructions for Selection of Mentor (IBMS)

Publications
Presentations
Scholarships
Awards
Applications
Grants
Employment
Resume Management

Affiliations
Student Service

Home
My info
Logout

Use the Active select box to indicate whether this request is currently a rough draft or if it is ready for submission. If the Active select box is set to *No* you may enter the information requested and save it without submitting by clicking on the Save/Create button. You could come back later and submit the form then. If the Active select box is set to *Yes* then the form should be ready for submission and ready for review by the dean.

Active
No ← 8

Be sure to sign the form when you are finished by checking the box below. If the Active select box is set to *No* or if the form is not signed, then it will not be considered complete and it will not appear on the dean's screen for review. Once you sign the form and mark it as active it will be an executed request and you will no longer be able to edit it.

Check Here To Sign The Request And Submit For Application: ← SIGN 9

Create ← 10

8. If you are ready to submit the form, change the **active field to YES**.
9. Sign the form by **checking** the box.
10. Submit the form by selecting **Create**.

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 **Create** button will save the form and allow for future updates.)

Making Updates

* Mentor Identification Form can be **UPDATED** if **Active** option is still **NO** and the form **has not** been signed (i.e., checked).

1

WELCOME TO IMPACT
Optionally select a view 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.

MY INFO
Click here to manage your IMPACT info.

PUBLICATIONS
Download and maintain your publications.

PRESENTATIONS
Document your presentations.

Rotation Reports
Rotation reports are up to date.

PENDING ...

2

Operations

Update My Info

Navigation

- Premat Courses
- Premat Agreements
- Rotation Mentor
- Student Evaluations of Faculty
- Faculty Evaluations of Student
- Selection of Mentor (PHD_IBMS only) ←
- Mentor Identification (all others)
- Change of Program Request
- Compact Agreement
- Milestone Agreement
- Degree Candidacy Form
- Candidacy Consent Form
- Research Proposal
- Research Proposal Addendum
- Request for Final Defense Form
- Report on Final Oral Examination Forms
- External Members
- Postgrad Info
- Blank Forms
- Publications
- Presentations
- Scholarships
- Awards
- Applications
- Grants
- Employment

If you have not activated the form and it has not been signed, you can **update** the form by going to 1.) MY INFO and then 2.) selecting **Selection of Mentor (PHD only)** from the Navigation pane.

Instructions for Selection of Mentor (IBMS)

Home » Mentor Identification Forms

MENTOR IDENTIFICATION FORMS

Operations

- View My Info
- Mentor Identification Form
- Change of Mentor Form

Navigation

- Premat Courses
- Premat Agreements
- Rotation Mentor
- Student Evaluations of Faculty
- Faculty Evaluations of Student
- Selection of Mentor (PHD_IBMS only)
- Mentor Identification (all others)
- Change of Program Request
- Compact Agreement
- Milestone Agreement
- Degree Candidacy Form
- Candidacy Consent Form
- Research Proposal
- Research Proposal Addendum
- Request for Final Defense Form
- Report on Final Oral Examination Forms
- External Members
- Postgrad Info
- Blank Forms

Publications

Presentations

Scholarship

Student:	
Student ID:	Embark ID:
Term:	Pgm Details:
Phone:	Status:
Email:	Track:

Mentor: [Mentor Name](#) ←

Discipline or Track: [Discipline or Track](#) ←

Active: No ←

You will get a list of all the Mentor Identification Forms you have created.

Hover your cursor over the mentor Name: [Mentor Name](#)

⚠ **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 ACTIVE says YES and you need to correct it contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.

Home » Mentor Identification Forms » 366

VIEW MENTOR IDENTIFICATION FORMS FOR Student Name

Operations

- View My Info
- List Mentor Identification Forms
- [Update Mentor Identification](#) ←
- Delete Mentor Identification
- View PDF
- View PDF (change subplan format)


Navigation

- Premat Courses
- Premat Agreements
- Rotation Mentor
- Student Evaluations of Faculty
- Faculty Evaluations of Student
- Selection of Mentor (PHD_IBMS only)
- Mentor Identification (all others)
- Change of Program Request
- Compact Agreement
- Milestone Agreement
- Degree Candidacy Form
- Candidacy Consent Form
- Research Proposal
- Research Proposal Addendum
- Request for Final Defense Form
- Report on Final Oral Examination Forms


ID	366
Student Signature	No
Student Sig Date	Not set
Form Option	Selection of Degree Program, Academic Plan, & Subplan
Discipline or Track	
Mentor	
Mentor Signature	No
Mentor Sig Date	Not set
Approved	No
Secondary Mentor	None associated
Is the Position Funded by Mentor?	No
Funding Amount (\$)	0
Funding Type	Not set
Other Source of Funding	Not set
Date of Changeover (if known)	Not set
Active	No
Previous Active Form	Not set


- Once your form opens, under the **Operations** pane, select [Update Mentor Identification](#).
- Your form will populate, and you can make updates as needed.

Use the Active select box to indicate whether this request is currently a rough draft or if it is ready for submission. If the Active select box is set to *No* you may enter the information requested and save it without submitting by clicking on the Save/Create button. You could come back later and submit the form then. If the Active select box is set to *Yes* then the form should be ready for submission and ready for review by the dean.

Active
 No 

Be sure to sign the form when you are finished by checking the box below. If the Active select box is set to *No* or if the form is not signed, then it will not be considered complete and it will not appear on the dean's screen for review. Once you sign the form and mark it as active it will be an executed request and you will no longer be able to edit it.



Check Here To Sign The Request And Submit For Application: 


Save 


- 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

WELCOME TO IMPACT
 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!


MY INFO
Click here to manage your IMPACT Info. 


PUBLICATIONS
Download and maintain your publications.


PRESENTATIONS
Document your presentations.

PENDING ...

Rotation Reports
 Rotation reports are up to date.

•Select the **My info** tab

Instructions for Selection of Mentor (IBMS)

The screenshot shows a navigation menu on the left side of a web application. The menu is organized into sections: 'Operations' (Update My Info), 'Navigation' (Premat Courses, Premat Agreements, Rotation Mentor, Student Evaluations of Faculty, Faculty Evaluations of Student, Selection of Mentor (PHD_IBMS only), Mentor Identification (all others), Change of Program Request, Compact Agreement, Milestone Agreement, Degree Candidacy Form, Candidacy Consent Form, Research Proposal, Research Proposal Addendum, Request for Final Defense Form, Report on Final Oral Examination Forms, External Members, Postgrad Info, Blank Forms), 'Publications', 'Presentations', 'Scholarships', 'Awards', 'Applications', 'Grants', and 'Employment'. A red arrow points to the 'Selection of Mentor (PHD_IBMS only)' item. A green callout box on the right contains the following text:

- Under the Navigation list on the left-hand side:
- Select the **Selection of Mentor (PHD_IBMS only)**

The screenshot shows the 'Mentor Identification Forms' page. The left-hand navigation menu is visible, with 'Selection of Mentor (PHD_IBMS only)' highlighted. The main content area is titled 'MENTOR IDENTIFICATION FORMS' and contains a table with the following columns: Student, Student ID, Embark ID, Term, Pgm Details, Phone, Status, Email, and Track. A red arrow points to the 'Mentor Name' link in the table. A green callout box on the right contains the following text:

You will get a list of all the Mentor Identification Forms you have created.

- Some of you may have more than one.

Hover your cursor over the mentor Name. When the name of the form turns blue and is underlined you can select the form: [Mentor Name](#).

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.