

# Instructions for Mentor Identification (all Others)

*AKA Non-IBMS mentor Selection Form*

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



•We recommend using Google Chrome

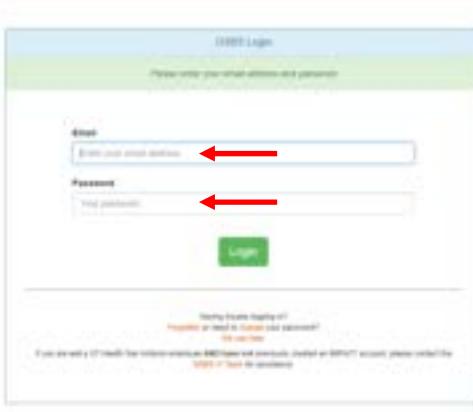
# Instructions for Mentor Identification Form (Non-IBMS)



The image shows the IMPACT website's login page. At the top, there is a banner with the text "GRADUATE SCHOOL OF BIOMEDICAL SCIENCES" and "IMPACT" in large letters, with "GRADUATE STUDENT RESOURCE" below it. To the right of the banner is a blue sidebar with the following menu items: Home, About, Contact, Help, and Login. A red arrow points to the "Login" button. Below the banner, the text "WELCOME TO IMPACT" is displayed in a large, bold, black font. Underneath this, a paragraph of text explains the purpose of the IMPACT database.

This is IMPACT, the student database website sponsored by the Graduate School of Biomedical Sciences (GSBS) of 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.

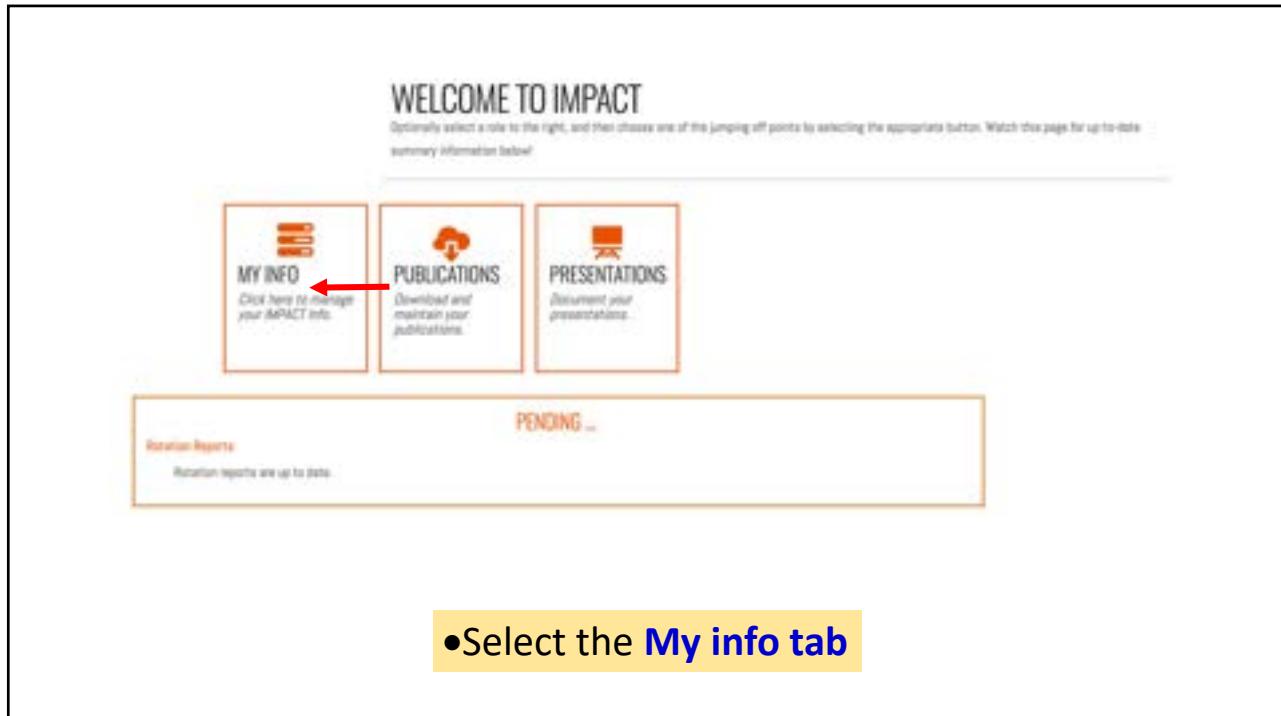
•Log in using **livemail email address and domain password**



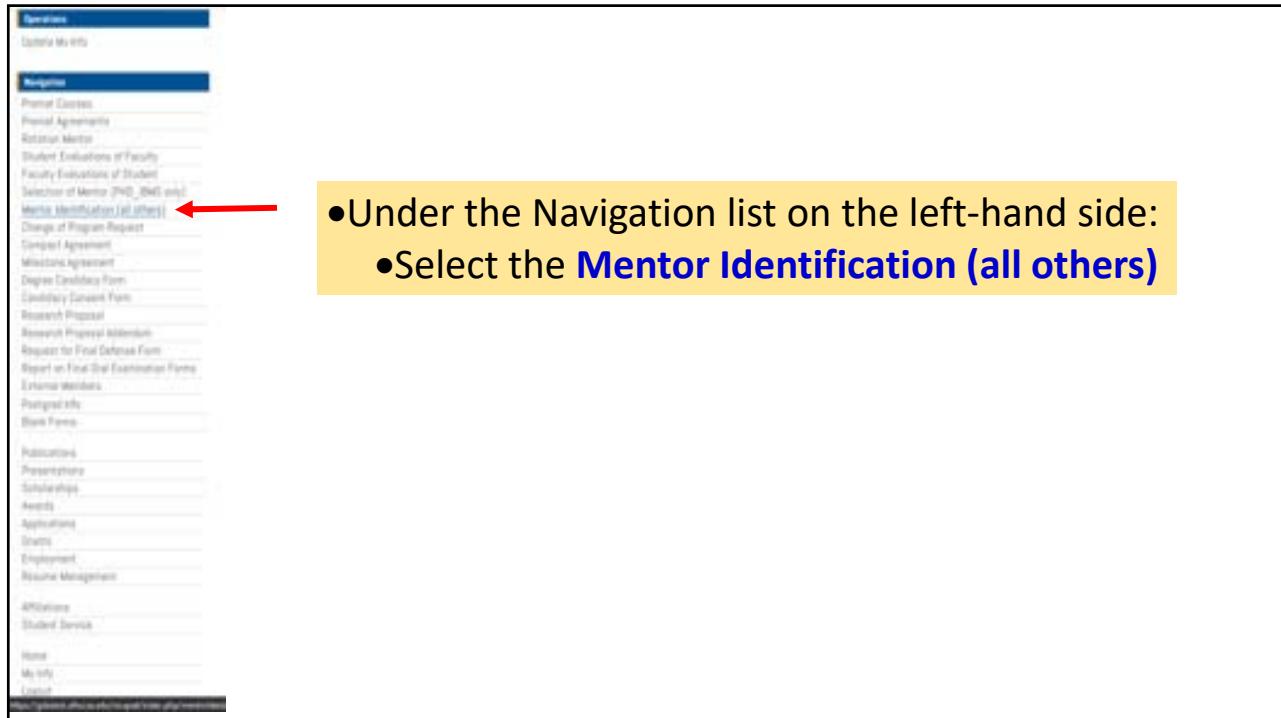
The image shows a screenshot of a web browser displaying the IMPACT login page. The page has a light blue header with the text "IMPACT Login" and a sub-instruction "Please enter your email address and password". Below this is a form with two text input fields: "Email" and "Password". Red arrows point to the "Email" field, which contains "livemail@uthscsa.edu", and the "Password" field, which contains "12345678". Below the form is a green "Login" button. At the bottom of the page, there is a link "Forgot your login or password?" and a note: "If you are not yet UTHSCSA, but believe you are an IMPACT user and someone shared an IMPACT account, please contact the [IMPACT Team for assistance](#)".

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

# Instructions for Mentor Identification Form (Non-IBMS)

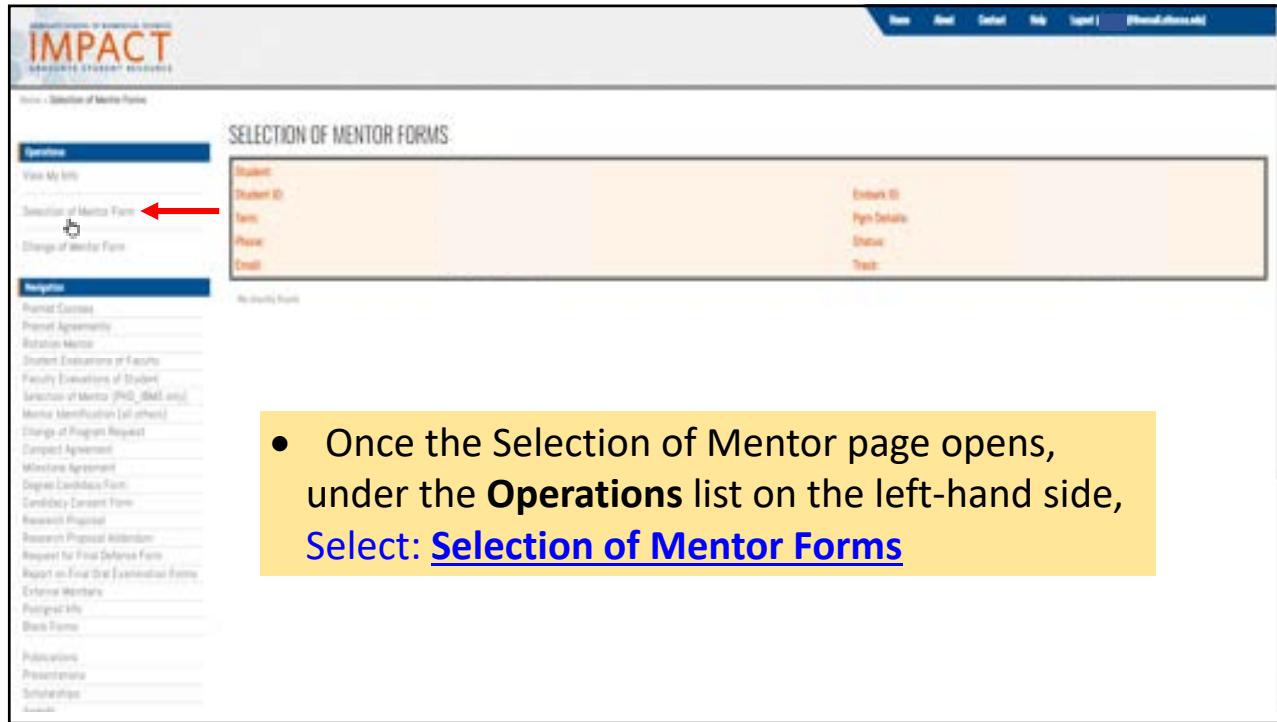


The screenshot shows the 'WELCOME TO IMPACT' page. At the top, there is a header with the text 'WELCOME TO IMPACT' and a sub-instruction: 'Optional: select a role to the right, and then choose one of the jumping off points by selecting the appropriate button. Watch this page for up-to-date summary information below!'. Below the header are three buttons: 'MY INFO' (with a red arrow pointing to it), 'PUBLICATIONS', and 'PRESENTATIONS'. The 'MY INFO' button has the sub-instruction 'Click here to manage your IMPACT info.' Below these buttons is a box labeled 'PENDING ...' containing the text 'Rotation Reports' and 'Rotation reports are up to date.' A yellow callout box with a black border and a black arrow pointing to the 'MY INFO' button contains the text '•Select the **My info** tab'.



The screenshot shows the left-hand navigation menu with a vertical list of options. The 'Mentor Identification (all others)' option is highlighted with a red arrow. A yellow callout box with a black border and a black arrow pointing to the 'Mentor Identification (all others)' option contains the text '•Under the Navigation list on the left-hand side:  
•Select the **Mentor Identification (all others)**'.

# Instructions for Mentor Identification Form (Non-IBMS)

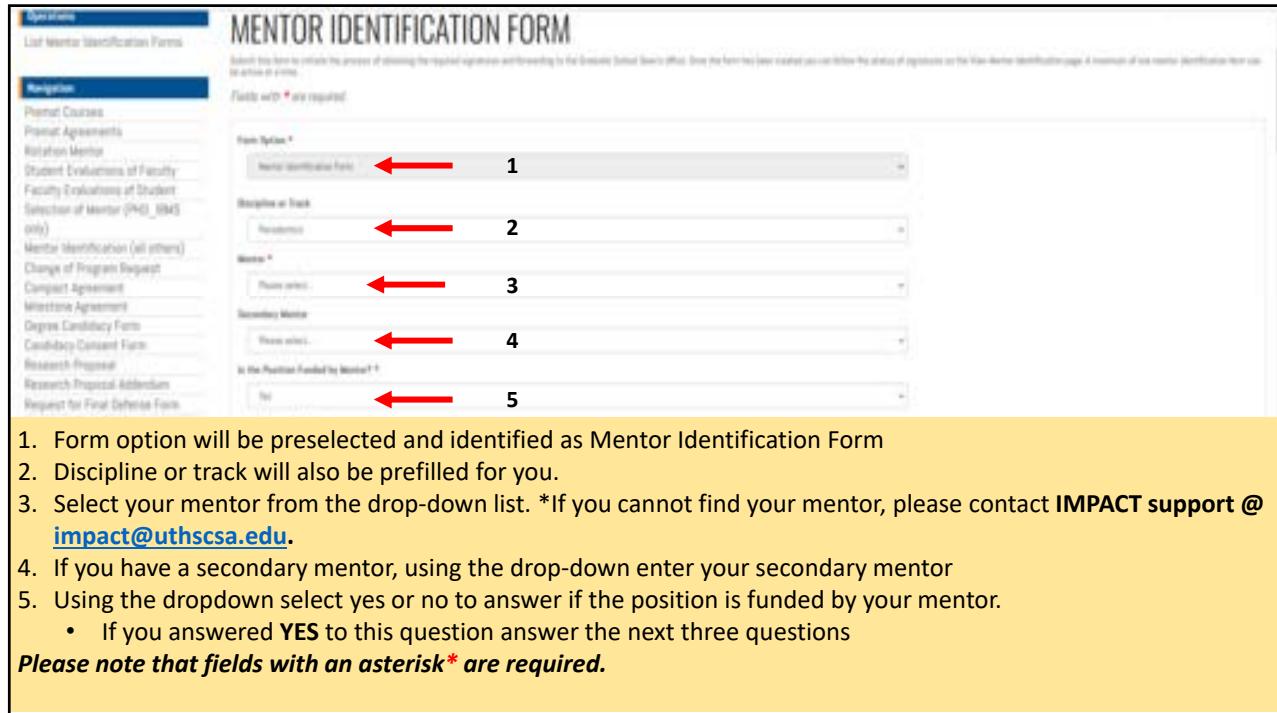


SELECTION OF MENTOR FORMS

Student ID:   
Name:   
Phone:   
Email:

Search

- Once the Selection of Mentor page opens, under the **Operations** list on the left-hand side, Select: [\*\*Selection of Mentor Forms\*\*](#)



MENTOR IDENTIFICATION FORM

Identify here how to continue the process of claiming the required experience and returning to the Graduate School Office. Once the form has been created you can follow the status of registration on the View-Mentor Identification page. A maximum of one mentor identification form can be active at a time.

Fields with \* are required.

Form Options: \*

Mentor Identification Form  1

Discipline or Track:

Nursing  2

Mentor: \*

Please select.  3

Secondary Mentor:

Please select.  4

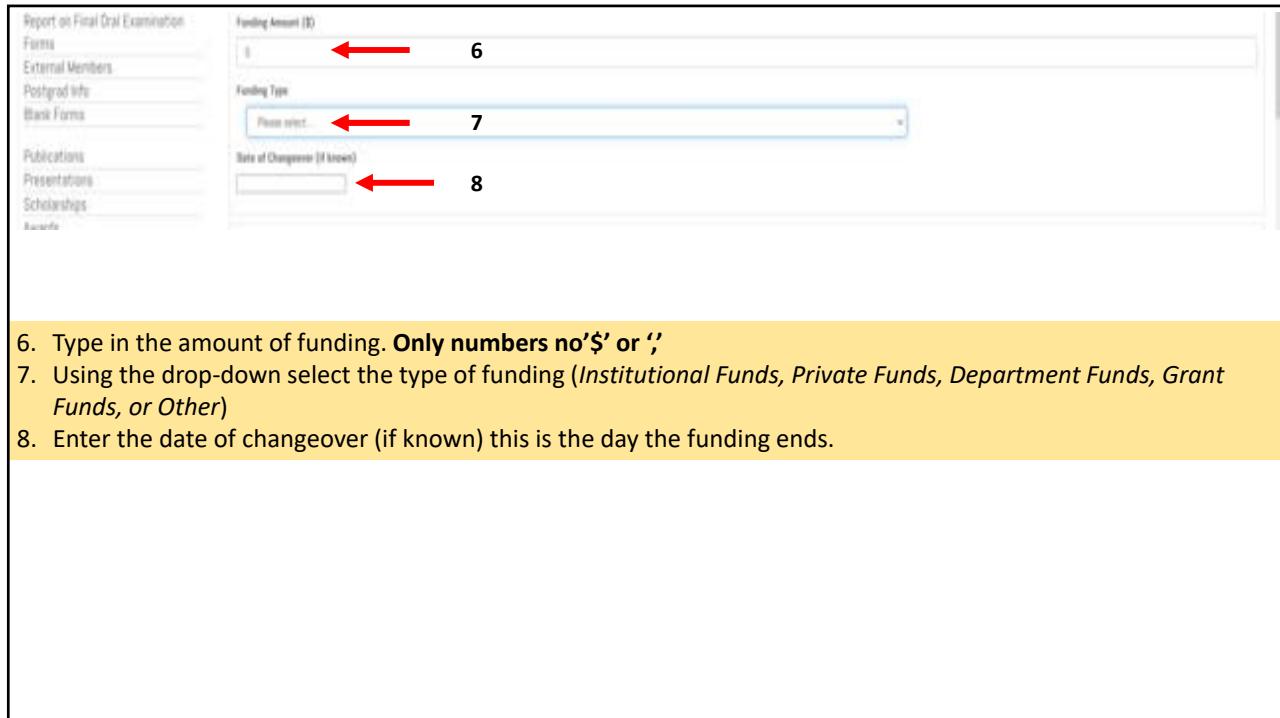
Is the Position Funded by Mentor? \*

No  5

1. Form option will be preselected and identified as Mentor Identification Form
2. Discipline or track will also be prefilled for you.
3. Select your mentor from the drop-down list. \*If you cannot find your mentor, please contact **IMPACT support @ impact@uthscsa.edu**.
4. If you have a secondary mentor, using the drop-down enter your secondary mentor
5. Using the dropdown select yes or no to answer if the position is funded by your mentor.
  - If you answered **YES** to this question answer the next three questions

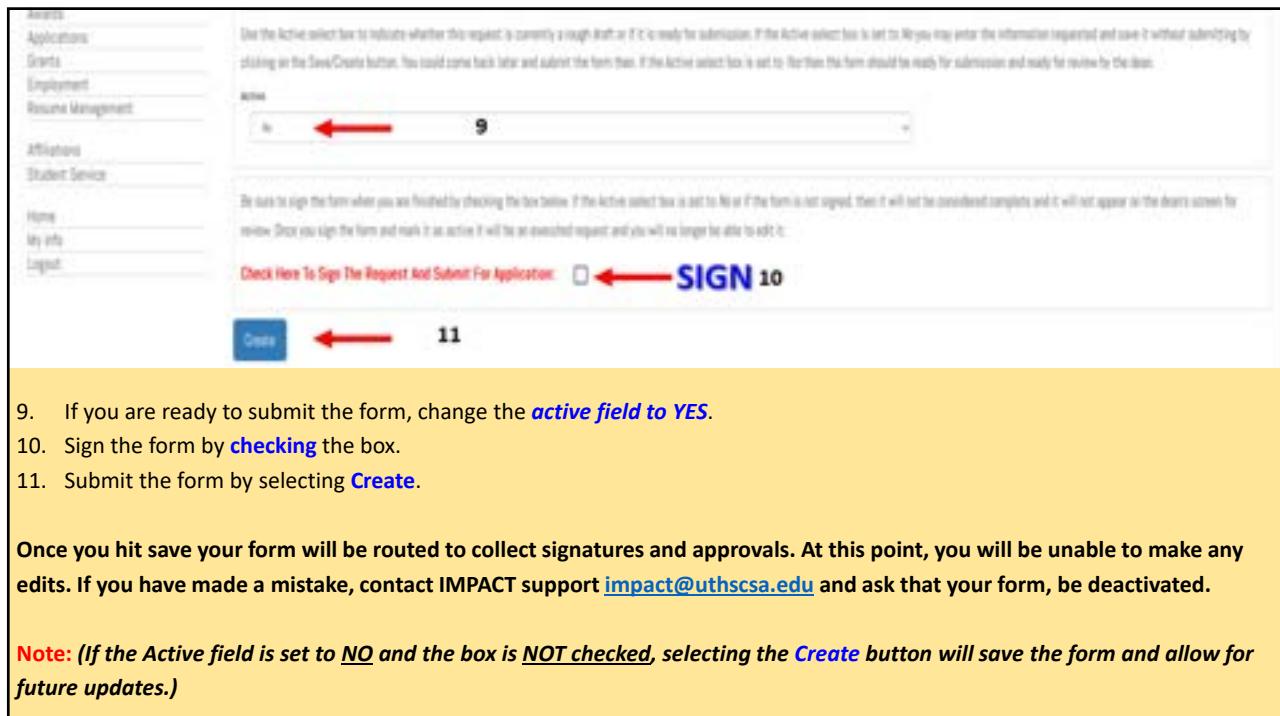
***Please note that fields with an asterisk\* are required.***

# Instructions for Mentor Identification Form (Non-IBMS)



The screenshot shows a form with a sidebar on the left containing links: Report on Final Oral Examination, Forms, External Members, Postgrad Info, Bank Forms, Publications, Presentations, Scholarships, and Awards. The main content area has three fields: 'Funding Amount (E)' with a value of '6' and a red arrow pointing to it; 'Funding Type' with a dropdown menu showing 'Please select.' and a red arrow pointing to it; and 'Date of Changeover (if known)' with a red arrow pointing to it.

6. Type in the amount of funding. **Only numbers no'\$' or ','**
7. Using the drop-down select the type of funding (*Institutional Funds, Private Funds, Department Funds, Grant Funds, or Other*)
8. Enter the date of changeover (if known) this is the day the funding ends.



The screenshot shows a form with a sidebar on the left containing links: Awards, Applications, Grants, Employment, Resume Management, Affiliations, Student Service, Home, My Info, and Logout. The main content area has a note about the 'Active' field, a dropdown menu for 'Active' with a value of 'No' and a red arrow pointing to it, a note about signing the form, a checkbox labeled 'Check Here To Sign The Request And Submit For Approval:' with a red arrow pointing to it and the word 'SIGN' in blue, and a blue 'Create' button with a red arrow pointing to it and the number '11'.

9. If you are ready to submit the form, change the **active field to YES**.

10. Sign the form by **checking** the box.

11. 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](mailto: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.)

# Instructions for Mentor Identification Form (Non-IBMS)

**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**  


**2**  


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 [Mentor Identification \(all others\)](#) from the Navigation pane.

[Mentor - Mentor Identification Forms](#)

**MENTOR IDENTIFICATION FORMS**



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](mailto:impact@uthscsa.edu) and ask that your form, be deactivated.**

# Instructions for Mentor Identification Form (Non-IBMS)

Home > Mentor Identification Forms > 300

**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 subpage format)

**Navigation**

- Promot Courses
- Promot Agreements
- Rotator Mentor
- Student Evaluations of Faculty
- Faculty Evaluations of Student
- Selection of Mentor (TVO, IBM only)
- Mentor Identification (all others)
- Change of Program Request
- Compact Agreement
- Intertine Agreement
- Degree Candidates Form
- Candidacy Consent Form
- Research Proposal
- Research Proposal Addendum
- Request for Final Defense Form
- Report on Final Oral Examination Form

**Form Fields:**

- Form Option: Selection of Degree Program, Academic Plan & Subject
- Description or Track:
- Student Signature:
- Student Sig Date:
- Mentor Signature:
- Mentor Sig Date:
- Approved:
- Secondary Mentor:
- Is the Position Funded:
- Is Mentor:
- Funding Amount (\$):
- Funding Type:
- Other Source of Funding:
- Rate of Charge/Per (Active):
- Active:
- Previous Active Form:

- 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:**  

Please 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 Approval:**  

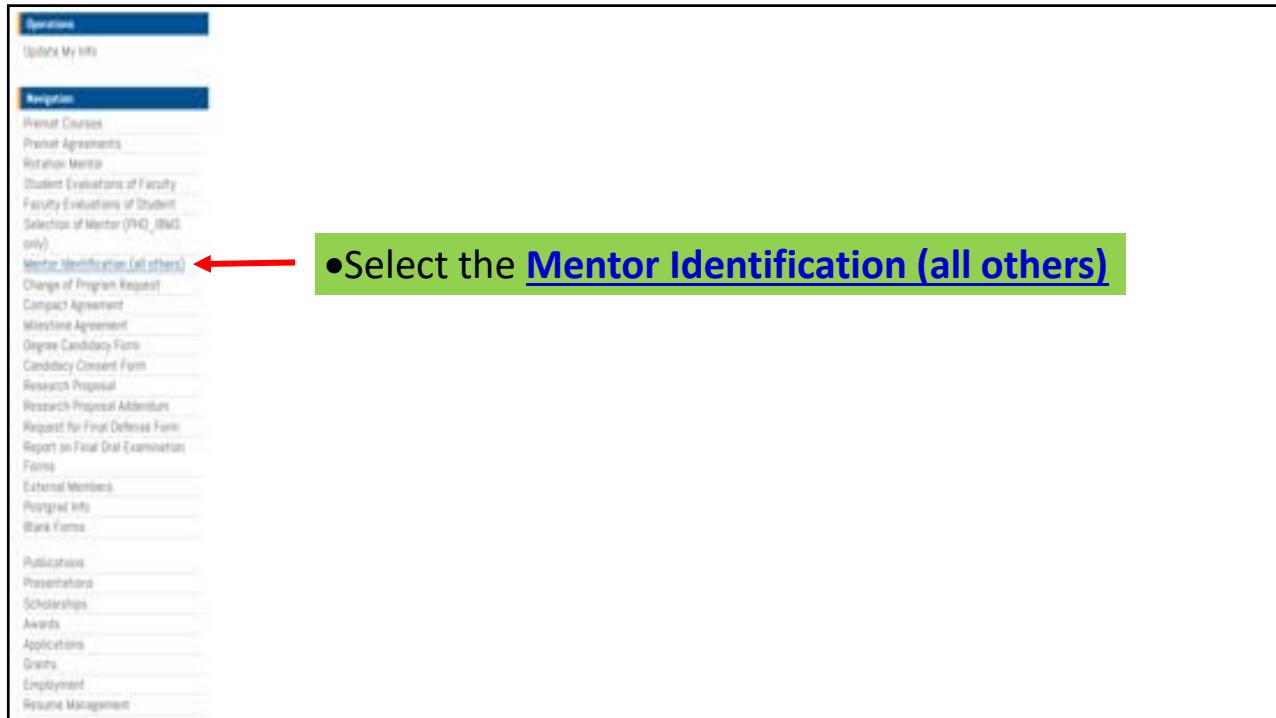
**Save** 

- 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](mailto:impact@uthscsa.edu) and ask that your form, be deactivated.

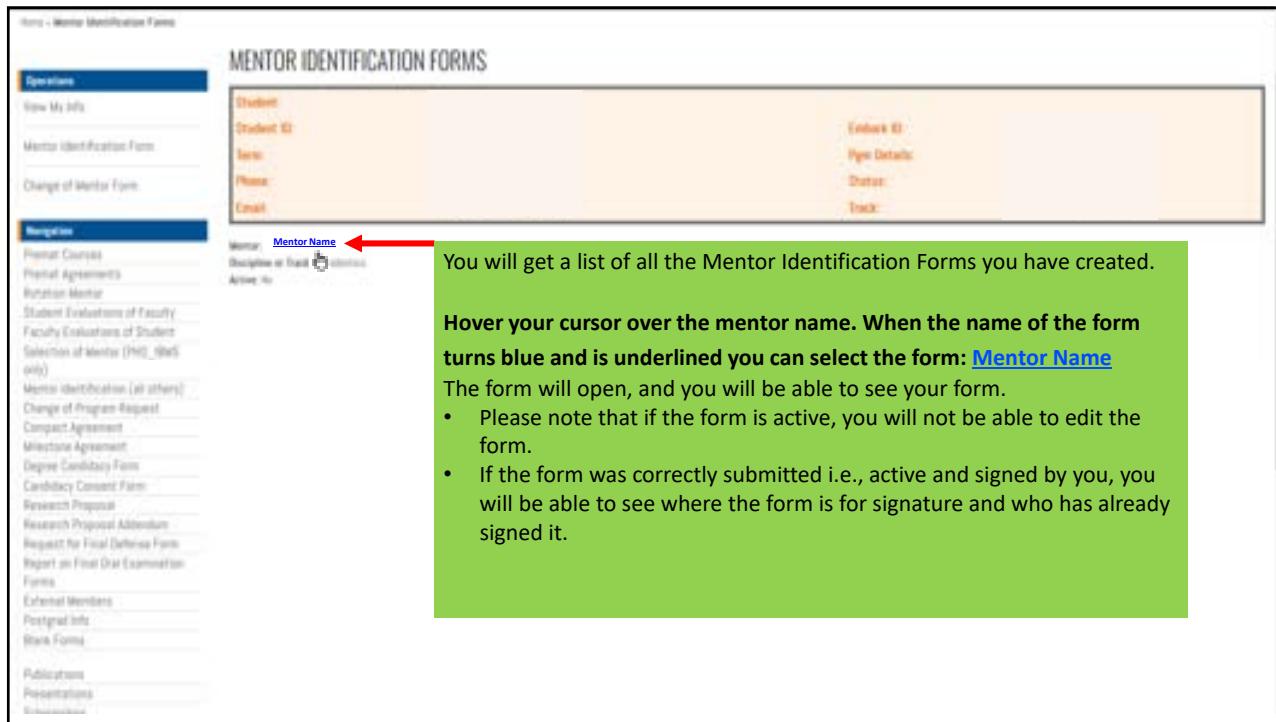
## Checking The Status of Your Form



•Select the **My info tab**



# Instructions for Mentor Identification Form (Non-IBMS)



The screenshot shows a web-based application interface for managing mentor identification forms. On the left, a sidebar lists various operations such as 'View My Info', 'Mentor Identification Form', 'Change of Mentor Form', 'Request Courses', 'Postdoc Agreements', 'Invitation Mentor', 'Student Evaluations of Faculty', 'Faculty Evaluations of Students', 'Selection of Mentor (PHD, MS only)', 'Mentor identification (all others)', 'Change of Program Request', 'Compact Agreement', 'Mentorship Agreement', 'Degree Candidacy Form', 'Candidacy Consent Form', 'Research Proposal', 'Research Proposal Addendum', 'Request for Final Defense Form', 'Report on Final Oral Examination Form', 'External Members', 'Postgrad Info', 'Rata Form', 'Publications', 'Presentations', and 'Evaluations'. The main content area is titled 'MENTOR IDENTIFICATION FORMS' and displays a table with columns for 'Student' (Student ID, Name, Phone, Email) and 'Mentor' (Mentor ID, Name, Details or Read, Status, Track). A red arrow points to the 'Mentor Name' link in the 'Details or Read' column. A green tooltip box contains the following text:

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

**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.