Instructions for Mentor Identification (all Others)

AKA Non-IBMS mentor Selection Form

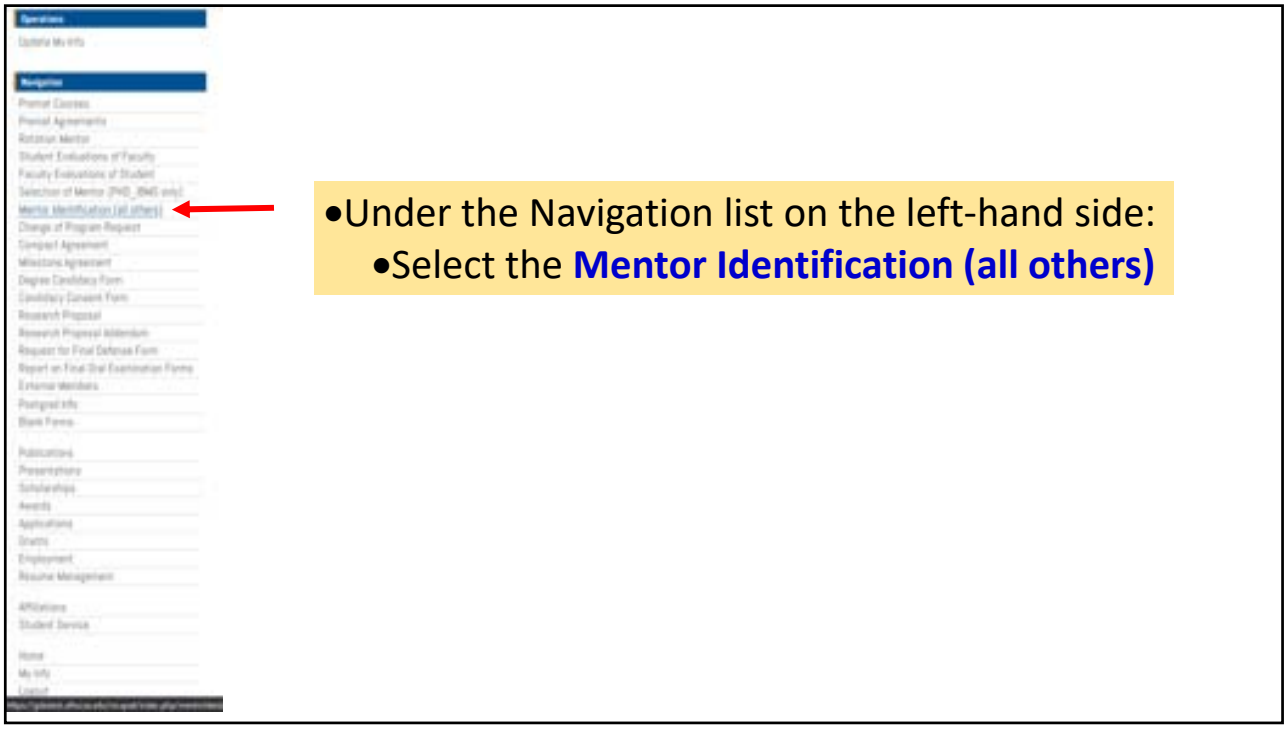
In a browser type in: https://impact.uthscsa.edu/main/

- We recommend using Google Chrome

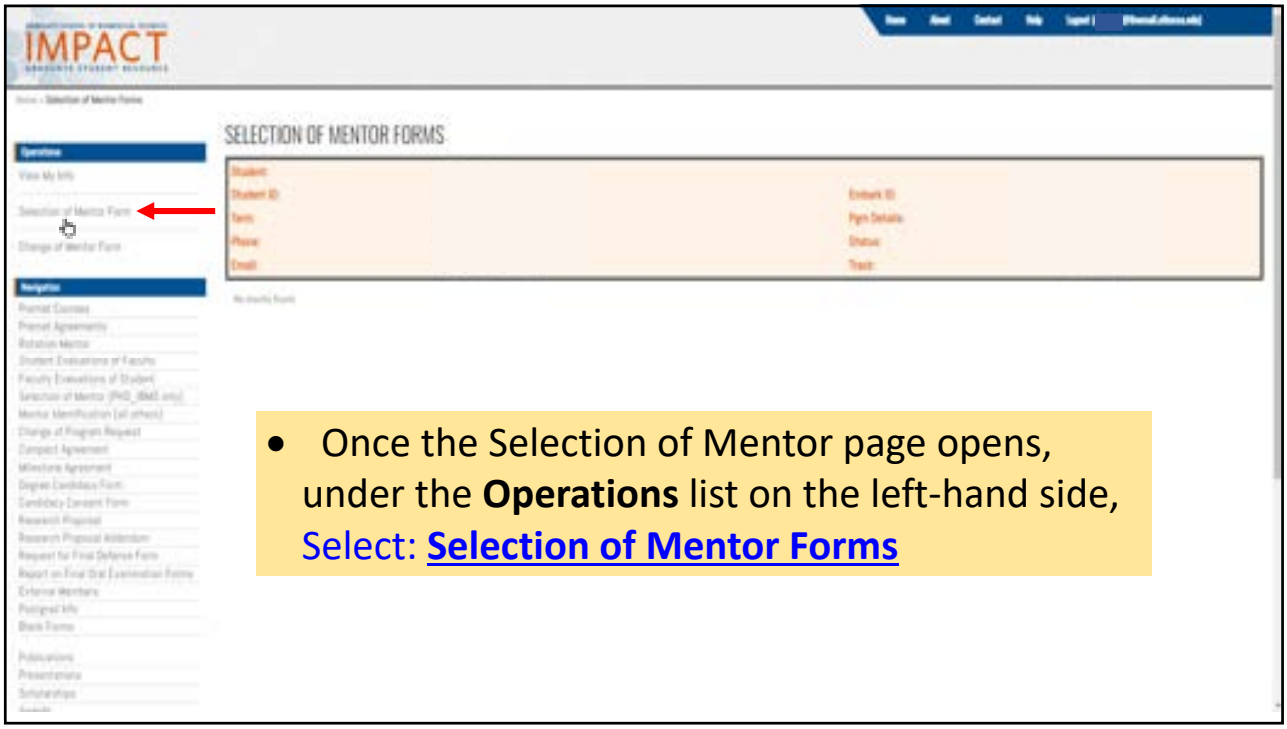
- Log in using livemail **email** address and **domain password**

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

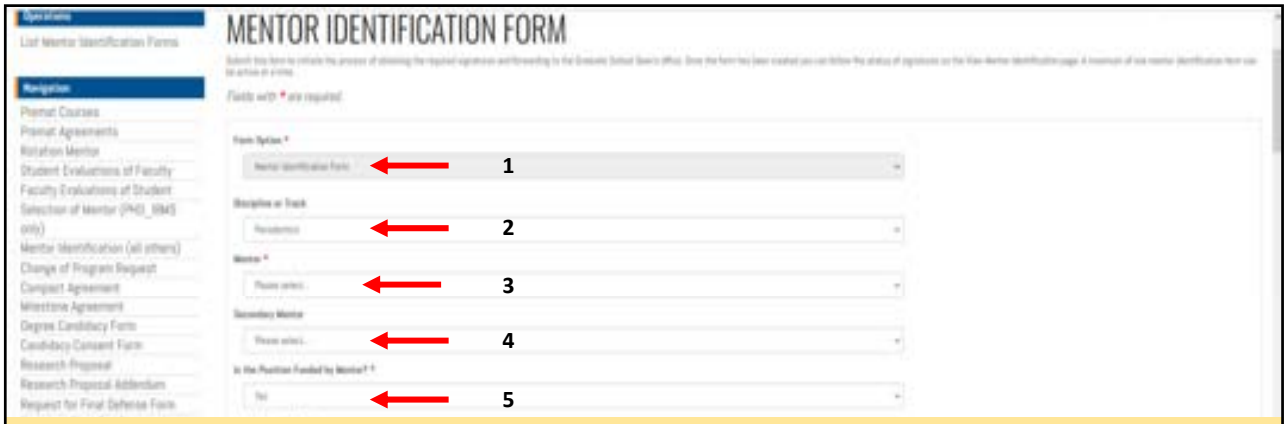
- Select the **My info tab**



- Under the Navigation list on the left-hand side:
  - Select the **Mentor Identification (all others)**

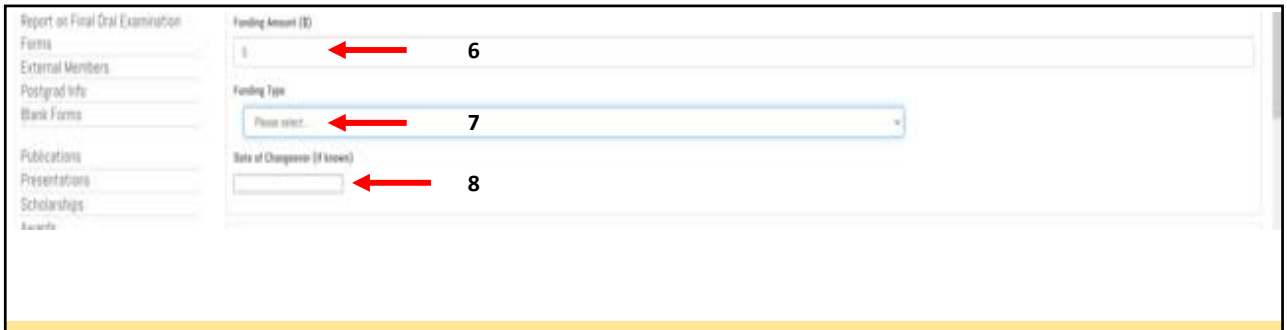


- Once the Selection of Mentor page opens, under the **Operations** list on the left-hand side, Select: **Selection of Mentor Forms**



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.



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.

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 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

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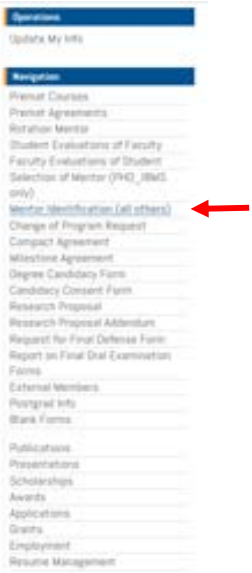
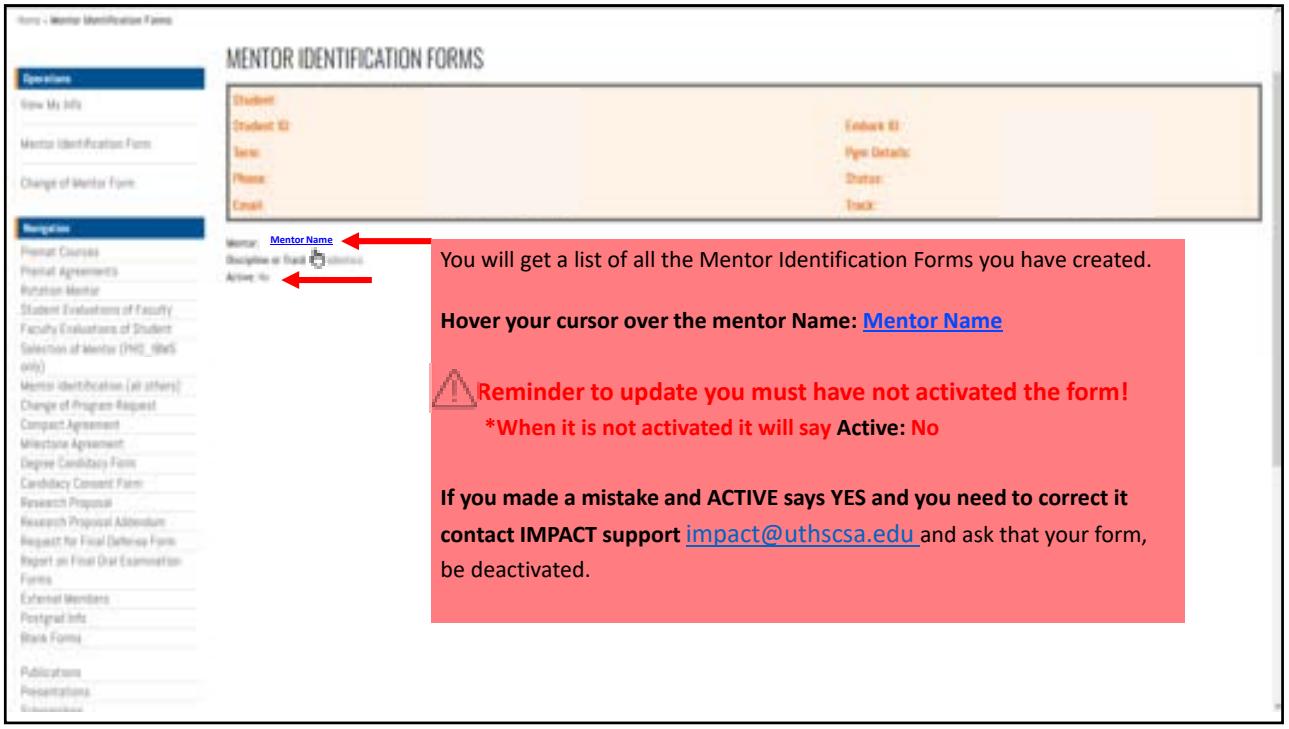


If you have not activated the form and it has not been signed, you can **update** the form by going to 1.) MY INFO and then 2.) selecting Mentor Identification (all others) from the Navigation pane.



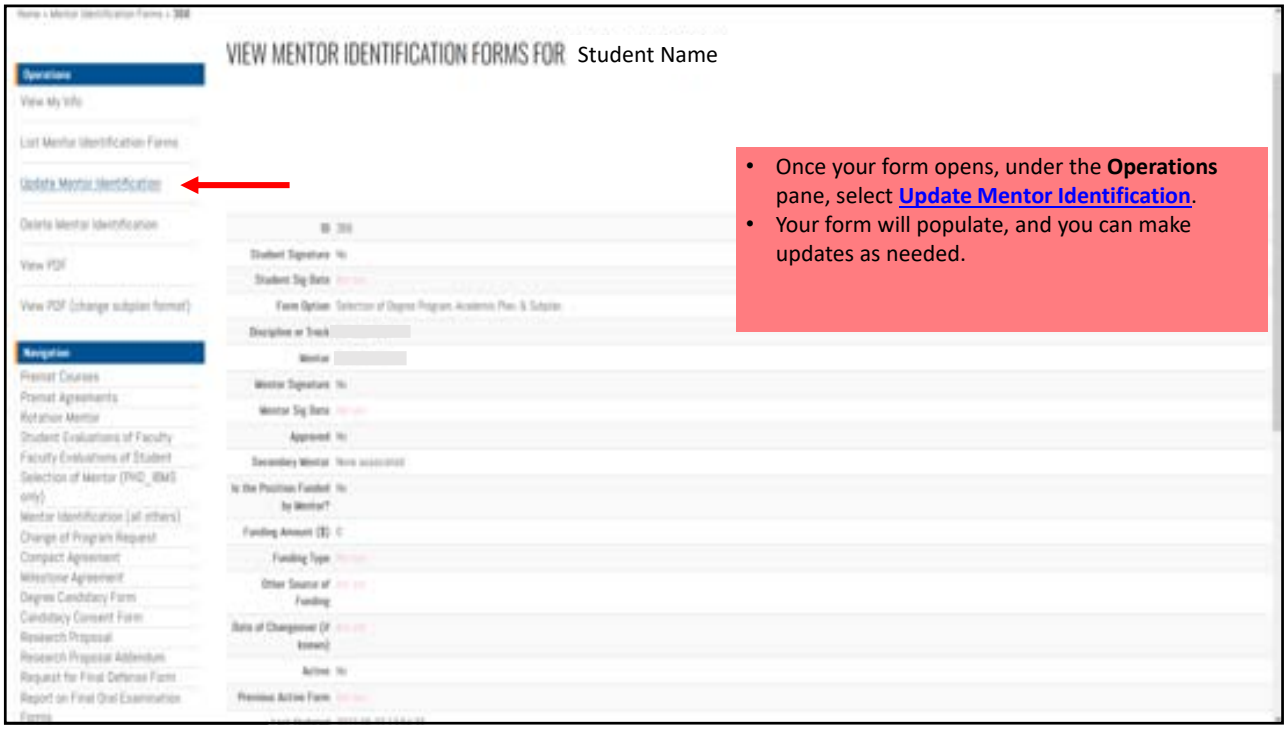
You will get a list of all the Mentor Identification Forms you have created.

Hover your cursor over the mentor Name: Mentor Name

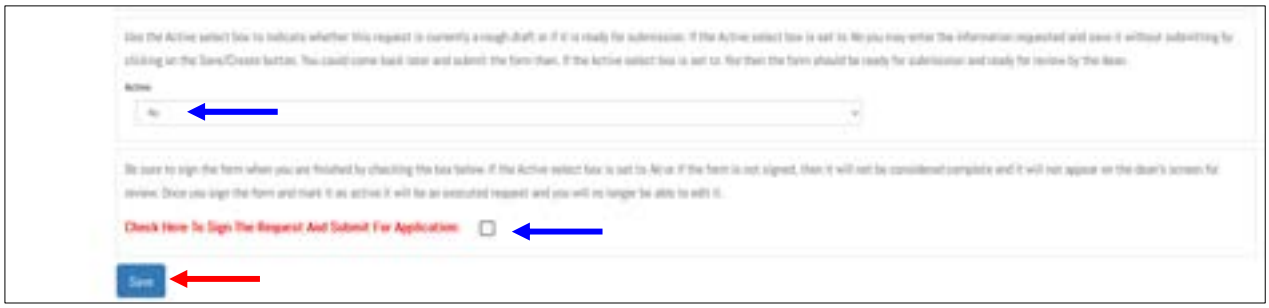
Reminder to update you must have not activated the form!

***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.



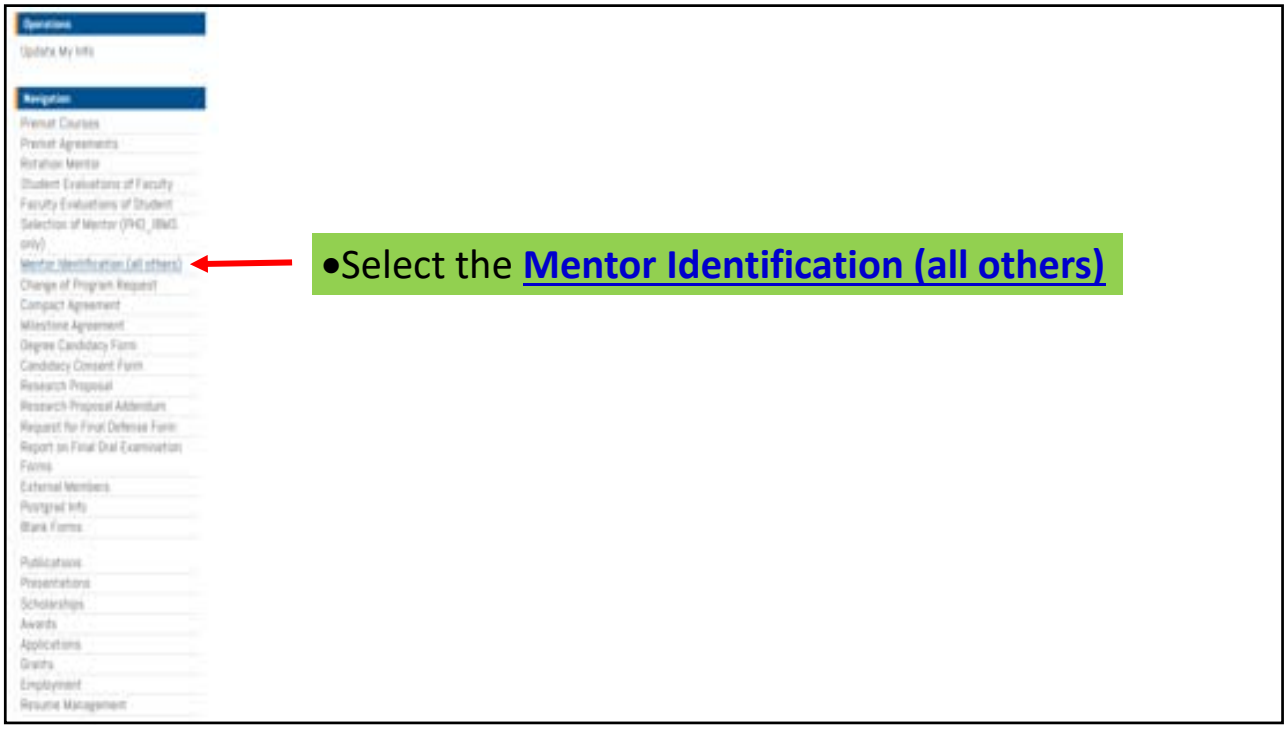
- Once your form opens, under the **Operations** pane, select **Update Mentor Identification**.
- Your form will populate, and you can make updates as needed.



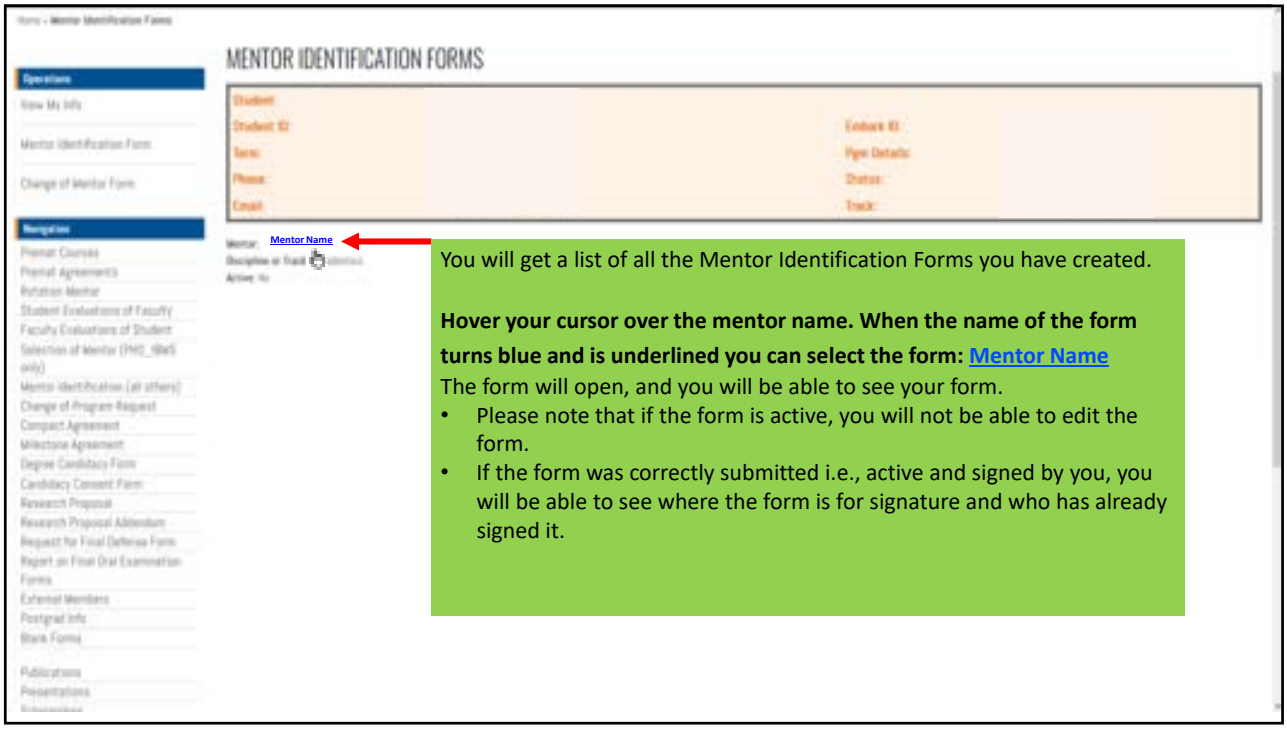
- Any time changes are made make sure you hit the **SAVE** button.
- If you want to finalize and **submit** the form, change the active field to YES & sign the form by checking the box and then select the **SAVE** button.
- **Once you have selected YES, Checked the box for submission, and hit the save 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 **Mentor Identification (all others)**



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.