

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)



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**



UTHSCSA Login

Please enter your email address and password

Email
Enter your email address

Password
Type password

Login

Having trouble logging in?
Frequently Asked Questions

If you are not a UTHSCSA faculty member, please contact the GSBS IT Help Desk at 512.755.7100

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

Instructions for Mentor Identification Form (Non-IBMS)

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**

Operations
Update My Info

Navigation
Premier Access
Premier Agreements
Rotation Mentor
Student Evaluations of Faculty
Faculty Evaluations of Student
Selection of Mentor (PhD, PhD only)
Mentor Identification (all others)
Change of Program Request
Contract Agreement
Mentors Agreement
Degree Candidacy Form
Candidacy Consent Form
Research Proposal
Research Proposal Addendum
Request for Final Defense Form
Report on Final Oral Examination Form
External Mentors
Postgrad Info
Blank Forms

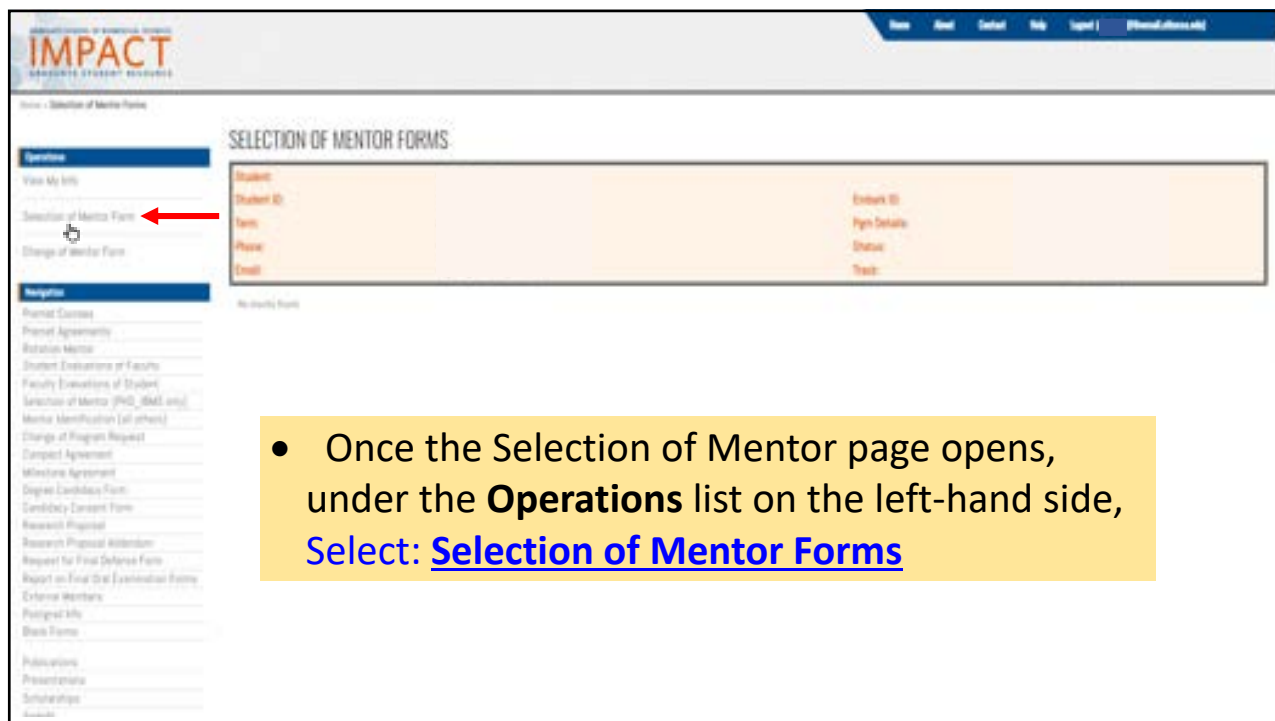
Publications
Presentations
Scholarships
Awards
Applications
Credits
Employment
Resource Management

Affiliations
Student Services

Home
My Info
Logout

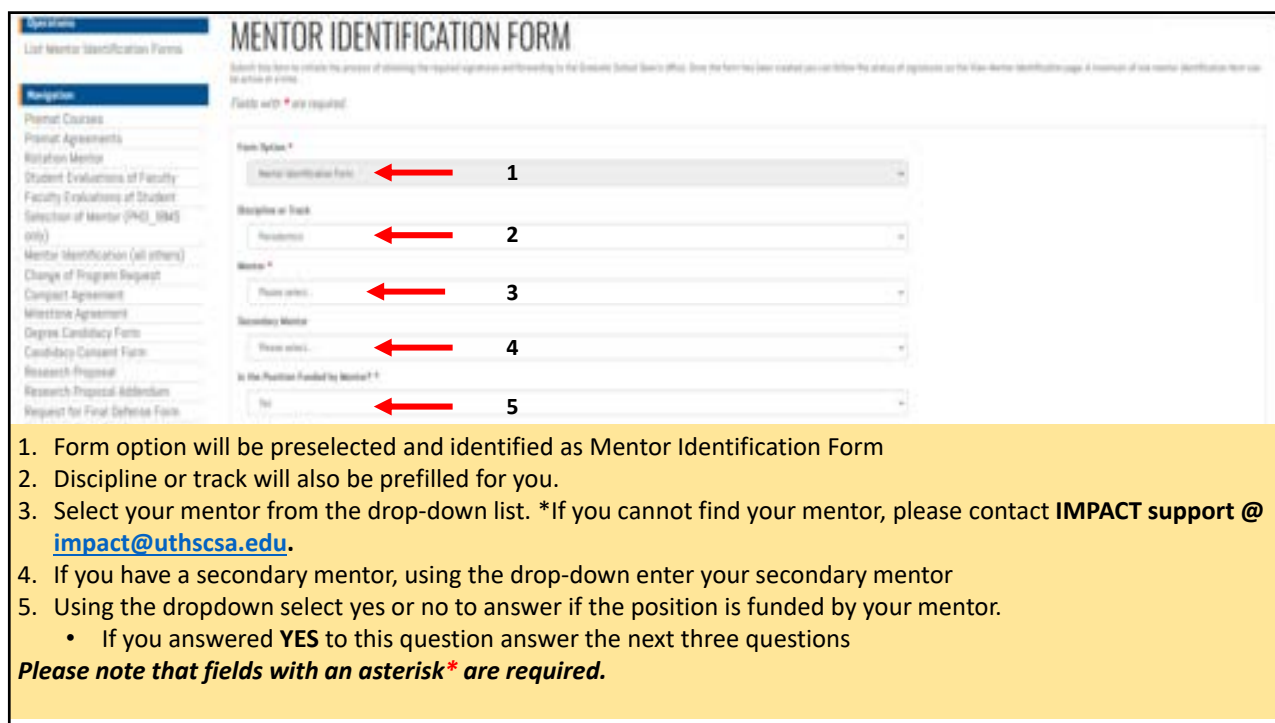
- Under the Navigation list on the left-hand side:
 - Select the **Mentor Identification (all others)**

Instructions for Mentor Identification Form (Non-IBMS)



SELECTION OF MENTOR FORMS

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



MENTOR IDENTIFICATION FORM

Fields with * are required:

- Form Option * (Mentor Identification Form)
- Discipline or Track (Psychology)
- Mentor * (Please select)
- Secondary Mentor (Please select)
- Is the Position Funded by Mentor? * (No)

- Form option will be preselected and identified as Mentor Identification Form
- Discipline or track will also be pre-filled for you.
- 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
- 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 web form with a sidebar on the left containing links: Report on Final Oral Examination, Forms, External Members, Postgrad info, Blank Forms, Publications, Presentations, Scholarships, and Awards. The main form area has three fields: 'Funding Amount (\$)' with a text input containing '6', 'Funding Type' with a dropdown menu showing 'Please select...', and 'Date of Changeover (if known)' with a text input. Red arrows point to each of these fields, labeled with the numbers 6, 7, and 8 respectively.

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 the bottom portion of the form. It includes a paragraph of instructions about the 'Active' field. Below this is an 'Active' dropdown menu with 'No' selected. A red arrow points to this dropdown, labeled with the number 9. Below the instructions is a checkbox labeled 'Check Here To Sign The Request And Submit For Application:' with the word 'SIGN' in blue text next to it. A red arrow points to this checkbox, labeled with the number 10. At the bottom left is a blue 'Create' button. A red arrow points to this button, labeled with 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 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).



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.

Home - Mentor Identification Forms

MENTOR IDENTIFICATION FORMS

| Student | Student ID | Mentor | Mentor ID | Name | Page Details | Phone | Status | Email | Track |
|---------|------------|-------------------------------------|-----------|------|--------------|-------|------------|-------|-------|
| | | Mentor: Mentor Name | | | | | 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.

Instructions for Mentor Identification Form (Non-IBMS)

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 output format)

Navigation

- Print Courses
- Print Agreements
- Attach Mentor
- Student Evaluations of Faculty
- Faculty Evaluations of Student
- Selection of Mentor (PhD, JDM only)
- Mentor Identification (all others)
- Change of Program Request
- Compact Agreement
- Withdrawal Agreement
- Degree Candidacy Form
- Candidacy Consent Form
- Research Proposal
- Research Proposal Addendum
- Request for Final Defense Form
- Report on Final Oral Examination Form

Form Fields:

- ID: 338
- Student Signature: No
- Student Sig Date: No
- Form Option: Selection of Degree Program Academic Plan & Advisor
- Description or Track: No
- Mentor: No
- Mentor Signature: No
- Mentor Sig Date: No
- Approved: No
- Secondary Mentor: None associated
- Is the Position Filled? No
- By Mentor? No
- Funding Amount (\$): 0
- Funding Type: No
- Other Source of Funding: No
- Date of Changeover (if known): No
- Active: No
- Previous Active Form: No

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

Set 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 for signing on the Save/Close 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:

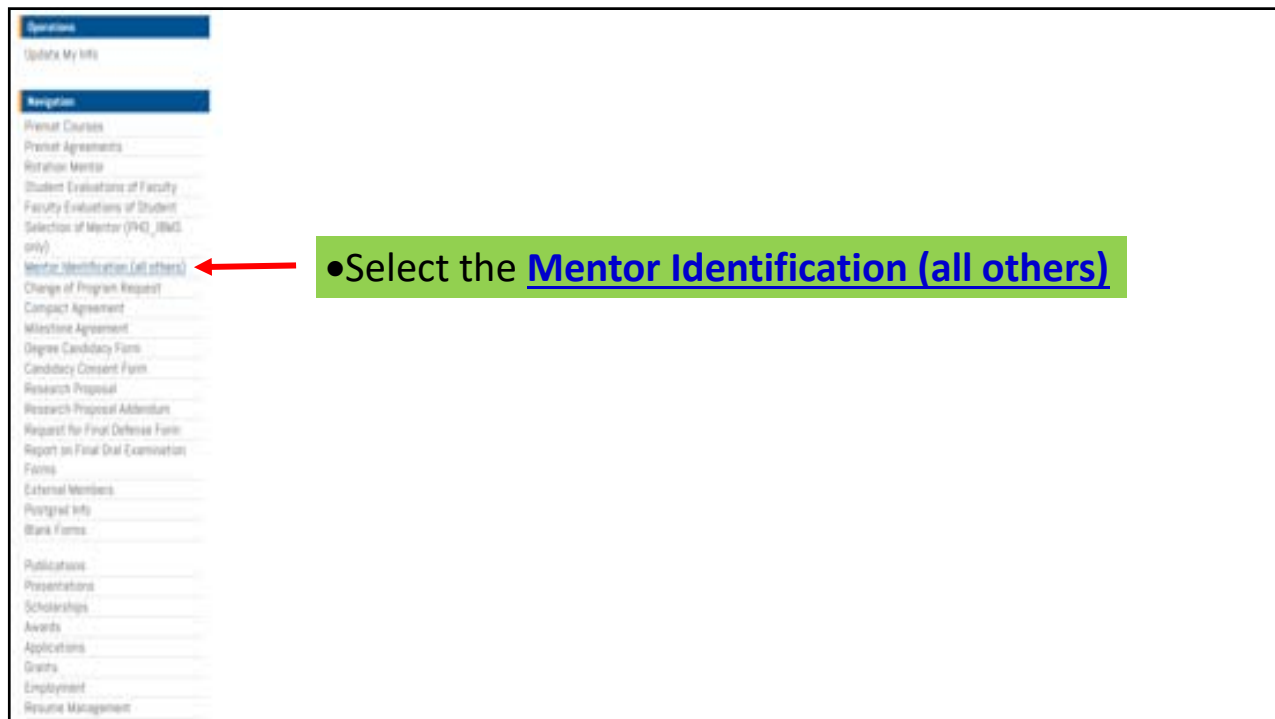
Save

- 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



•Select the **My info tab**




Instructions for Mentor Identification Form (Non-IBMS)

The screenshot shows a web interface for "Mentor Identification Forms". On the left is a navigation menu with sections like "Operations" and "Navigation". The main content area is titled "MENTOR IDENTIFICATION FORMS" and contains a table with columns for "Student", "Student ID", "Form ID", "Form Details", "Status", and "Track". Below the table, there are links for "Mentor Name", "Description or Track", and "Active To". A red arrow points from a green callout box to the "Mentor Name" link.

MENTOR IDENTIFICATION FORMS

| Student | Student ID | Form ID | Form Details | Status | Track |
|---------|------------|---------|--------------|--------|-------|
|---------|------------|---------|--------------|--------|-------|

Mentor [Mentor Name](#)
Description or Track 
Active To

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.