Instructions for Creating an External Member
Log in using 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.

**Pending ...**

**Rotation Reports**

Rotation reports are up to date.

- Select the **My info tab**
<table>
<thead>
<tr>
<th>Form Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>External Members Form</td>
<td>Select the External Members Form to update info.</td>
</tr>
</tbody>
</table>
Select Create External Member

Please remember that an external member is Faculty that do not have any affiliation with UT Health San Antonio and are on your committee because of their expertise.
Fill out form:

1. Type in your external member’s name
2. Type in your external member’s title
3. Type in your external member’s institution
4. Type in your external member’s email
5. Type in 3 passcodes.
   - At least 8 characters long
   - Have at least one uppercase and one lowercase letter as well as 1 number.
   - Are not identical to one of the other secret passcodes.
6. Hit the **Create** button to save your external member information.
Once you have created the external member form.

- Send your external member an email letting them know that you have added them as an external member along with the 3 secret passcodes they will need to access your documents.
- Make sure you include the external member link in your email: https://impact.uthscsa.edu/gsbsExtern.
- Always follow up with your external member to let them know you have submitted a document in IMPACT for their review.
To Review your External Member Form

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*Select the **My info tab**
Under Navigation

• Select External Members Form
Selecting External Members Form will open to a list of all your created external member forms

- Please note that although you may have more than 1 external member, IMPACT only allows for 1 external member to be listed.
- If you select the external member ID # you can open the form
Selecting the ID # form will show additional selections in the Operations list

- If you want to update the form, you can select Update External member
If you update the form, hit the SAVE button to save your changes.
• You must send the new/updated information to your external member.