Instructions for Creating an External Member

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

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**

VIEW MY INFORMATION

First Name	
Middle Name	
Last Name	
Address 1	
Address 2	
City	
State	
Postal Code	
Country	
Phone	
Email	
Track/ Discipline	
Faculty Advisor 1	
Faculty Advisor 2	
Supervising Mentor	
Secondary Mentor	
Dual Degree Pgm	
Publication Search Term	
Last Publication Search	Not set

•Select the **External Members Form**

EXTERNAL MEMBERS

No results found.

Operations

Create External Member ←

View My Info

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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

- 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.

IMPACT
GRADUATE STUDENT RESOURCE

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CREATE EXTERNAL MEMBER

*Fields with * are required.*

Name *

← 1

Title *

← 2

Institution *

← 3

Email *

← 4

Secret1 *

Secret2 *

5

Secret3 *

Create ← 6

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.

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- Select the **My info tab**

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Under Navigation
- Select External Members Form

EXTERNAL MEMBERS

ID: 268

Name:

Email: External member name

Secret   Email@email.com

Secret   Passcode1

Secret   Passcode2

       passcode3

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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

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Update External Member ⬅

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VIEW EXTERNAL MEMBER #268

ID	268
Name	External member name
Title	Title
Email	Email@email.com
Secret1	Passcode1
Secret2	Passcode2
Secret3	passcode3

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

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If you update the form, hit the SAVE button to save your changes.
- **You must send the new/updated information to your external member.**

UPDATE EXTERNAL MEMBER 268
*Fields with * are required.*

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Affiliations

Name *

Title *

Institution *

Email *

Secret1 *

Secret2 *

Secret3 *

Save