Instructions for Creating an External Member



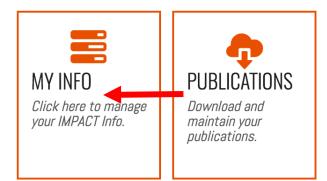
WELCOME TO IMPACT

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!





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Rotation reports are up to date.

Select the My info tab

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only)

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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 Pem

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Last Publication Search NOT SET

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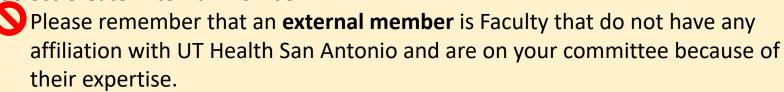
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No results found.

Select Create External Member





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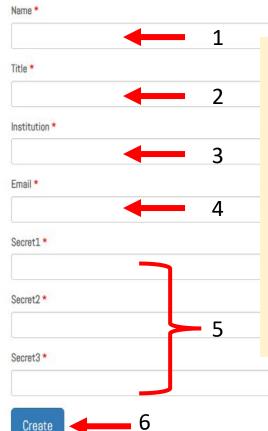
Publications

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CREATE EXTERNAL MEMBER

Fields with * are required.



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
- 1. 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.

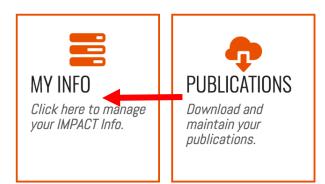


- Once you have created the external member form.
 - Send your external member an email letting them know that you have added them as an external member along with the 3 secret passcodes they will need to access your documents.
 - Make sure you include the external member link in your email: https://impact.uthscsa.edu/gsbsExtern.
 - 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

WELCOME TO IMPACT

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Rotation reports are up to date.

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EXTERNAL MEMBERS

ID: 268

Name: External member name

Email: Email@email.com
Secret: Passcode1

Secret: Passcode2
Secret: passcode3

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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VIEW EXTERNAL MEMBER #268

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

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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UPDATE EXTERNAL MEMBER 268

Fields with * are required.

Name *	
Title *	
Institution *	
Email *	
Secret1*	
Secret2 *	
Secret3 *	

If you update the form, hit the SAVE button to save your changes.

• You must send the new/updated information to your external member.