MyGrad Program Authorization System

> Tutorial
System Launch Date: June 26, 2017
AGENDA

> How to request access to MGP *(slides 5-14)*
> Review of MGP access types (suites) *(15-20)*
> How to review and approve pending MGP requests (department approvers) *(21-29)*
> How to manage your MGP users (department approvers) *(30-36)*
> New and improved features: MGP View Admin *(37-45)*
> Anticipated Questions *(47-50)*
KEY CHANGES

> Request process now entirely online
  – no more paper forms!
> MGP access now reviewed, approved, entered, and maintained by departments (not the Graduate School)
> New style and user interface for MGP introduced (in Administrative section only at this time)
  – Improves accessibility and mobile device use
> All users to confirm the UW Access and Use Agreement upon accessing MGP, to be renewed annually
> MGP Access entered by Department not Individual Degree Codes
HOW TO: Request access to MGP

Prior MGP Access Request System:

The Graduate School
University of Washington
> Request form and approval process is now **electronic!**

> Online request form accessible via: [http://grad.uw.edu/for-faculty-and-staff/mygrad-department-view/](http://grad.uw.edu/for-faculty-and-staff/mygrad-department-view/)

> Paper forms no longer accepted after 6/26/17

> Departments may enter access on behalf of others
HOW TO: Request access to MGP

Log in with your UW NetID to:
https://apps.grad.uw.edu/mgpDeptAdmin/Profile/Request form
HOW TO: Request access to MGP

> MGP Access Request- Online Form
HOW TO: Request access to MGP

Select department from drop-down menu.
HOW TO: Request access to MGP

Consult with your department’s Graduate Program Advisor (GPA) if unsure what access type to select!

Click on Unit Directory to find their contact information.
HOW TO: Request access to MGP

Request Access to MyGradProgram (MGP)

UWNetID * Requestor's NetID
Requestor's Name Displays Here

I need access for this department *
Aeronautics and Astronautics
If you don't see your department, please contact gemhelp.

Type of access needed *
Staff - Graduate Program Advisor (GPA)
MGP access for Graduate Program Advisors (staff). This role suite provides access to all available department functions of MGP.

Comment for the dept approver
Optional—This note will appear for the designated approver(s) within your department. This will be a good opportunity to clarify what you need access for, or if you are not sure what you need access for— you can request to be contacted by the approver.

Enter a note to approver if needed

Submit Request
HOW TO: Request access to MGP

Request Access to MyGradProgram (MGP)

UWNetID * Requestor's NetID

I need access for this department *
Aeronautics and Astronautics
If you don't see your department, please contact gemshelp.

Type of access needed *
Staff- Graduate Program Advisor (GPA)
MGP access for Graduate Program Advisors (staff). This role suite provides access to all available department functions of MGP.

Comment for the dept approver
Note

996 characters remaining

Click to Submit
Submit Request
HOW TO: Request access to MGP

> If requesting access for more than one department or access type, select ‘Submit another request’ to return to the request form
HOW TO: Request access to MGP

> Confirmation Email Sent:

Mon 6/12/2017 5:02 PM
gemshelp@u.washington.edu
MyGradProgram Access Request Confirmation

To

This message was sent with High importance.
We removed extra line breaks from this message.

Dear Requestor Name,

We have received your request for Admissions Manager access to MyGrad Program for Aeronautics and Astronautics. You will be notified by email when your request for access has been reviewed.

To follow up on this access request, please contact your department's approver(s):

Approver Name and Email, Approver Name and Email

Thank you,

The Graduate School
> Note: This catalog of suites is based on most common MGP user profiles.
MGP ACCESS TYPES: Staff

> Most common Staff access type:

Graduate Program Advisor (GPA)

- MGP access for Graduate Program Advisors (staff). This role suite provides access to all available department functions of MGP.
- Access Includes: administrative information, applicant information, faculty information, student information, graduate application updates, admissions decision updates, graduate admissions review manager, unit profile edit, student committee management, doctoral exam management, GSFEI, master's degree request recommendation, student petitions, leave request approval, graduate faculty nomination

> Note: if not all (or most) roles in suite above are needed to perform job requirements, it is recommended to select one of the following condensed suites:
MGP ACCESS TYPES: Staff

Admissions Manager

- MGP access for users designated to oversee and manage the admission review process for their department, including assigning reviewers, updating application materials and entering admission decisions.
- Access includes: applicant information, graduate application updates, admissions decision updates, graduate admissions review manager, unit profile edit.

Award Manager

- MGP access for authorized unit personnel who manage GSFEI funding requests (such as Top Scholar Awards for Recruitment of Outstanding Graduate Students or Graduate Student Travel Awards). Allows user to submit proposals, review awards, and allocate funds.
- Access includes: administrative information and the Graduate School Fund for Excellence and Innovation (GSFEI)

Admissions Reviewer

- MGP access for faculty members to review admissions applications.
- Access includes: admissions applications and applicant information.
MGP ACCESS TYPES: Staff

**Graduate Advisor - Student Services**
- Role suite for Graduate Advisors who only require access to student functions within MGP (such as: On-Leave requests, graduation, or petitions).
- *Access includes*: student information, student committee management, doctoral exam management, master’s degree recommendation, student petitions, leave request approval.

**Graduate Advisor - Admissions**
- MGP access for Graduate Advisors who only require access to admission functions (such as: managing applications or conveying admission decisions).
- *Access includes*: applicant information, graduate application updates, admissions decision updates, graduate admissions review manager, unit profile edit.

**Graduate Faculty Nominator**
- MGP access for those responsible for nominating graduate faculty or managing graduate faculty appointments.
- *Access includes*: faculty information and graduate faculty nomination.
MGP ACCESS TYPES: Faculty

> Most common Faculty access type:

**Admissions Reviewer**
Faculty | Staff
- MGP access for faculty members to review admissions applications.
- *Access includes:* admissions applications and applicant information.

> Unless a department Chair, Director, or Graduate Program Coordinator (GPC):

**Chair/Director**
Faculty
- MGP access for department Chairs and Directors
- *Access includes:* administrative information, applicant information, faculty information, student information

**Graduate Program Coordinator (GPC)**
Faculty
- MGP access for designated Graduate Program Coordinators (faculty). This role suite provides access to all available department functions of MGP.
- *Access Includes:* administrative information, applicant information, faculty information, student information, graduate application updates, admissions decision updates, graduate admissions review manager, unit profile edit, student committee management, doctoral exam management, GSFEI, master's degree request recommendation, student petitions, leave request approval, graduate faculty nomination
MGP ACCESS TYPES: Graduate Students

> Granting MGP access to graduate students may be considered with discretion. Contact GEMS prior to approving access to a current student.

> Note: Students should only be allowed access to admissions information only and not current student data (unless in special approved circumstances, i.e. a GSA). Access may only be granted to undergraduate students on a case-by-case basis only, with approval by GEMS.

**Admissions Access Students**

- Role suite for approved graduate students requiring access to MGP to provide administrative admissions support or review admissions applications only.
- *Access includes:* admissions applications and applicant information
HOW TO: Review Pending Requests (Department Approver)

> Ensure you have the department approver role in MGP
  > If you do not, and you think you should have this role, contact gemshelp@uw.edu
  > Department approvers were designated from results of an online survey sent to department Chairs and Directors in March 2017
> Login with your UW NetID to MyGradProgram
> On the Main Page Task list, if there are any pending requests to act on, you will see the following:

| Pending MGP access requests to approve | 4 MGP access requests to approve |

> Click on the link to view the list, which will take you to the View Admin section of MyGrad
HOW TO: Review Pending Requests (Department Approver)

> Click on the requestor’s name (in blue) to see full details of request
> List is sorted by date of request (oldest request at the top).
> You can filter the list by any of the columns
HOW TO: Review Pending Requests (Department Approver)

Review User Details and revise as needed

Note: contact information pulls from requestor’s UW NetID and Directory Information
HOW TO: Review Pending Requests (Department Approver)

Access Request Details

*Request Date: Monday, June 12, 2017 4:55 PM*

- **Access requested for department:** Aeronautics and Astronautics
- **Access type requested:** Staff- Graduate Program Advisor (GPA) MGP access for Graduate Program Advisors (staff). This role suite provides access to all available department functions of MGP.
- **Comments:** Note
- **Approver Notes (internal only):**

> Review Access Request Details and revise as needed
> If the originally requested access type is adjusted, they will be notified in the confirmation email that the request was approved with modifications.
HOW TO: Review Pending Requests (Department Approver)

Access Request Details

Request Date: Monday, June 12, 2017 4:55 PM

<table>
<thead>
<tr>
<th>Access requested for department *</th>
<th>Aeronautics and Astronautics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access type requested *</td>
<td>Staff- Graduate Program Advisor (GPA)</td>
</tr>
</tbody>
</table>

If changing access types, may only select from suites the user does not already have.

May adjust for departments only where you hold the “Department Approver” role.

Comments

Approver Notes (internal only)
HOW TO: Review Pending Requests (Department Approver)

Request History tab:
- You can review the history of the user’s MGP access requests (including submitted, approved or denied requests) beginning 6/26/17
HOW TO: Review Pending Requests (Department Approver)

> Roles tab:
  > You can see all departments the user currently has access to, and what roles they have. Click on [ ] to see the role history for each department.
HOW TO: Review Pending Requests (Department Approver)

Access Request Details

Request Date: Monday, June 12, 2017 4:55 PM

Access requested for department *

Access type requested *

Comments Note

Approver Notes (internal only)

> Return to Contact & Request Details to convey final decision

Approve or Deny request as appropriate. An auto-email will be immediately sent with this decision and your contact information.
HOW TO: Review Pending Requests (Department Approver)

> Confirmation Emails are sent:

**Confirmation Email 1: Approval**

*From: gemshelp@u.washington.edu*  
*To: [Requestor's Email]*  

dear requestor name

Your request for Staff-Graduate Program Advisor (SPA) access to MyGradProgram for Aeronautics and Astronautics has been approved by [Approver's Name]. If you are currently logged into MyGradProgram, you will need to end your current session and log in again for the new permissions to take effect.

If you have questions about your MGP access, please contact Aeronautics and Astronautics.

Thank you,

the graduate school

**Confirmation Email 2: Denial**

*From: gemshelp@u.washington.edu*  
*To: [Requestor's Email]*  

dear requestor name

Your request for Admissions Manager access to MyGradProgram for Aeronautics and Astronautics has been denied by [Approver's Name]. If you have any questions, please contact the approver(s) for Aeronautics and Astronautics.

Thank you,

the graduate school
HOW TO: Manage Users

- In the Manage Users section, you can review and edit current users’ access in your department.
- Login with your UWNetID to MGP
- Click on View Admin
- Select Manage Users from the Authorization dropdown menu
  > Note: If you have authorization access for multiple departments, you should select the applicable department.
**HOW TO: Manage Users**

- **View Users by Department:**
  - Who currently has access to my department?

- **Filter Results (users) by Role:**
  - Who currently has a specific role in my department?
  - i.e. who in my department can approve leave?

---

**MyGradProgram Department Users**

Department: Aeronautics and Astronautics

Filter Results By Role: Select Role

<table>
<thead>
<tr>
<th>Name</th>
<th>UW NetID</th>
<th>Email</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Expand all rows

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**THE GRADUATE SCHOOL**
UNIVERSITY of WASHINGTON
How to: Manage Users - Edit Existing Contact

If you click on by someone’s name, you can edit their roles or user details (contact information).

- Click on “Yes, adding new access type” to update their MGP access.
- Click on the department, then select a new access type (suite).
- Enter notes as needed. Click Save.
**HOW TO: Manage Users - Edit Existing Contact**

You can also update a current user’s access by **role**. Click on the Roles tab.

- Remove specific roles by clicking on ✖ next to each listed role.
- To remove the user’s access to the entire department, click on ✖ next to the department name.
HOW TO: Add New Users

> You can enter access on someone else's behalf by entering 'New Approval'. This is in lieu of them completing the online request form.
> From “Manage Users”, click on “New Approval” to begin
Enter their UWNetID (required)

Any fields where contact information already exists will populate (name, email, phone, etc). Enter or edit any details as needed.
HOW TO: Add New Users

> Contact details will populate
> > Select Department
> > Select Access Type
> > Add notes if needed.
> > Click Save.
> > You will receive a green confirmation:

User saved.
Additional Features: New & Improved Unit Directory

Graduate Degree Unit Directory

- Filter by GPA, GPC, and Chairs/Directors
- Email addresses hyperlink - click to send them an email!
### Additional Features: New & Improved Unit Directory

#### Graduate Degree Unit Directory

- **Listing**: Grad Program Advisors

<table>
<thead>
<tr>
<th>Name</th>
<th>Graduate Program</th>
<th>College</th>
<th>Phone #</th>
<th>Email</th>
<th>Box Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Graduate Program: Aeronautics and Astronautics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate Program: Anthropology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate Program: Applied Mathematics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate Program: Aquatic and Fishery Sciences - School of</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate Program: Architecture</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Graduate Program: Art</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Can sort by Name, Graduate Program, College, Phone, Email, Box Number
- Drag and Drop column headers to group by columns
Additional Features: View Logs

> MGP Logs help you track the history of a user and their MGP requests and record updates
> Note: Only Department Approvers can view Logs
> Log transactions begin only from the release date of the new MGP Authorization system
Additional Features: View Logs

> Transactions can be searched by all of the above fields and parameters
### Additional Features: View Logs

> Example of Transaction Log search by an individual user

<table>
<thead>
<tr>
<th>Date</th>
<th>Transaction</th>
<th>Requestee</th>
<th>Reviewed By</th>
<th>Suite</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/12/2017 7:01 PM</td>
<td>Authorization request review created</td>
<td>Marina Gano</td>
<td>Marina Gano</td>
<td>Admissions Manager</td>
<td>Aeronautics and Astronautics</td>
</tr>
<tr>
<td>06/12/2017 7:01 PM</td>
<td>Authorization request status changed</td>
<td>Marina Gano</td>
<td>N/A</td>
<td>Admissions Manager</td>
<td>Aeronautics and Astronautics</td>
</tr>
<tr>
<td>06/12/2017 7:01 PM</td>
<td>Authorization request review created</td>
<td>Marina Gano</td>
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</tr>
</tbody>
</table>
Additional Features: Access Use Agreement

> This agreement will appear for all new users the first time they log in to MGP
> Each MGP user will renew this agreement annually
Additional Features: Access Use Agreement

Access and Use Agreement
for UW Information Systems and UW Institutional Information
(“Agreement”)

Check whether you have accepted the current agreement (version 2.0, effective February 19th, 2012). Other versions are available for reference.

Updated in February 2013 to align with the below UW Rules/Policy Statements.

You have requested, or someone on your behalf has requested, that you have access to University of Washington (UW) information systems or UW institutional information.

If you are a UW employee, you are required to accept this agreement as your acknowledgement of the UW Rules/Policy Statements listed below which govern your access to and right to use UW information systems or institutional information.

If you are not a UW employee, you are required to accept this agreement as your promise that you will abide by the UW Rules/Policy Statements listed below (whether or not they are written to apply to you) in exchange for the UW providing you access to and the right to use UW information systems or institutional information.

UW Rules/Policy Statements

The UW Rules/Policy Statements listed below govern your access to and the right to use UW information systems and institutional information. This list is not necessarily exhaustive. Other UW Rules/Policy Statements, as well as Policies, Standards and Guidelines in your UW organizational area, and state and federal laws, might apply to your activity. These include, but are not limited to, ethics laws and laws regarding maintenance and disclosure of public records.

- UW Administrative Policy Statement (APS) 2.2, University Privacy Policy
- UW APS 2.4, Information Security and Privacy Roles, Responsibilities, and Definitions
- UW APS 2.5, Information Security and Privacy Incident Management Policy
- UW APS 2.6, Information Security Controls and Operational Practices
- UW APS 55.1, Mobile Device Use and Allowance Policy
Additional Features: Access Use Agreement

Summary of UW Rules/Policy Statements

You are personally responsible for protecting the privacy and security of all UW data you use from information systems to which you are given access regardless of how or where they are created, managed, or stored (e.g. electronic or paper information, email, UW systems, cloud services, and personal computers, smartphones, tablets or other mobile computing devices). Below are summaries of key points about your areas of responsibility.

1. In accessing or using UW information systems or institutional information, you must follow all applicable laws and UW Rules/Policy Statements.

2. You are accountable for all activities associated with your accounts and the access privileges you have been assigned.

3. All who access or use UW information systems or institutional information must promptly report potential Information Security and Privacy Incidents to the Office of the Chief Information Security Officer at 206-221-7000 or security@uw.edu. In the case of non-UW employees, the reports must be made to the UW employee who authorized their access or use.

4. You are required to protect against unauthorized access to your accounts, privileges, associated passwords, and computing devices.

5. You may access and use UW information systems or institutional information only as necessary to fulfill job duties or activities authorized by the UW. If you are unsure whether an intended access or use is authorized, you should check with your supervisor, or in the case of non-UW employees, the UW employee who authorized your access and use.

6. Your access and use of UW’s network, information systems, or institutional information may be logged and monitored.

7. You must be familiar with the UW methodology for classifying institutional information as confidential information, restricted information, or public information and follow the UW Rules/Policy Statements for maintaining the confidentiality, integrity, and availability of institutional information according to the classification.

8. You are expected to configure mobile devices that are used to conduct UW business, whether personally owned or provided by the UW, in such a way that protects UW institutional information. The devices and systems should have security measures and practices which meet or exceed those required by applicable UW Rules/Policy Statements.

9. You should limit the degree to which you access or use UW confidential information on mobile devices to those situations in which such access is a business necessity and not merely an individual convenience.

10. You may not send unsolicited email to individuals that ask them to reply with confidential information or click on embedded links that immediately direct an individual to a web site that requires entry of confidential information.

11. If you provide a third party access to or use of institutional information covered by University rules or policies, you shall include terms and conditions in an agreement or contract that require compliance with applicable information security and privacy laws and University rules or policies.

12. You are discouraged from unnecessarily duplicating institutional information.

Enforcement

Failure to comply with laws or UW Rules/Policy Statements applicable to your access and use of UW information systems or institutional information may result in disciplinary action up to and including termination for UW employees; contract termination in the case of contractors or consultants; dismissal for interns and volunteers; or suspension or expulsion in the case of a student.

Additional Features: Department Approvers

> A new role has been developed in MGP: MGP Auth – Department Approver.
  > GEMS sent out communication in March 2017 to department Chairs and Directors to identify which department personnel should be assigned this new role.
> There should always be at least two approvers designated in each department.
> If other MGP users require this role after the initial release, they will need to request authorization through via email to gemshelp@uw.edu.

> Department Approvers have the following duties:
  > Review and approve MGP access requests
  > Request access directly for a user
  > View and manage access within their department
  > Remove users or access as needed

> Important: If a department has no one designated to approve requests, the department will not appear in the request form, and requesters cannot ask for departmental access. In this case, GEMS should be contacted by the department to help designate a person with the MGP Auth - Department Approver role.
Final Notes: Annual Audit of MGP Users

> Now that MGP Authorizations are managed at the departmental level, departments are responsible for conducting an annual audit of their MGP users

  – This is to ensure that only those who *should* have access, keep their access. And most importantly, that those who no longer need access (departing staff, faculty reviewers, student employees, etc) have their access removed. This is for the protection of sensitive applicant and student data.

> GEMS will send annual email reminders and best practices regarding the audit process.
Final Notes: Anticipated Questions

> If I’m a department approver, can I approve my own access?
  – No. Another department approver will have to approve your access.

> Can I add my faculty as admissions reviewers, without them filling out the request form?
  – Yes. You may enter access on behalf of other users, via “Manage Users”.

> What is the preferred process for notifying GEMS in changes to Department Approvers?
  – At this time, via email to gemshelp@uw.edu

> I need access to a graduate certificate code and I don’t know which Department to select. What do I do?
  – Contact the department in charge of the certificate or GEMS for assistance. Certificates are not always housed where you think they would be!
Final Notes: Anticipated Questions

> How will people know what department to pick? Is there a reference guide for us to know which degree codes are within each department?

  – MGP access can only be requested and granted by department, not by individual degree code.

  – We encourage you to familiarize yourself with how your department appears from the drop-down menu and establish written directions for those requesting access to your department. The best reference guide is the Degree Code report in the BI Portal or via the tips on the next slide.

> You can always ask GEMS for help, too!
Final Notes: What Department do I Select?

> A good reference point for guiding your users in filling out the request form, is to look at what organizational affiliation you select when you log in to MGP:

Please select your organizational affiliation for this MyGradProgram session

Aeronautics and Astronautics

> If you are a department approver, then you are designated for that specific organization: what you select when you first log in to MGP, or see in the top right corner:

> Your new users should select that when requesting access.
Final Notes:
What Department do I Select?

> What if someone selects the wrong department when filling out the request form? What happens?

  – Their access request will go to the approval queue of whichever department they selected.
  – They will likely be contacted by that department to follow up on their access request.
  – If you are a department with a unique degree code organizational structure (such as: Epidemiology or Nutritional Sciences) we suggest familiarizing yourself with who is the department approver for the commonly mistaken unit!

> A helpful way to identify if someone selected the wrong department, is by asking them to forward you their confirmation email. This email lists the department name they requested access to.

> If someone requests access to the wrong unit, their request to that unit should be denied and they should be followed up with directly to help them through the process.
THANK YOU!
Contact GEMS with any questions or feedback:
Email gemshelp@uw.edu or call us at 206.897.1487