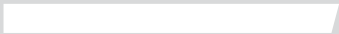


UNIVERSITY *of* WASHINGTON

MyGrad Program Authorization System

> Tutorial



UNIVERSITY *of* WASHINGTON

System Launch Date: June 26, 2017



THE GRADUATE SCHOOL
UNIVERSITY *of* WASHINGTON



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:



Department Access Authorization

This form is used to authorize UW faculty, staff, and students to access MyGradProgram (MGP). Users requesting access must (1) complete all sections below, (2) obtain the appropriate faculty advisor's signature, and (3) read and sign the Statement of Responsibilities on page 2. Completed forms should be mailed to the Graduate School, G-1 Communications, Box 353770.

SECTION 1:

USER INFORMATION			
Name:	Box #:	Check if you are a GPC (faculty advisor)	
UW NetID:	Phone #:	Check if you are a GPA (staff contact)	
E-mail:		Check if you are a Faculty Member	
		Check if you are a Staff Member	
		Check if you are a Graduate Student*	

*Graduate students may only have Basic Access for applicant information.

SECTION 2:

REQUEST TO ACCESS DEPARTMENT INFORMATION

Department: _____

If user ONLY needs access to specific degrees in this department, please email mgpinfo@uw.edu for instructions.

SECTION 3:

BASIC ACCESS (Check all boxes to indicate what information the user will need to VIEW in MGP)	
<input type="checkbox"/>	Applicant Information (including test scores, schools attended, application transactions)
<input type="checkbox"/>	Student Information* (including transcripts, current status, current courses, graduate appointments, UW certificates & degrees awarded)
<input type="checkbox"/>	Faculty Information (including current appointment status, leave information, doctoral committee assignments)
<input type="checkbox"/>	Administrative Information (including GSFEL exit questionnaires)

FUNCTIONAL ACCESS (Check all boxes to indicate what information the user will need to VIEW & EDIT in MGP)	
<input type="checkbox"/>	Graduate Application updates* (allows user to enter applicant information updates into MGP)
<input type="checkbox"/>	Graduate Admissions decision updates* (allows user to submit applicant decision recommendations into MGP)
<input type="checkbox"/>	Graduate Admissions Review Manager* (allows score sheet creation, assignment of reviewers, and application completion tracking)
<input type="checkbox"/>	Unit Profile* (allows user to add/modify online application information for all degree programs in the unit)
<input type="checkbox"/>	Student Committee Management* (allows user to establish and edit advisors and committees)
<input type="checkbox"/>	Doctoral Exam Management System* (allows user to approve doctoral exam details and recommend doctoral candidacy and degree requests to the Graduate School on behalf of the supervisory committee)
<input type="checkbox"/>	Graduate School Fund for Excellence and Innovation (allows user to submit proposals, review awards, and allocate funds)
<input type="checkbox"/>	Master's Degree Recommendation* (allows user to recommend degree requests to the Graduate School on behalf of the Master's committee)
<input type="checkbox"/>	Student Petition to the Dean* (allows user to send petition recommendation to the Graduate School on behalf of the GPC - faculty advisor)
<input type="checkbox"/>	Leave Request Approval* (allows user to approve and submit student quarterly leave requests)
<input type="checkbox"/>	Graduate Faculty nomination (allows user to appoint eligible faculty to the Graduate Faculty)

*A SecurID is required when accessing sites that are noted above with an asterisk.

SECTION 4:

SECURID (Check one box to indicate whether the user has or needs a SecurID).	
<input type="checkbox"/>	User currently has a SecurID (or one has been requested to access an administrative system other than MGP)
<input type="checkbox"/>	User needs the Graduate School to order a SecurID
<input type="checkbox"/>	User will not use sites in MyGradProgram that require a SecurID

APPROVAL FROM A FACULTY ADVISOR (Graduate Program Coordinator – GPC, Chair, or Dean)

As the Graduate School's appointed Graduate Program Coordinator (GPC), department Chair, or school/college Dean, I recognize this user's need for MyGradProgram in order to perform his/her job and hereby approve access as checked above. (NOTE: Users cannot approve their own request. If the user is a GPC, the Chair/Dean must approve this form; if the user is the Chair, the Dean must approve this form.)

Signature: _____	Name _____	Date: _____
------------------	------------	-------------

Must be original (ink) signature – no faxes, scans, or emails. A stamped signature will be accepted if initialed by person authorized to use the stamp.

Questions regarding security of the data should be referred to mgpinfo@uw.edu.

HOW TO: Request access to MGP

- > Request form and approval process is now **electronic!**
- > Online request form accessible via:
<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

UW GRAD PROGRAM Department Access Authorization

This form is used to authorize UW faculty, staff, and students to access MyGradProgram (MGP). Users requesting access must (1) complete all sections below, (2) obtain the appropriate faculty advisor's signature, and (3) read and sign the Statement of Responsibilities on page 2. Completed forms should be mailed to the Graduate School, G-1 Communications, Box 353770.

SECTION 1:

USER INFORMATION

Name:	Box #:	Check if you are a GPC (faculty advisor)
UW NetID:	Phone #:	Check if you are a GPA (staff contact)
E-mail:		Check if you are a Faculty Member
		Check if you are a Staff Member
		Check if you are a Graduate Student*

*Graduate students may only have Basic Access for applicant information.

SECTION 2:

REQUEST TO ACCESS DEPARTMENT INFORMATION

Department: _____

If user ONLY needs access to specific degrees in this department, please email mgradinfo@uw.edu for instructions.

SECTION 3:

BASIC ACCESS (Check all boxes to indicate what information the user will need to VIEW in MGP)

<input type="checkbox"/> Applicant Information (including test scores, schools attended, application transactions)
<input type="checkbox"/> Student Information* (including transcripts, current status, current courses, graduate appointments, UW certificates & degrees awarded)
<input type="checkbox"/> Faculty Information (including current appointment status, leave information, doctoral committee assignments)
<input type="checkbox"/> Administrative Information (including GSPEI, exit questionnaire)

FUNCTIONAL ACCESS (Check all boxes to indicate what information the user will need to VIEW & EDIT in MGP)

<input type="checkbox"/> Graduate Application updates* (allows user to enter applicant information updates into MGP)
<input type="checkbox"/> Graduate Admissions decision updates* (allows user to submit applicant decision recommendations into MGP)
<input type="checkbox"/> Graduate Admissions Review Manager* (allows user to submit creation, assignment, reviews, and application completion tracking)
<input type="checkbox"/> Unit Profiles* (allows user to add/modify online application information for all degree programs in the unit)
<input type="checkbox"/> Student Committee Management* (allows user to establish and edit advisors and committees)
<input type="checkbox"/> Doctoral Exam Management System* (allows user to approve doctoral exam details and recommend doctoral candidacy and degree requests to the Graduate School on behalf of the supervisory committee)
<input type="checkbox"/> Graduate School Fund for Excellence and Innovation (allows user to submit proposals, review awards, and allocate funds)
<input type="checkbox"/> Master's Degree Recommendation* (allows user to recommend degree requests to the Graduate School on behalf of the Master's committee)
<input type="checkbox"/> Student Petition to the Dean* (allows user to send petition recommendation to the Graduate School on behalf of the GPC - faculty advisor)
<input type="checkbox"/> Leave Request Approval* (allows user to approve and submit student quarterly leave requests)
<input type="checkbox"/> Graduate Faculty nomination (allows user to appoint eligible faculty to the Graduate Faculty)

*A SecuriD is required when accessing sites that are noted above with an asterisk.

SECTION 4:

SECURID (Check one box to indicate whether the user has or needs a SecuriD)

<input type="checkbox"/> User currently has a SecuriD (or one has been requested to access an administrative system other than MGP)
<input type="checkbox"/> User needs the Graduate School to order a SecuriD
<input type="checkbox"/> User will not use sites in MyGradProgram that require a SecuriD

APPROVAL FROM A FACULTY ADVISOR (Graduate Program Coordinator - GPC, Chair, or Dean)

As the Graduate School's appointed Graduate Program Coordinator (GPC), department Chair, or school/college Dean, I recognize this user's need for MyGradProgram in order to perform his/her job and hereby approve access as checked above. (NOTE: Users cannot approve their own request. If the user is a GPC, the Chair/Dean must approve this form; if the user is the Chair, the Dean must approve this form.)

Signature: _____ Name: _____ Date: _____

Must be original (ink) signature - no faxes, scans, or e-mails. A stamped signature will be accepted if initiated by person authorized to use the stamp.

Questions regarding security of the data should be referred to mgradinfo@uw.edu.

HOW TO: Request access to MGP

- > Log in with your UW NetID to:
<https://apps.grad.uw.edu/mgpDeptAdmin/Profile/Requestform>



Please sign in.

UW NetID:

Password:

[Forgot your password?](#)

Sign in

[Learn about account recovery options](#)
[Learn about UW NetIDs](#)
[Learn about Weblogin](#)
[Obtain a UW NetID](#)

[Need help?](#)

Sign in reduces how often you have to reauthenticate to access UW resources.

WARNING: Protect your privacy! Prevent unauthorized use!
[Completely exit your Web browser when you are finished.](#)

Copyright © 2016 University of Washington

[PRIVACY](#) | [TERMS](#)



HOW TO: Request access to MGP



MyGrad
UNIVERSITY of WASHINGTON

[Home](#) / [Applicants](#) / [Students](#) / [Faculty](#) / [Admin](#)

[AUTHORIZATION](#) ▾ [UNIT DIRECTORY](#)

Request Access to MyGradProgram (MGP)

UWNetID *

Requestor's NetID

Requestor's Name Displays Here

I need access for this department *

— Select Department —

If you don't see your department, please contact [gemshelp](#).

Type of access needed *

— Select Access Type —

Comment for the dept approver

Submit Request

> MGP Access Request- Online Form

THE GRADUATE SCHOOL
UNIVERSITY of WASHINGTON



HOW TO: Request access to MGP



MyGrad
UNIVERSITY of WASHINGTON

[Home](#) [Applicants](#) [Students](#) [Faculty](#) [Admin](#)

[AUTHORIZATION ▾](#) [UNIT DIRECTORY](#)

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 [gemshelp](#).

Select department from
drop-down menu.

Type of access needed *

— Select Access Type —

Comment for the dept approver

Submit Request



HOW TO: Request access to MGP



MyGrad
UNIVERSITY of WASHINGTON

[Home](#) / [Applicants](#) / [Students](#) / [Faculty](#) / [Admin](#)

AUTHORIZATION ▾

UNIT DIRECTORY

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 [gemshelp](#).

Select access
"suite" type. Click
for description.

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

- > 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.

Submit Request

THE GRADUATE SCHOOL
UNIVERSITY of WASHINGTON



HOW TO: Request access to MGP



MyGrad
UNIVERSITY of WASHINGTON

[Home](#) / [Applicants](#) / [Students](#) / [Faculty](#) / [Admin](#)

[AUTHORIZATION](#) ▾ [UNIT DIRECTORY](#)

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 [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

Enter a note to
approver if needed

Optional-- This note will appear for the designated approver(s) within your department. This will be 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.

748 characters remaining

Submit Request

THE GRADUATE SCHOOL
UNIVERSITY of WASHINGTON



HOW TO: Request access to MGP



MyGrad
UNIVERSITY of WASHINGTON

[Home](#) / [Applicants](#) / [Students](#) / [Faculty](#) / [Admin](#)

[AUTHORIZATION](#) ▾ [UNIT DIRECTORY](#)

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 [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

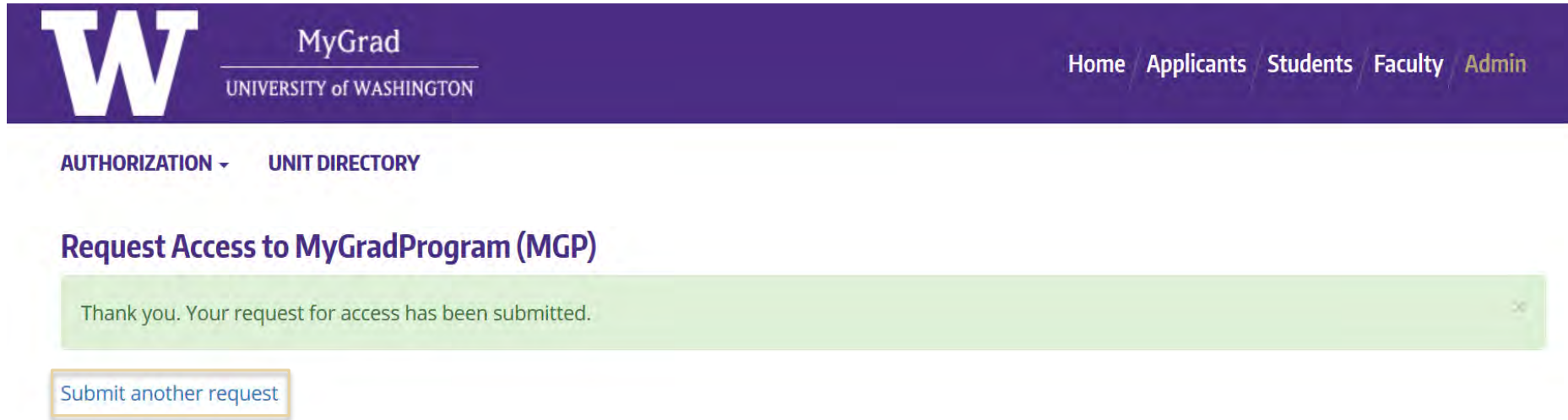
996 characters remaining

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

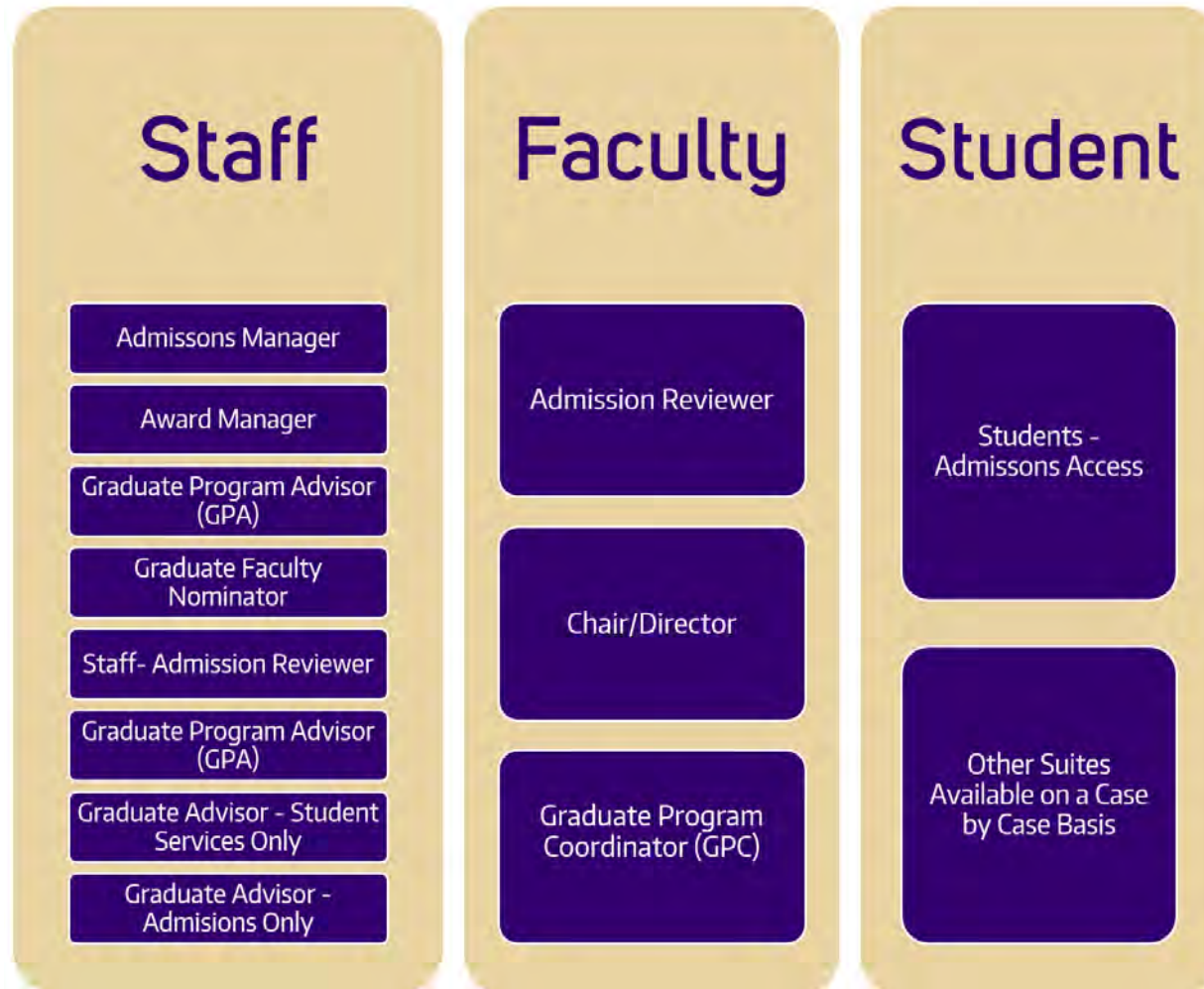
Thank you,

The Graduate School



MGP ACCESS TYPES

- > 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)

Staff

- 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

Staff

- 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

Staff

- 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

Faculty | Staff

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

MGP ACCESS TYPES: Staff

Graduate Advisor - Student Services

Staff

- 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

Staff

- 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

Staff

- 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)



GSFEI ▾ AUTHORIZATION ▾ REPORTS ▾ UNIT DIRECTORY

Approver options: Pending requests Manage Users New Approval

Pending MGP Access Requests

Name ▾	Request Date ▾	Access Requested ▾	For Department ▾	Comments ▾
Requestor's Name	04/11/2017 4:23 PM	Admission Reviewer	Atmospheric Sciences	test
Requestor's Name	05/24/2017 10:30 AM	Staff- Graduate Program Advisor (GPA)	Atmospheric Sciences	No comments entered

- > 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)

Access request details for **USER NAME (FIRST LAST)**

Contact & Request Details

Roles

Request History

User Details

User Contact ID: 6954

UWNetID *

Last Name *

First Name *

Email *

@uw.edu

Box #

353770

Phone

Phone 2

All contact details except
UWNetID can be edited.
Add additional details as
needed.

- > 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)**

Deny

Approve

- > 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

**Access requested for
department ***

Aeronautics and Astronautics

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

Access type requested *

Staff- Graduate Program Advisor (GPA)

If changing access types, may only
select from suites the user does
not already have.
Provides
access to all available department
functions of MGP.

Comments

Note

**Approver Notes (internal
only)**

Deny

Approve

HOW TO: Review Pending Requests (Department Approver)

Access request details for USER NAME (FIRST LAST)

Contact & Request Details

Roles

Request History

Request History

Tracking for Request history began on 6/26/2017.

Request Date	Department	Access Type	Status	Update Date
06/12/2017 5:01 PM	Aeronautics and Astronautics	Admissions Manager	Pending	
06/12/2017 4:55 PM	Aeronautics and Astronautics	Staff- Graduate Program Advisor (GPA)	Pending	

- > 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)

Contact & Request Details

Roles

Request History

User Roles

Roles last updated: Monday, June 12, 2017 5:00 PM

Expand all rows

Department		
▶ Nursing - Tacoma		
◀ Business - Milgard School of (Tacoma)		
	Role	Type
✖	Admissions decision update	Primary
✖	Admissions entry and update	Primary
✖	Leave Request Approval	Primary
✖	MGP Dept - view applicants	Primary
✖	MGP Dept - view students	Primary

> 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 ***

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)**

- > Return to Contact & Request Details to convey final decision

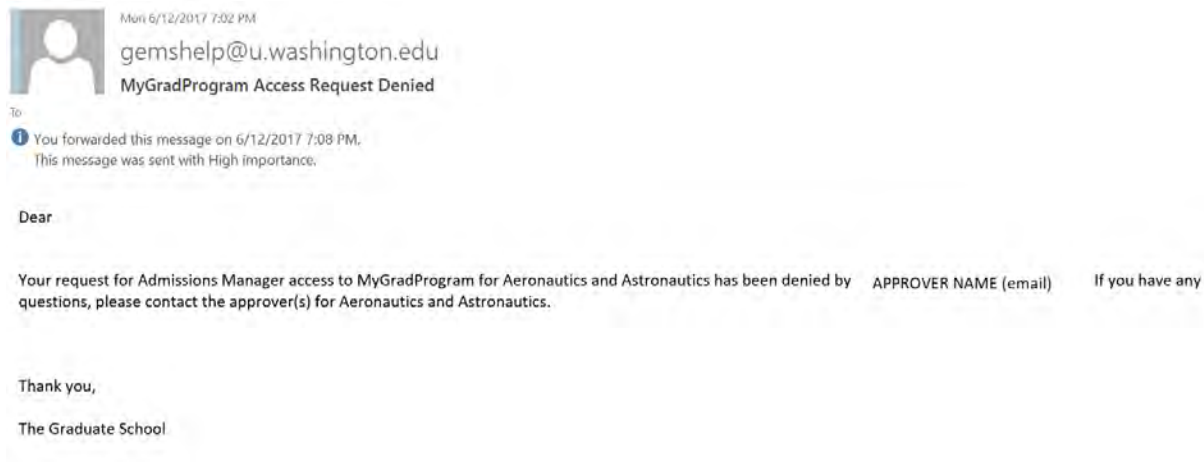
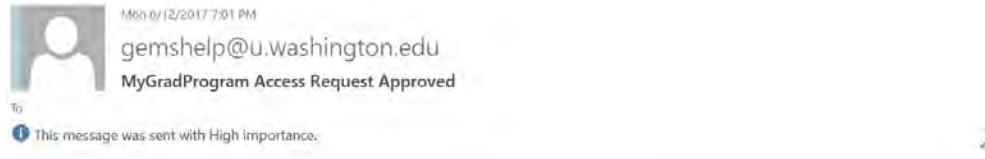
Approve or Deny request as appropriate. An auto-email will be immediately sent with this decision and your contact information.

Deny

Approve

HOW TO: Review Pending Requests (Department Approver)

> Confirmation Emails are sent:



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.

Approver options: **Pending requests** **Manage Users** **New Approval**

MyGradProgram Department Users

Department

Select Department ▼

HOW TO: Manage Users

Approver options: Pending requests Manage Users New Approval

MyGradProgram Department Users

Department: Aeronautics and Astronautics

Filter Results By Role: Select Role

[Expand all rows](#)

Name	UW NetID	Email	Edit
▶ Assistant Professor	netid	netid@u.washington.edu	✎
▶ Assistant Professor	netid	netid@u.washington.edu	✎
▶ Assistant Professor	netid	netid@u.washington.edu	✎

- > 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?

HOW TO: Manage Users– Edit Existing Contact

New Access Details

Granting new access to this user?

- ☐ No, updating user details only.
- ☒ Yes, adding new access type.

Access requested for department *


Aeronautics and Astronautics

Access type *

Admissions Manager
Faculty Appointment Manager
Graduate Advisor (Admissions Only)
Graduate Advisor (Student Services Only)
Staff- Graduate Program Advisor (GPA)

Approver Notes (internal only)

Save

- > 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

Contact & Request Details

Roles

Request History

User Roles


Roles last updated: Sunday, June 18, 2017 3:58 PM

Expand all rows

Department		
Aeronautics and Astronautics		
	Role	Type
✖	Admissions decision update	Primary
✖	Admissions entry and update	Primary
✖	Admissions Review Manager	Primary
✖	Graduate Program Assistant	Primary
✖	MGP Dept - view applicants	Primary
✖	Unit Profile Edit	Primary

- > 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



Approver options: Pending requests Manage Users **New Approval**

Create user details and access for New User

Contact & Request Details

User Details

UWNetID *

Last Name *

- > 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

HOW TO: Add New Users

Create user details and access for New User

Contact & Request Details

User Details

UWNetID *	<input type="text"/>
Last Name *	<input type="text"/>
First Name *	<input type="text"/>
Email *	<input type="text"/>
Box #	<input type="text"/>
Phone	<input type="text"/>
Phone 2	<input type="text"/>

- > 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

Approver options: Pending requests Manage Users New Approval

Create user details and access for New User

Contact & Request Details

User Details

UWNetID *

Last Name *

First Name *

Email *

Box #

Phone

Phone 2

New Access Details

Access requested for department *

Access type *

Select a department to see the available access types for this user.


Approver Notes (internal only)

Save

- > 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



MyGrad
UNIVERSITY of WASHINGTON

Home / Applicants / Students / Faculty / Admin

GSFEI ▾ AUTHORIZATION ▾ UNIT DIRECTORY

Graduate Degree Unit Directory

Listing

Grad Program Advisors ▾

Grad Program Advisors

Grad Program Coordinators

Chairs/Directors

Drag a column header and drop it here to group by that column

Name	Graduate Program ▴	College	Phone #	Email	Box Number
...	uwgrad@uw.edu	...
...
...
...

- > 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

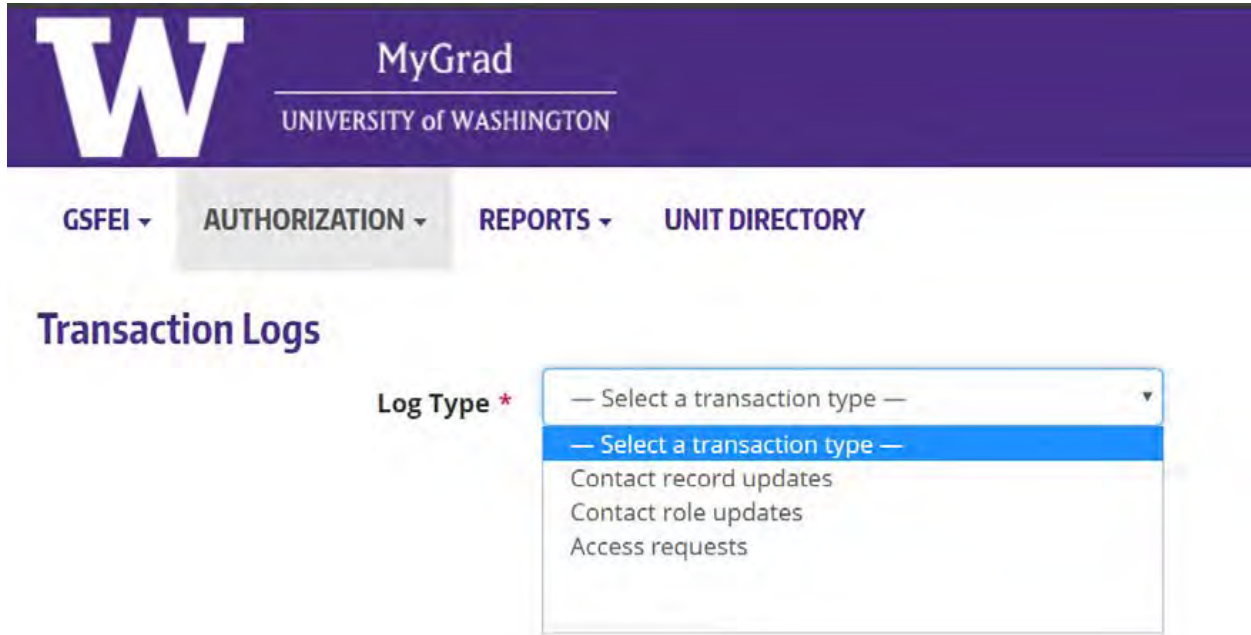
Listing

Grad Program Advisors ▼

↑ Graduate Program ✕					
Name	Graduate Program	College	Phone #	Email	Box Number
▶	Graduate Program: Aeronautics and Astronautics				
▶	Graduate Program: Anthropology				
▶	Graduate Program: Applied Mathematics				
▶	Graduate Program: Aquatic and Fishery Sciences - School of				
▶	Graduate Program: Architecture				
◀	Graduate Program: Art				

- > Can sort by Name, Graduate Program, College, Phone, Email, Box Number
- > Drag and Drop column headers to group by columns

Additional Features: View Logs



The screenshot shows the MyGrad interface for the University of Washington. The header includes the 'W' logo, 'MyGrad', and 'UNIVERSITY of WASHINGTON'. Below the header is a navigation bar with links: GSFEI, AUTHORIZATION, REPORTS, and UNIT DIRECTORY. The 'AUTHORIZATION' link is highlighted. The main content area is titled 'Transaction Logs'. Below this title is a 'Log Type' dropdown menu with a red asterisk indicating it is required. The dropdown menu is open, showing the following options: '— Select a transaction type —', '— Select a transaction type —' (highlighted in blue), 'Contact record updates', 'Contact role updates', and 'Access requests'.



- > 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



Transaction Logs

Log Type *	<input type="text" value="Access requests"/>
Edited by	<input type="text" value="Last, First"/>
For Contact	<input type="text" value="Last, First"/>
Department	<input type="text" value="— Select a department —"/>
Type	<input type="text" value="Requests and Reviews"/>

From Date



To Date



Search

Reset Filters

> Transactions can be searched by all of the above fields and parameters

Additional Features: View Logs

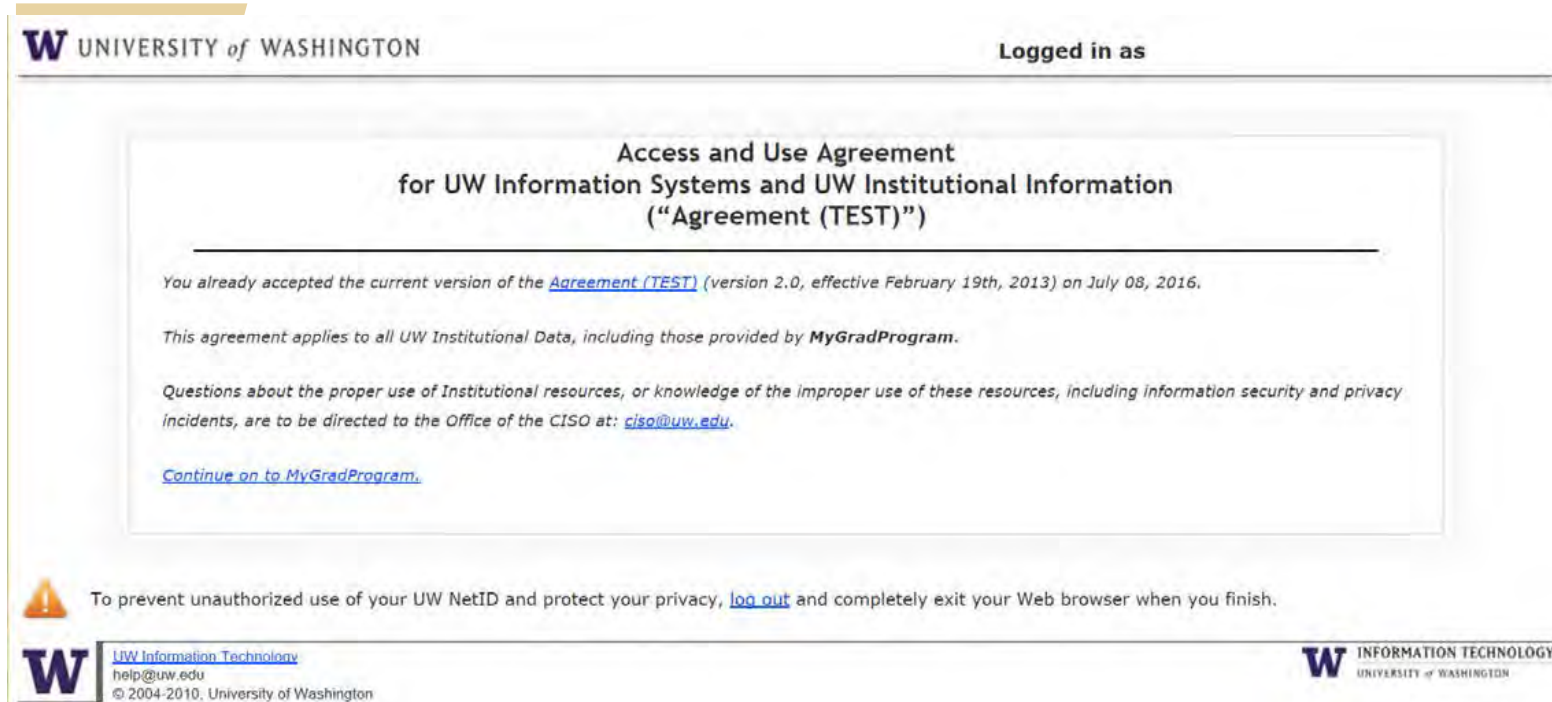
Expand all rows

Drag a column header and drop it here to group by that column

Date	Transaction	Requestee	Reviewed By	Suite	Department
▶ 06/12/2017 7:01 PM	Authorization request review created	Marina Gano	Marina Gano	Admissions Manager	Aeronautics and Astronautics
▶ 06/12/2017 7:01 PM	Authorization request status changed	Marina Gano	N/A	Admissions Manager	Aeronautics and Astronautics
▶ 06/12/2017 7:01 PM	Authorization request review created	Marina Gano	Marina Gano	Staff- Graduate Program Advisor (GPA)	Aeronautics and Astronautics
▶ 06/12/2017 7:01 PM	Authorization request status changed	Marina Gano	N/A	Staff- Graduate Program Advisor (GPA)	Aeronautics and Astronautics
▶ 06/12/2017 5:01 PM	Authorization request created	Marina Gano	N/A	Admissions Manager	Aeronautics and Astronautics
▶ 06/12/2017 4:55 PM	Authorization request created	Marina Gano	N/A	Staff- Graduate Program Advisor (GPA)	Aeronautics and Astronautics

> Example of Transaction Log search by an individual user

Additional Features: Access Use Agreement



The screenshot shows the University of Washington's Access and Use Agreement page. At the top, the University of Washington logo is on the left, and "Logged in as" is on the right. The main heading is "Access and Use Agreement for UW Information Systems and UW Institutional Information ('Agreement (TEST)')". Below this, a horizontal line separates the heading from the text. The text states: "You already accepted the current version of the [Agreement \(TEST\)](#) (version 2.0, effective February 19th, 2013) on July 08, 2016." This is followed by "This agreement applies to all UW Institutional Data, including those provided by **MyGradProgram**." Then, "Questions about the proper use of Institutional resources, or knowledge of the improper use of these resources, including information security and privacy incidents, are to be directed to the Office of the CISO at: ciso@uw.edu." At the bottom of the main content area is a link: "[Continue on to MyGradProgram.](#)". Below the main content area is a warning icon and text: "To prevent unauthorized use of your UW NetID and protect your privacy, [log out](#) and completely exit your Web browser when you finish." The footer contains the UW Information Technology logo and contact information: "UW Information Technology", "help@uw.edu", and "© 2004-2010, University of Washington".

W UNIVERSITY of WASHINGTON

Logged in as

Access and Use Agreement for UW Information Systems and UW Institutional Information ("Agreement (TEST)")

You already accepted the current version of the [Agreement \(TEST\)](#) (version 2.0, effective February 19th, 2013) on July 08, 2016.

This agreement applies to all UW Institutional Data, including those provided by **MyGradProgram**.

Questions about the proper use of Institutional resources, or knowledge of the improper use of these resources, including information security and privacy incidents, are to be directed to the Office of the CISO at: ciso@uw.edu.

[Continue on to MyGradProgram.](#)

To prevent unauthorized use of your UW NetID and protect your privacy, [log out](#) and completely exit your Web browser when you finish.

W UW Information Technology
help@uw.edu
© 2004-2010, University of Washington

W INFORMATION TECHNOLOGY
UNIVERSITY of WASHINGTON

- > 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, 2013). 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.

Agreement: Version 2.0, Effective February 19, 2013.

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 ▼

Go

- > 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 >

Aeronautics and Astronautics
Marina Gano
Post Spring 2017 Interim

- > 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.

UNIVERSITY *of* WASHINGTON

THANK YOU!

Contact GEMS with any questions
or feedback:

Email gemshelp@uw.edu or call us
at 206.897.1487

