GSMS Awards **Department/Faculty Portal: Add Deadline**



Purpose of this guide:

For Departments and Faculties – Add an internal deadline to a department-level or faculty-level award (set before the GPS Deadline).

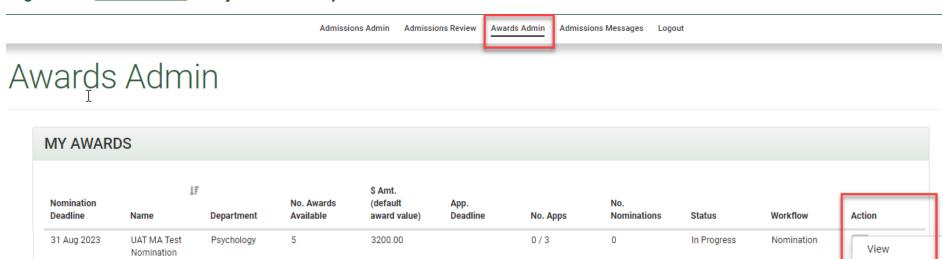
Login to the **GSMS Portal** with your CCID and password:

Medal

Medal

UAT MA Test

31 Aug 2023



0/3

In Progress

Nomination

3200.00

1. Click on the Awards Admin tab to access the GSMS Awards Portal.

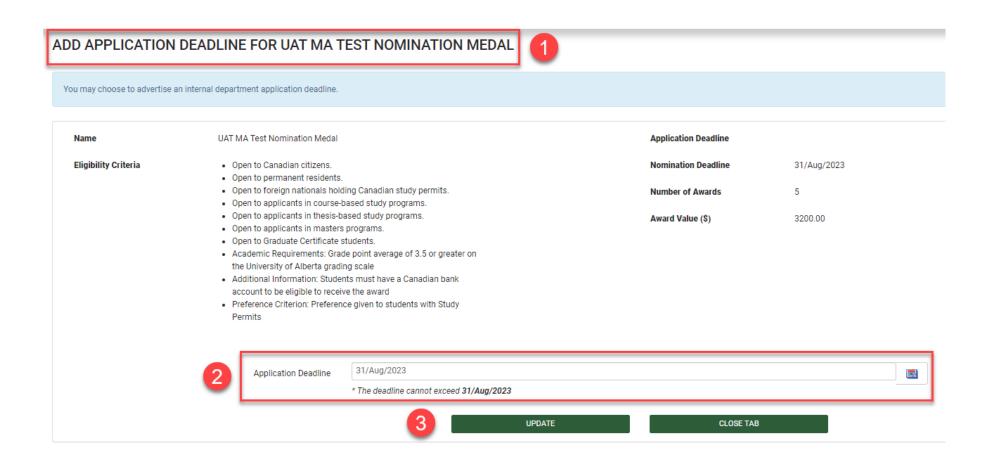
Earth and

Sciences

Atmospheric

2. Select the award to update, click the Action dropdown and select Add Deadline.

No Nominee Add deadline



- 3. Click the date picker icon and select an internal deadline before the GPS deadline date.
- 4. Click **Update** to save the selected date, or **Close Tab** to exit the page.
- 5. Confirm that the **App. Deadline** field in the *My Awards or My Faculty Awards* sections of your *Awards Admin* page displays the deadline you selected.