Purpose of this guide:

For Departments and Faculties – The GSMS Department/Faculty Awards Portal allows nominators the ability to view, nominate, and receive decisions about nominations for GPS-administered awards.

GSMS Access for Nominators

- Department and Faculty nominators require Department/Faculty Signing Authority (DSA/FSA) to be able to nominate students for awards to GPS
  - Every nominator’s name should appear on a DSA/FSA as an Awards Nominator if they are authorized to nominate students to GPS.
  
  Note: DSA/FSA status does not automatically grant nominators access to the GSMS Awards portal.

- Access to GSMS is managed by the IST Enterprise Applications team
  - The Department/Faculty must complete and submit a GSMS security access form to request GSMS user roles be added or removed for specific individuals.
  
  Please visit the GSMS Access site to review the GSMS End User Roles document and download/complete the GSMS Access Form.
    - Request Add Role for GSMS - For members of the Department/Faculty who require specific access to the GSMS Awards portal
    - Request Delete Role for GSMS - For any members of the Department/Faculty who no longer need nominator access in GSMS.

- If you are encountering CCID and password issues, please contact IST for support.
Login to the GSMS Portal with your CCID and password:

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

2. My Awards (Department access) or My Faculty Awards (Faculty access):

   This section lists all of the award competitions currently open to your department or faculty.
Note: Departments can not submit nominations for faculty-level nomination awards. In those cases, departments are to contact their Faculty nominator for the Faculty’s internal deadline, application, and selection process (if applicable).

- **Nomination Deadline** – Deadline for nominations set by GPS
- The **Name** of the award competition
- **Department or Faculty** lists your department or faculty (depending on your GSMS access)
- The **No. Awards Available** indicates the maximum number of awards for the competition
- The **$ Amt (default award value)** is the amount to be disbursed per award
- The **App. Deadline** displays the internal deadline set by the department or faculty (a date prior to the GPS Nomination Deadline for the department or faculty-level award).

*In Department view:* The **No. Apps** value represents the number of nominations from the department for the award.

*In Faculty view:* The **No. Apps** value represents the number of nominations from all departments within the faculty.

- The **Category** lists the Award Category, such as National, Provincial, Institutional, Interdepartmental, Departmental, etc.
- The **Action** dropdown allows you the following options:
  a. **View:** Open the **Nomination Dashboard** page in a new browser tab
  b. **No Nominee:** Send a message to GPS stating that your department/faculty does not have nominees for this iteration of the competition.
  c. **Add Deadline:** Enter a department or faculty deadline for the award (before the GPS deadline). This new deadline is displayed in the **App. Deadline** field described above.
3. **Reports:**

- **Student Search:** Search for students by name, EMPLID, department, program, etc.
- **Award Tenure Report (Department access):** Search for award holders from the selected department(s)
- **Award Tenure Report (Faculty):** Search for award holders from departments in the selected faculty

  **Note:** Only awards with the following statuses are included in Award Tenure Reports: Offer Accepted, Authorized Renewal, Renewed, Paid or Unpaid Interruption, Interruption Pending, and Award Revised/Terminated.

- **Award Search:** Search for available awards by name, department, program, etc.

4. **Messages:** Review messages pertaining to your department/faculty applications and nominations.

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<tr>
<th>Status</th>
<th>From</th>
<th>Date</th>
<th>Subject</th>
<th>Action</th>
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<td>15/Jun/2023</td>
<td>Action required for your application to Hugh McCall Graduate Award</td>
<td>Read</td>
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<td></td>
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<td>15/Jun/2023</td>
<td>Action required for your application to Hugh McCall Graduate Award</td>
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