GSMS Awards **Department/Faculty Portal**



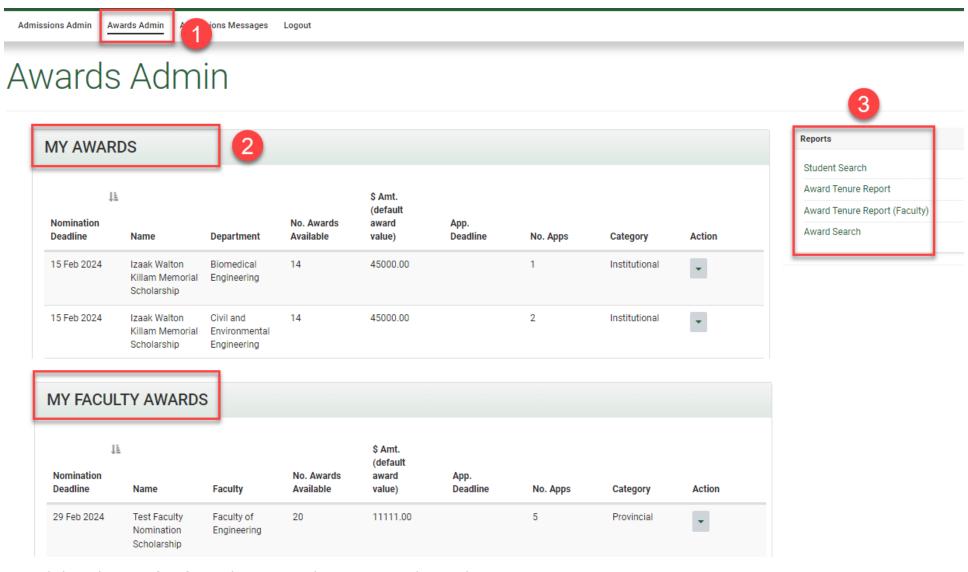
Purpose of this guide:

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 <u>IST Enterprise Applications</u> 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.
 - o 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.

<u>Note:</u> 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.

