Purpose of this guide:

For Departments and Faculties – Notify FGSR that you do not have a nominee for a given award, thereby removing the award from your Awards dashboard.

Login to the GSMS Portal with your CCID and password:

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

2. **My Awards** *(Department access)* or **My Faculty Awards** *(Faculty access)*:
   Select the award to update, click the **Action** dropdown and select **No Nominee**. This launches the **No Nominees** page in a new browser tab. Example:

   ![Image of No Nominees page](image)

   - The **No Nominees** page is pre-populated with FGSR's address, your information as the nominator (or delegate) and the award information. Include a message, if you wish (optional).

   4. Click **Send** to send the message to FGSR, or **Cancel** to close the page.

   5. After successfully submitting the **No Nominees** message to FGSR, the award will be automatically removed from your **My Awards** or **My Faculty Awards** section. You will still have the ability to use the Award Search function to find the award after it has been removed from your list of awards.