Purpose of this guide:

For Departments and Faculties – Notify GPS 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

<table>
<thead>
<tr>
<th>Nomination</th>
<th>Name</th>
<th>Department</th>
<th>No. Awards</th>
<th>App. Deadline</th>
<th>No. Apps</th>
<th>Category</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 Feb 2024</td>
<td>Izaak Walton Killam Memorial Scholarship</td>
<td>Economics</td>
<td>14</td>
<td></td>
<td>1</td>
<td>Institutional</td>
<td>View, No Nominee, Add deadline</td>
</tr>
<tr>
<td>15 Feb 2024</td>
<td>Izaak Walton Killam Memorial Scholarship</td>
<td>Linguistics</td>
<td>14</td>
<td></td>
<td>1</td>
<td>Institutional</td>
<td>View, No Nominee, Add deadline</td>
</tr>
</tbody>
</table>
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:

   ![No Nominees page](image)

   - **From**: FTRK FCQJRFOTT
   - **To**: Send Message to FGSR
   - **Your Department/Faculty**: Earth and Atmospheric Sciences
   - **Subject**: Aberdeen Graduate Award in Geology - 004480 - No Nominee
   - **Message**: Include a message, if you wish (optional).

   ![Message page](image)

   - **Send** button
   - **Cancel** button

3. The **No Nominees** page is pre-populated with the address for GPS, 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, or **Cancel** to close the page.

5. After successfully submitting the **No Nominees** message to GPS, 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.