# GSMS Awards View Application



### Purpose of this guide:

For Students – View submitted applications for awards administered or disbursed by GPS.

#### Sections:

Step 1a: Awards Portal – My Award Applications

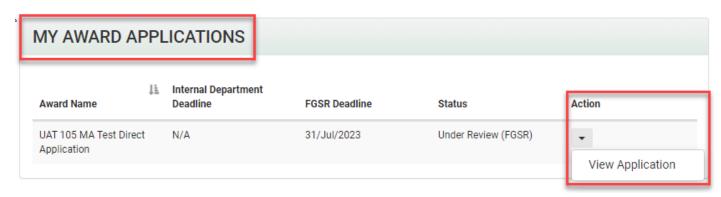
Step 1b: Awards Portal - My Awards

Step 2: View Application

#### Step 1a: Awards Portal - My Award Applications

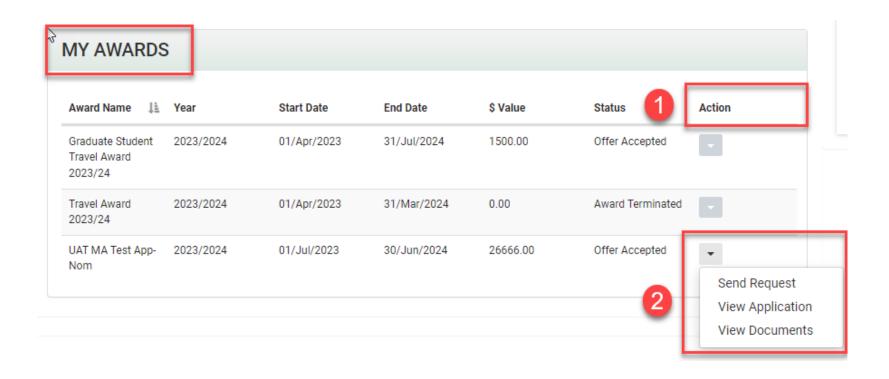
Login to the <u>GSMS Portal</u> with your CCID and password. Click on the **Awards** tab at the top of the page to go to the Awards portal.

- 1. In the My Award Applications section, select the award and click on the drop-down menu in the Action column of the report
- 2. Click on the View Application link (available when the award allows for Direct Application from students). Go to Step 2.



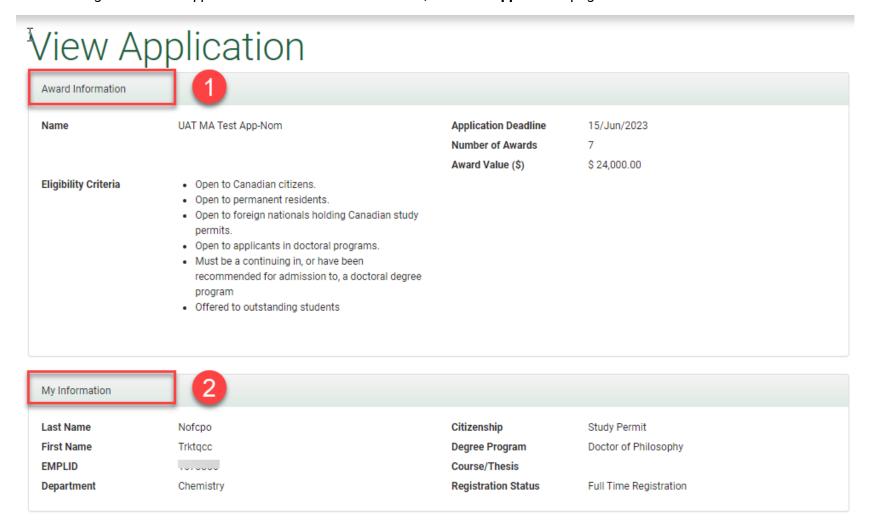
## Step 1b: Awards Portal - My Awards

- 1. In the My Awards section, select the award and click on the drop-down menu in the Action column of the report
- 2. Click on the View Application link (available when the award allows for Direct Application from students).

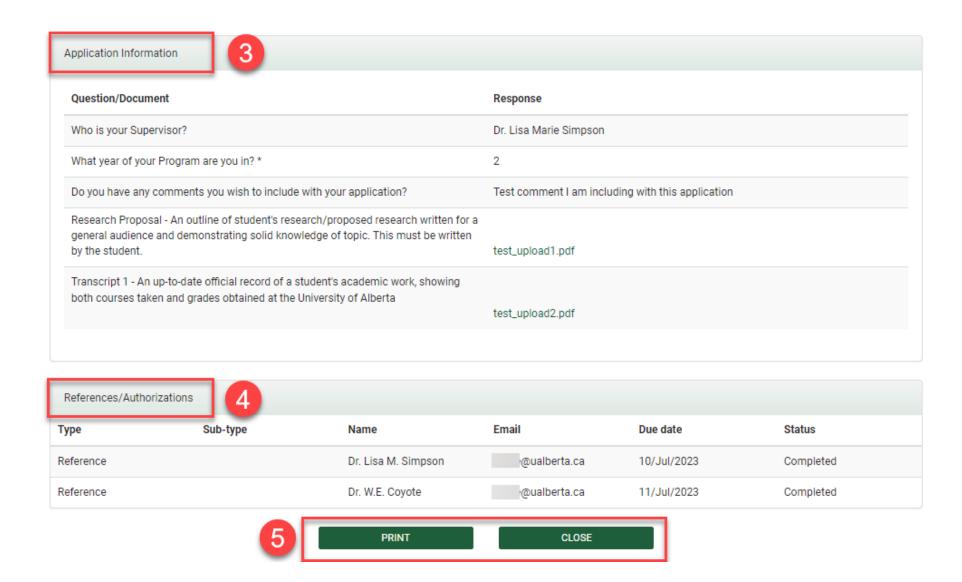


#### **Step 2: View Application**

After clicking on the View Application link in the sections above, the View Application page launches in a new browser tab.



- 1. Award Information: Includes the award details (Award name and value, eligibility criteria, application deadline, number of awards available)
- 2. **My Information:** Displays the applicant's personal details (EMPLID, names, home department, citizenship status, degree program, registration status).



- 3. **Application Information:** Lists the application questions with the provided answers and any documents uploaded to the application.
- 4. **References/Authorizations:** Where applicable, this section lists the references/supervisor authorizations that were requested for the application along with their statuses.
- 5. Click **Print** to print the *View Application* page, or **Close** to return to the main Awards Portal.