

Questions about GSMS AWARDS ACCESS or SIGNING AUTHORITY?

If you have not been receiving what you expect or cannot login, please read through for hints & tips:

IF YOU CANNOT LOGIN TO GSMS ADMISSIONS / IF YOU CANNOT LOGIN TO GSMS AWARDS

- Requests are made via forms to gsmsecurityforms@ualberta.ca and more information is available on the Enterprise Applications (IST) [page](#).
- If you are having problems with your ccid, IST can help you!
<https://ist.ualberta.ca/services/ccid-passwords>

CAN I NOMINATE STUDENTS FOR AWARDS?

- Your name should be on a **DSA** as an awards nominator if you are nominating students to FGSR.
- Note the “approver/nominator” name in the “Comments for FGSR” part of the online nomination form, if it is not you.
- If you are a delegate/administrator who can nominate, please keep internal approval documents, if required by your department, for your records.

IF YOU ARE *NOT* RECEIVING NOTICES FROM GRAD AWARDS / DESIGNATED SIGNING AUTHORITY

- If you are used to receiving the staff newsletter, and now you are not, please contact Awards.
- Notification of award launches will be sent only via the staff newsletter and new awards will appear on your Open Awards portal.
- Your nominator-status is granted from the **DSA** (Department or Departmentalized Faculty Signing Authority). This doesn't grant access to the Portal, but makes you an authorized nominator or contact for the Awards Team.
- DSA forms are available [here](#) under the “Department” tab and are typically sent to FGSR's Admissions group: grad.admissions@ualberta.ca
- You or a delegate *do* need GSMS Awards access to nominate.
- **NB:** Emails received from the new Portal are generic and direct the staff member and student to login to the Portals. Award results can be viewed by students in their Awards Portal, and by Faculty or Department users by searching for a student's Tenure Report or a specific award's Tenure Report on their Portal. Emailed offer letters are not visible to awards contacts.

IF YOU *ARE* RECEIVING NOTICES FROM GRAD AWARDS & SHOULDN'T BE

- If you/someone in your area has left your position, you must request that IST remove the access to unused Portals. Select “**Remove Role**” at the top of the form and send it to IST.
- If you do not want to receive emails from Grad Awards, please contact us at grad.awards@ualberta.ca

REFERENCE FOR AWARDS ACCESS

- You do not need special access to provide a supervisor authorization or reference for a student for awards. Click the link in the email request sent to you and you will be able to complete the form. If you have problems, please contact the IST helpdesk, or grad.awards@ualberta.ca

ADJUDICATOR ACCESS

- FGSR will be able to assist in setting you up as an adjudicator (GSC member, or as an ad-hoc member). Please contact the Awards Team grad.awards@ualberta.ca
- GSC members will need to fill out IST request forms for access to the Adjudicator Portal.

STUDENT ACCESS

- Students must be applicants to a graduate program to login.