

For DALs and hiring department officials

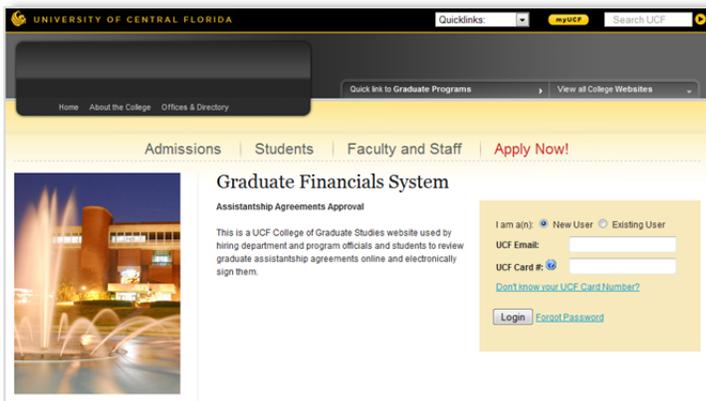
Approving Graduate Assistantship Agreements

DAL (Department Authorization List) and hiring department officials approve graduate assistantship agreements online, rather than signing a paper agreement. Students will also sign their assistantship agreements online.

- When an agreement is ready, the approver (DAL or hiring department official) receives an automated e-mail from gradassistantship@ucf.edu.
- The message is sent to the person's official UCF Business Email address.
- The message says, "The graduate assistantship agreement described above is ready for your review and decision. Please follow the instructions below to submit your decision as soon as possible, so the hiring of this student will not be delayed." It provides instructions for logging in and reviewing the agreement online.

Assistantship Agreements Approval - Login page

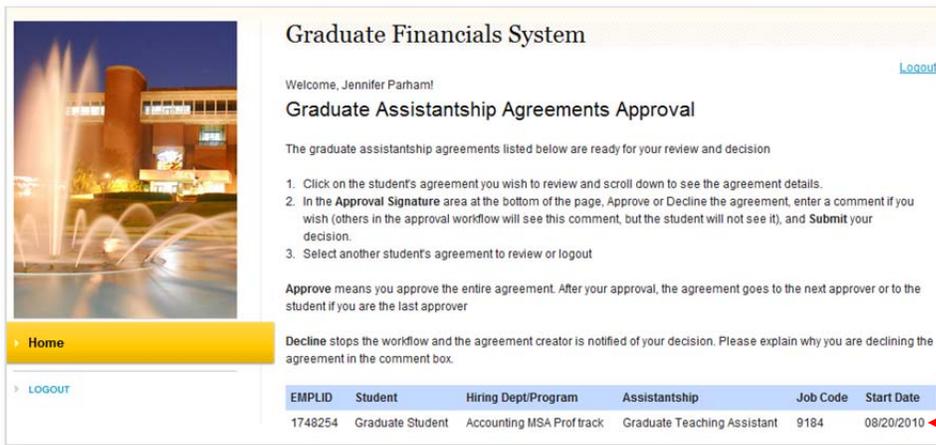
Navigation: https://ww2.graduate.ucf.edu/GFS_Assistantships/



The first time you login, choose New User and enter your official UCF Business Email Month and Day of your birthday in MMDD format. You will receive an email to finalize the registration process.

The next time you login, choose Existing User and enter your UCF Business Email and password.

Your password will not expire. If you forget your password, reset it through **Forgot Password**.



After logging in, the approval page displays with brief instructions.

In the list of agreements awaiting your decision, click on a student's agreement to review the agreement details.

Select agreement to review

Approval page showing list of agreements ready for review, Agreement, and Approval Signatures

The screenshot displays the following components:

- Agreement List Table:** A table with columns: ID#, Student, Major/Dept/Program, Availability, Job Code, and Start Date. A red arrow points to this table with the label "Select agreement to review".
- Agreement Text:** The full text of the "Graduate Assistantship Agreement" for student Graduate Student (17162251). A red arrow points to this section with the label "Agreement".
- Approval Signatures Table:** A table with columns: Type, Name, Title, Desk Job, Desk Job Code, and Comment. It shows signatures for the DA, Agreement Approver, and Student. A red arrow points to this table with the label "Approval Signatures".
- Approval History:** A section with a "Show/Hide" link. A red arrow points to this section with the label "Approval History – If the agreement was previously circulated for approval, you can click on the Show/Hide link to see that information."
- Approve/Decline Button:** A button labeled "Approve/Decline" at the bottom right. A red arrow points to this button with the label "Enter and submit Approve or Decline decision."

Select agreement to review

Agreement

Approval Signatures

Approval History – If the agreement was previously circulated for approval, you can click on the Show/Hide link to see that information.

Enter and submit Approve or Decline decision.

Comments are optional and cannot be viewed by the student. If you Decline the agreement, please explain why in the comment box.

Approve means you approve the entire agreement, including all term rows for tuition and/or optional fees if you are the DAL for more than one term row. After your approval is submitted, the agreement goes to the next approver or to the student if you are the last approver.

Decline stops the approval workflow and the agreement creator is notified of your decision by e-mail and can see your decision and comment in the student’s agreement record in the Graduate Financials System. Please explain why you are declining the agreement in the comment box.

If you are both DAL and Agreement Approver, you Approve or Decline the agreement one time, not twice.