GRADUATE SCHOOL E-APPROVAL SUBMISSION

A form is a "Service Request" (SR) within myWSU. You will upload your form (in this case, a PDF file of your correctly formatted title page, abstract page(s), and signature page from your thesis/dissertation) for review by your faculty advisory committee.

The Graduate School intends to expand this process to include nearly all forms by the start of Fall 2020 semester. Until that time, please do not upload other types of forms.

Directions:

#1: Log in to myWSU with your NID and password.

#2: On your Homepage, click on the Profile tile.

#3: On the left side of your screen, click on Service Requests, followed by Create New Request.

#4: You must correctly identify your college, graduate program, and form to have your document successfully route for signatures:



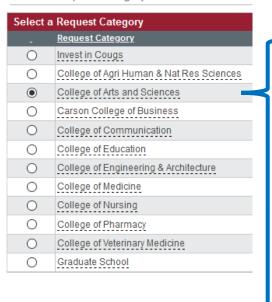
In the Select a Request Category menu, select your academic college and click Next.*

In the Select a Request Type menu, select your graduate program and click Next.*

In the Select a Subtype menu, select Signature Page and click Next.*

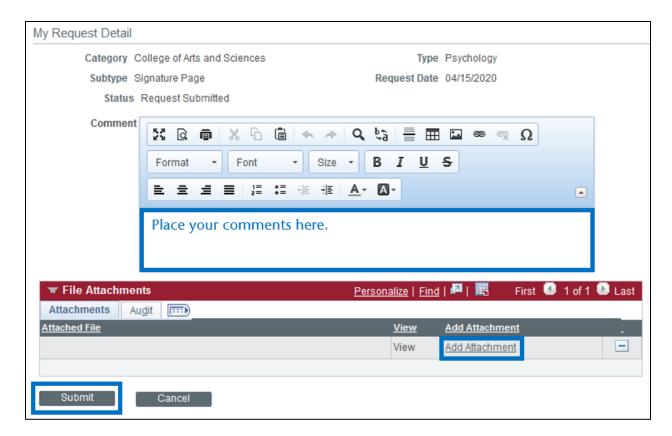
*These are nested menus – if you do not see your graduate program in the Request Type menu, click Previous to go back and select a different academic college.

Select a Request Category



Select a Request Type

Select a Request Type Select a Request Subtype Request Type Request Subtype 0 American Studies O Update Application for Degree 0 Anthropology Third Extension 0 Chemistry Survey of Earned Doctorate 0 Criminal Justice and Criminology Signature Page 0 English Second Extension \bigcirc Fine Arts Reservation of Graduate Credit 0 Foreign Languages and Cultures Research Credit Grade Change 0 Hispanic Studies 0 Reinstatement 0 Mathematics Re-enrollment 0 School of Music O Program of Study - Masters 0 Physics and Astronomy O Program of Study - Doctoral 0 Politics, Philosophy and Public Affairs O Program of Study - DNP • Psychology O Program Change 0 Sociology O Plan and Degree Level Change 0 School of Biological Sciences O Parental Leave School of the Environment - CAS



#5: Under the My Request Detail section, enter a comment if necessary.

#6: Upload the file you want to submit:

Click on Add Attachment.

In the File Attachment window, click Browse to locate your PDF of the title page, abstract page(s), and signature page of your thesis or dissertation.

Select the file, and then click Open.

In the File Attachment window, click Upload.

#7: Click Submit in the bottom left.

The Attorney General for the State of Washington has determined that uploading a form within myWSU constitutes that person's approval and legal signature within a state system. Do not upload a form of which you do not approve. It is critical that you do not give your myWSU log in information to anyone.