First you will select from the top menu. This menu will have different options depending on the type of user you are (student or faculty/staff). Select a link based on whether you wish to approve or edit a previously submitted request or create a new one.

This example will cover creating a new request. First you will be prompted to enter the anticipated term the student will defend their thesis or dissertation. This information can be edited at any time in the future, so a best estimate is fine.

Once the term has been selected, click “Initiate.”
Once the request has been initiated this main screen will allow access to enter and edit all of the required information for the form. Some fields, such as First Enrollment Term and Anticipated Defense Date will already be populated but can be edited here if information is inaccurate.

To Enter the title of the thesis or dissertation, select “Add Title.” To add the members of the committee select “Add Thesis/Dissertation Committee.”
Enter the title of the thesis or dissertation and click “Submit”

To enter the committee members, first search by the faculty member’s name.
Then click “Add” to add them to the committee. Repeat these two steps until all committee members have been added.
When the committee members have been added one will have to be designated as the committee chair before the form can be submitted. Click the box to indicate which member will serve as chair. Then click to “Submit.”
Once all of the sections of the form have been completed select “Review” or “Reject”. The options available on this step will vary based on whether the user is a student or faculty/staff member. If the form is complete and correct select “Review”. Also please notice that there is an option to include notes on the form. This box is at the bottom.
After selecting “Review” you will need to select to “Submit.” Again the wording and options here will depend on the type of user. Students will see an option to submit to the department and faculty/staff will see the option to submit to Graduate School.