eGAS Registrar's Module

1. Login using UWIN ID
2. Under the New Applications tab you will see a list of all submitted applications prior to the referees reports being submitted, or while documentation is being uploaded. Once the reports have been submitted the application moves to the Summary of Complete Requirement tab.

   ** You will normally wait to review documents once the application has transitioned to Summary of Complete Requirement.

   To view a file follow the steps outlined in 3., below.

3. Under the Summary of Complete Requirement tab you can check the status of the required documents and verify them
   a. To choose an application, click on the Select button beside the Student ID number, and then click on Details
      i. To return application to applicant click on the Return to Applicant button. To refer to department click on the Refer to Department button (should not do this before all documents have been verified, only do so at request of department to see file without all documentation)
   b. You will now be on a screen named Application For (applicant name)
   c. On the Person Information tab you will see their application information
   d. On the Applicant Documents tab you will be able to view the submitted documentation.
      i. To open the document, click on the View/Download document link, and it will open the pdf document
      ii. Once the document has been verified please use the drop down menu under Status and choose Received. If the document is not valid, choose Not Valid.
      iii. Once all documents have been marked Received, click on Save.
   e. Under the Referee Information tab you will see the contact information for the referees. Note: The student may request that the application be reopened and returned to them so they may change a referee.
      i. The student will provide you with the new referee information and you will add it by clicking on the New Referee button. The click on Save. You can delete a referee using the Delete box on the far right on a referee's information.
      ii. Click on the Return to Applicant button. The applicant will click on Resubmit to Registrar to trigger an email being sent to the new referee.
      iii. Until the referee submits the report, the application will now be back in the New Application tab.

4. On the <u>Correspondence</u> tab you will be able to view any correspondence the university has sent to the applicant. If you need to follow-up with an applicant for any reason you can create a communication by clicking on the <u>New Correspondence</u> button. This will open a window where you can populate the fields. Click <u>Send</u> to email the message.
    a. On the <u>Graduate Coordinator Reviews</u> tab – you will be able to view any comments made by the graduate coordinator.
    b. When the file is ready to be referred to the Department, click on the <u>Refer to Department</u> button.
5. Under the <u>Processed Applications</u> tab you will see all applications referred to Department and/or Graduate Studies.
6. Under the <u>Decisions</u> tab you will see all files that have been reviewed and a final decision made by Graduate Studies.