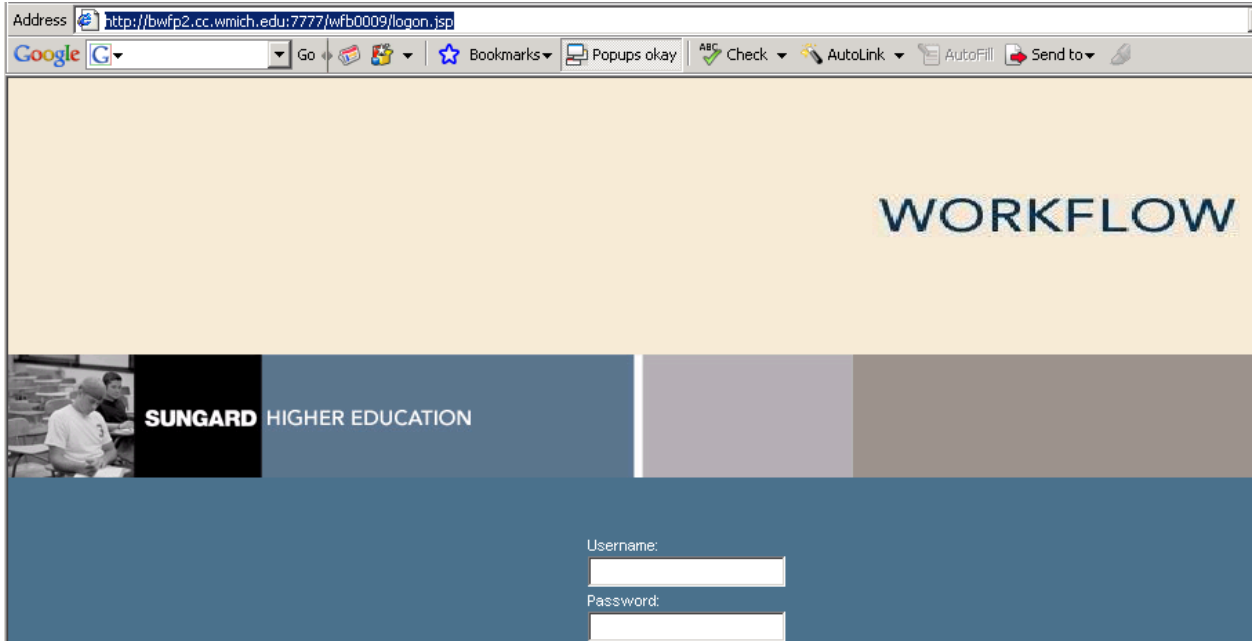


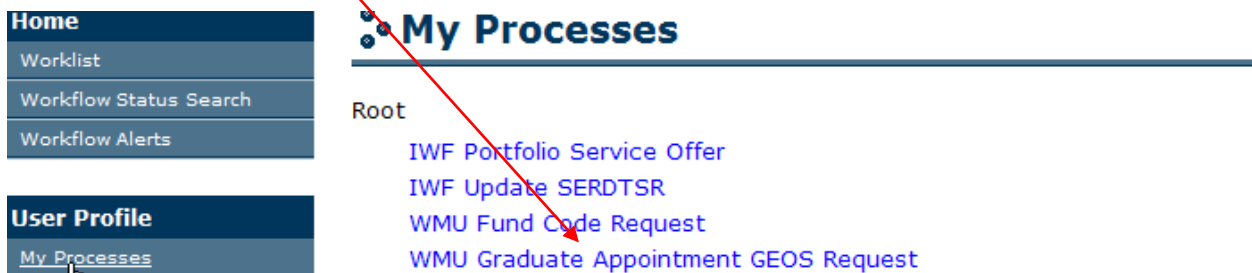
Start Graduate Assistantship request login: <https://bwfp1.cc.wmich.edu:7102/wfbprod/logon.jsp>



On the Worklist page, click on **My Processes** under User Profile tab.



Click on your **WMU Graduate Appointment xxx Request** workflow (in this ex: GEOS).



At **Workflow Specifics Name** you must enter this naming standard (ex. here using GEOS, but use your dept acronym, student lastname, firstname, WIN): ex. **GEOS Boyle, Toby 75778906** and click **Start Workflow**. It returns a message that workflow started, simply click **OK**.

Start Workflow

Organization: Root
 Workflow Name: WMU_Graduate_Assistantship_Appt_GEOS:0
 Workflow Specifics Name:
 Priority:

You will be brought back to the Worklist page where the workflow will be ready to be processed (or click Worklist to refresh list). Click on the workflow you would like to process.

Home

[Worklist](#)

[Workflow Status Search](#)

[Workflow Alerts](#)

Worklist

Organization	Workflow	Activity
Root	GEOS Boyle, Toby 757789086 <small>Ready</small>	Grad Appt Input WIN

Fill in WIN; aid year; all appointment type information; and choose if Dean allocation or not. At the bottom are three options – click **Complete** button when finished; click **Save & Close** button to save any changes but you are not ready to complete; click **Cancel** to empty and start over.

Input Information for Graduate Tuition Assistantship Appointment

Instructions: Please input Student WIN, select Financial Aid year, check on the appropriate Appointment Type, Responsibility, Appointment Level.

*WIN:

*Financial Aid Year:

*Appointment Type

GA
 DGA
 DA

*Appointment Responsibilities

Teaching
 Research-Discovery (Funds 25-30 ONLY)
 Research-Application

*Appointment Level

Full
 3/4
 2/3
 1/2

You must input the fund and department code you wish to use for this graduate tuition assistantship.

*Fund:

*Department:

Refresh your worklist after about a minute - workflow is gathering student data. Click on name to open form. At the top is student and dept information, followed by data fields you will need to input. Fill in the form (see below), click **Complete** and it will go to the next level approver chair or director (you also still have Save & Close and Cancel options).

NOTE: If you entered FA aid year incorrectly you must correct it at this step, it is an editable field, make the change and input the other data fields.

* **Department phone:**

Fund: 11

Department: 2200500

Previously used FA fund code: n/a

* **Please enter FA fund code:**

Appointment Type: DGA

Appointment Responsibilities: Research-Application

Appointment Level: Full

**Award information: Must be total new award amount per semester.
Please fill in changes to award amounts with dollar and cents, ie. dddd.cc
Please correct aid year if entered incorrectly from step one.**

Financial Aid Year:

Summer II:

Tuition award amount Summer II term:

Previous tuition award amount Summer II term: 25.00

Fall:

Tuition award amount Fall term:

Previous tuition award amount Fall term: 25.00

Spring:

Tuition award amount Spring term:

Previous tuition award amount Spring term: 25.00

Summer I:

Tuition award amount Summer I term:

Previous tuition award amount Summer I term: no change

Initiator comment:

NOTE: FA aid year can be changed if entered incorrectly in step 1. It will be denied if incorrect.

The GL combo code (fund+department) entered at first step is verified. If valid it goes to the chair. If invalid you receive an email, go back to the worklist to fill in valid fund and dept.

Please fill in a valid fund and department.

* Fund:
* Department:

Chair approval step is next, that person receives a notification email. Click Yes or No, if no for denial also add a denial reason. Click **Complete** button finished; click **Save & Close** button to save changes but are not ready to complete; click **Cancel** to empty and start over.

* Department Approval

Yes No

Reason for denial:

Dean approval step is next, that person receives a notification email. Click Yes or No, if no for denial also add a denial reason. Click **Complete** button finished; click **Save & Close** button to save changes but are not ready to complete; click **Cancel** to empty and start over.

* Dean Approval

Yes No

Reason for denial:

If this is a grant GL combo code next step is grants approval and then to the graduate college. If not a grant GL combo code next step is the graduate college.

* Graduate College Approval

Yes No

Reason for denial:

Once approved all roles will be notified by e-mail and receive all workflow data within that email. A Cognos report is also available, and this data is updated nightly. At any approval step in the process the request can be denied. If denied all previous approvers will get a denial email and the workflow returns to the initiator first step with all original parameters displayed but each can be changed, as needed.