

Getting Started in the Graduate Student Progress System: Student Notes

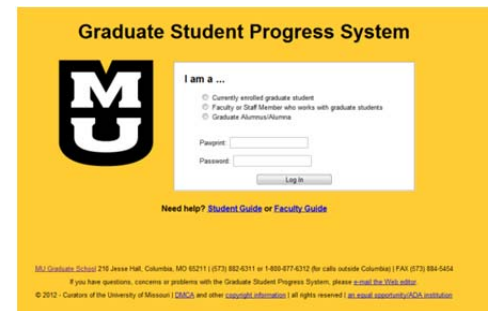
The GSPS is a secure site and works best with Internet Explorer. Minimum Requirements:

- Internet Explorer 6 and 7, Firefox 2+ for both Mac and PC, and Safari.
- **Cookies** and **Javascript** must be enabled (turned on)!

NOTE: If using an earlier version of Firefox 1 or Internet Explorer, you may have difficulty. Please upgrade your web browser. Campus users should contact an IT person for an upgrade. Older browsers could expose you to numerous bugs, exploits and viruses. If you get a security warning, you may bypass it because the site security certificate is current.

NOTE: The MU Graduate School requires that students complete the basic functions in the GSPS. You must also submit an annual progress report.

To Locate the GSPS: Go to <https://gsp.s.missouri.edu>.



Before you begin, click on **“Student Guide”** in the middle of the login screen to find an introduction & help.

Log in for first time student users

1. Go to <https://gsp.s.missouri.edu>

2. Select “Currently enrolled graduate student” button.

3. Type in your official MU “pawprint” (ID) and password.

4. Click the Log In button.

5. Select the **“Basic Information”** button in the left column.

6. Input ALL basic information: name, official name of degree you are pursuing, primary adviser, contact information, academic information and committee members. **Save.**

7. After saving your basic information, click the gray **Home tab** (top right) to launch the other menu options. Remember: All sections must have been completed and saved before other the features become available.

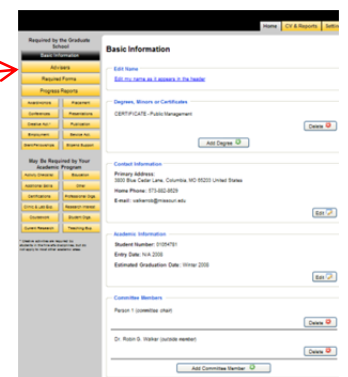
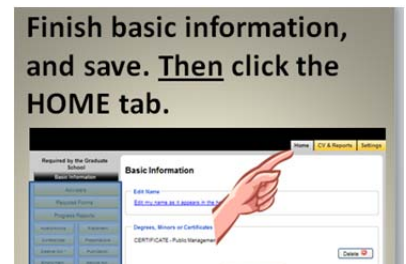
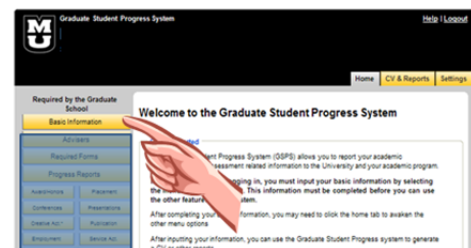
8. If clicking the home tab does not populate the page with yellow buttons in the left column, log out of the GSPS.

9. Close the browser. Restart your browser. Log back into the GSPS. You should see all the buttons on the left side. If not, make sure you saved your basic information. Click the home tab again.

10. Click each button (e.g., advisers, required forms, progress reports) and follow the instructions.

- Note: You must enter your primary adviser under the **ADVISERS** button. Otherwise, she/he cannot view your reports. **Save!**
- If other faculty must review your annual reports, (e.g., co-adviser, rotational advisers, committee members) they must be added on the **ADVISERS** panel too.
- Once you have listed your adviser, he or she will log into the GSPS system and confirm your name. This step must be completed before he or she can view your record.

11. To create your required annual report, click Progress Report (4th button). Click “Show Progress Report Form.” Respond to all questions. Do not exceed 4,000 characters per box. When finished, **SAVE!** An email notification goes to your adviser automatically.



HELP: Note the “Help” function at the very top right corner of every page. First click the yellow button you need (for the area you will work in) then click “Help.” The information will be specific to that panel.

Tip: Always save a PDF copy of your complete GSPS record. How: Click the **CV & Reports** tab in the upper right corner. Click “Assessment Report.” Add the inclusive dates of your graduate degree program. Click “Create Report.” Proofread. Save the PDF.

Common Problems Reported by Students

Problem: Cannot login to the GSPS (error message or does not respond)

Checklist:

- Make sure your user information is correct in the MU directory. You can test for this by using the Global Address Book in Outlook and/or the directory at <http://www.missouri.edu>
- Login with your regular MU pawprint (ID) and password
- Make sure you do not have a slash (/ or \) in your password. This throws off the database.
- If you get a security certificate warning, please ignore it. The site has a current security certificate.
- Note: If you clicked “log in” twice, the database will have to be reset. Do you recall doing this?

Note: While it does not happen often, technical “glitches” do occur, such as a server problems. If you cannot login, close the browser or shut down for a while. Wait an hour or so, to give systems a chance to get fixed, and try again.

Problem: Had a break in graduate study (alumni or attritional) but now a MU grad student (cannot log in or record is empty)

- Contact your former department to update your student status in the GSPS. Alumni and attritional students must be switched back “active student” status by the director of graduate studies or designated departmental staff contact.

Problem: Cannot log in or records are missing—grad student is also a current MU employee

- Always click the **student** button to login and locate your GSPS student records.
- The faculty-staff login is for administrative access only by authorized degree program personnel.
- If your records are locked, notify gradwebeditor@missouri.edu of your dual status (student-employee).

Problem: Student’s name does not appear on the advisor’s My Students list.

- Student must login the GSPS to verify the correct (a) degree and (b) adviser(s) are entered. Advisers must be listed under the **ADVISERS** button. To do this, enter adviser pawprint in the GSPS and click **SAVE**. The full name should appear. If the wrong name appears, delete and try again. This action links the student record to the correct adviser.
- Note: In some disciplines, not all committee members serve as advisers. Thus, only the faculty members you list under the **ADVISERS** button will be able to view and respond to your progress reports.
- Confirm the **advisor’s pawprint** in the global Outlook email directory. Make sure you that have selected the correct faculty name. If you are unsure about your adviser’s full name, contact your department or your adviser.
- Ask the advisor to confirm that your name now appears on his or her My Students list in the GSPS.

TIPS: When you update your record but cannot view your changes, it could be that your computer has stuck on the old page. Log out of the GSPS. Close the browser entirely. Login again. If you are using Firefox, you might try Internet Explorer.

Problem: Adviser cannot view the student’s progress report.

- Student must login the GSPS to verify the correct (a) degree and (b) adviser are entered.
- Adviser must confirm the advisee name on the My Students list in the faculty GSPS function.
- Student must make sure that the progress report did not exceed 4,000 characters. If the report is longer, break into sections (e.g., part 1, part 2, part 3) to upload as individual “reports.”
- Student should reload the report in smaller sections and **SAVE**.

Problem: Change of committee chair or members

- Names cannot be edited. Instead, delete names you do not need and add the new ones.
- Login to the GSPS and go to Home panel.
- Delete old name(s)
- Add new name, adviser type, and click **SAVE**
- Log out. Log back in to GSPS to verify that the changes saved.

If you have checked all of the above and problems persist, please send a detailed note to gradwebeditor@missouri.edu about your problem. Explain what happened, what you cannot do or view and any error message you receive. Include your name, pawprint, official degree title, and if you are a master’s or doctoral student. Thank you.