



Approving Graduate Assistantship Agreements

For DALs and hiring department officials.

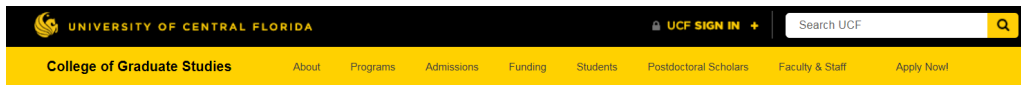
DAL (Department Authorization List) and hiring department officials approve graduate assistantship agreements online. Students will also sign their assistantship agreements online.

- When an agreement is ready, the approver (DAL or hiring department official) receives an automated e-mail from gradassistantship@ucf.edu to the person’s official UCF Business Email. The message says, “The graduate assistantship agreement described above is ready for your review and decision. Please follow the instructions below to submit your decision as soon as possible, so the hiring of this student will not be delayed.” It provides instructions for logging in and reviewing the agreement online.

Assistantship Agreements Approval - Login page

Navigation: https://ww2.graduate.ucf.edu/GFS_Assistantships/

The first time you login, choose New User and enter your UCF Business Email and the month and date of your birthday (Example: May 12=0512) and then click Sign Up. A new e-mail is sent to your UCF email. In your UCF Email find the new e-mail, open it, and click on the authentication link provided. When the webpage displays, enter your UCF Email, create your password, and click Submit to login.



Graduate Financials System

Assistantship Agreements Approval

This is a UCF College of Graduate Studies website used by hiring department and program officials and students to review graduate assistantship agreements online and electronically sign them.

I am a(n) New User Existing User

UCF Email:

Birthdate:
Ex: May 12 = 0512

The next time you login, choose Existing User and enter your UCF Email and password. Your password will not expire. If you forget your password, reset it through **Forgot Password**.

After logging in, the acceptance page displays with brief instructions. In the list of agreements awaiting your decision, click on an agreement to review the agreement details.

Scroll down and review the details of the Graduate Assistantship Agreement(s). Select **Approve** if no changes are needed to the agreement. After your approval is submitted, the agreement goes to the next approver or to the student if you are the last approver.

Decline stops the approval workflow and the agreement creator is notified of your decision by e-mail and can see your decision and comment in the student’s agreement record in the Graduate Financials System. Please explain why you are declining the agreement in the comment box.

To submit your decision, select **Accept** or **Decline**, enter a comment (optional) and hit **Submit**.