QUICK INSTRUCTIONS FOR DOCTORAL STUDENTS

Step 1 – Log into your Student Portal to initiate your Annual Evaluation Form

- Log into your Student Portal at: https://my.fiu.edu/
- On your Student Center, under your To Do List, click hyperlink labeled Annual Evaluation – Pending
- To initiate form, click on tab labeled *Add a New Value*

Step 2 – Review populated information to ensure accuracy. Before completing required sections 1 and 2:

- If you do have a committee on file and it is not accurate, please do not complete the form until your committee is updated. To update your committee, you must first submit a revised committee (D1r) form to the UGS. Once approved and your committee is updated, you can proceed to the completion of your form
- If your committee is accurate, check Committee Member Box to confirm and continue with sections 1 and 2
- If you do not have a committee on file, continue with sections 1 and 2

Step 3 – Click on Submit button in section 7 to route form to the next level of approver

Step 4 – Once your form is reviewed and signed off by Major Professor / GPD, complete section 5:

- Enter date of your evaluation meeting with your committee and/or GPD (if you do not have committee)
- Check box to confirm meeting and review of evaluation
- Click on the Submit button to route it to the next level of approval