

QUICK INSTRUCTIONS FOR GRADUATE PROGRAM DIRECTORS/ COLLEGE DEANS

After all committee members sign-off, the Graduate Program Director/College Deans will receive an email notification and will be able to access the form through the email link or the Worklist tile in PantherSoft.

Step 1 – Log into PantherSoft to access Form

- Log into your Campus Solutions at:
<https://psprod.fiu.edu/psp/students/?cmd=login&languageCd=ENG&> and click on the **Worklist** tile. Once there, on the top left side, please click on the blue link titled Detail, it will then change to a Summary and will show a list of your annual evaluations links for review

Note: The Annual Doctoral Evals and View Doctoral Evals tiles are used for **viewing purposes only**.

Step 2 – Review all sections and if comments are needed, please include them in section 7. Click on either Approve or Return to Major Professor. Please note that clicking on the “Return to Major Professor” option, will restart the approval process. The information entered won’t be lost as it will be available for edits.