

QUICK INSTRUCTIONS FOR DOCTORAL STUDENTS

Step 1 – Log into your my.fiu.edu to initiate your Annual Evaluation Form (*Please see Screenshots on pages 1 and 2*)

- Log into: <https://my.fiu.edu/>
- Please make sure to select your **Student** environment
- Select Tasks tile and click on **Annual Evaluation – Pending** on the To Do List
- Click on prompt, ***Please click here to proceed to the form***
- 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:

- ***IMPORTANT:** 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

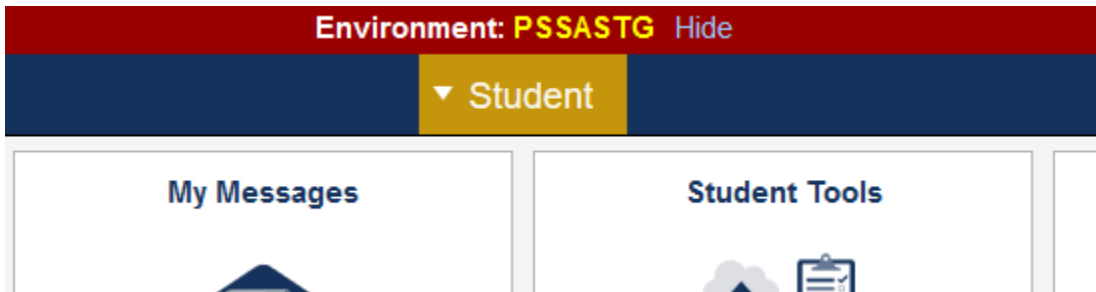
Step 3 – Click on Submit button in section 7 to route form to the next level of approver

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

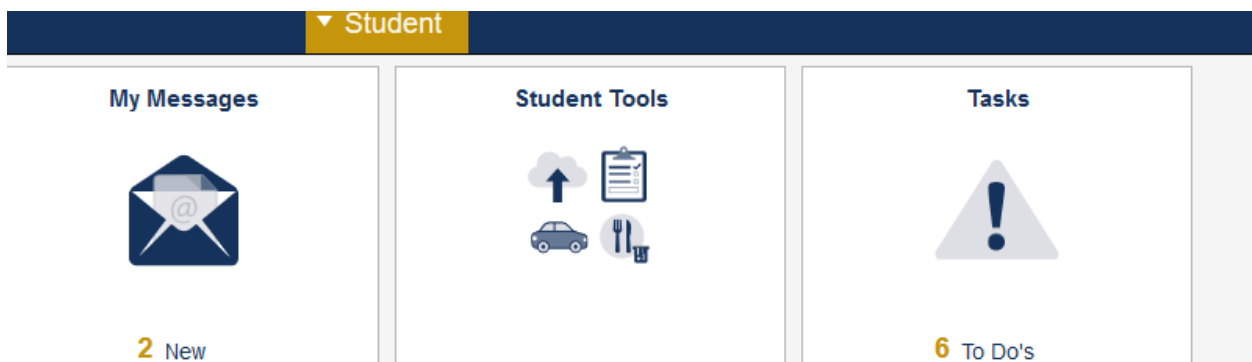
- Enter date of your evaluation meeting with your committee and/or GPD (if you do not have committee)
- Check box to confirm meeting and review of evaluation
- Click on the Submit button to route it to the next level of approval

Screenshots for Step 1

1. Make sure to choose Student environment



2. Choose Tasks tile



3. Choose Annual Evaluation – Pending

To Do List

Task	Status
D1 - Approved	Initiated
D2 - Pending	Notified
D3 - Pending	Notified
D5 - Pending	Notified
ETD Approval Form - Pending	Notified
Annual Evaluation - Pending	Notified

Task Details



Annual Evaluation - Pending

Academic Career Graduate

Career Number 0

Status Notified

This evaluation must be received by the deadline indicated on the form. If not received by the deadline, a registration hold will be placed on your account. For tutorials on the submission and completion of this form, please visit the UGS website and click under Students > Forms > Annual Student Evaluation and Mentoring Form.

[Please click here to proceed to the form](#)

- To initiate form, choose the tab Add a New Value

< Tasks

Annual Student Evaluation

Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value

Add a New Value

Search Criteria

Student ID begins with

Academic Year begins with

Submit Date =

Workflow Status begins with

Student Name begins with

Academic Program begins with

Academic Plan begins with