

QUICK INSTRUCTIONS FOR DOCTORAL STUDENTS

Step 1 – Log into your my.fiu.edu to initiate your Online Dissertation Milestones *(Please see Screenshots on pages 1 and 2, as well as how to navigate online dissertation milestones).*

- Log into: <https://my.fiu.edu/> - Please make sure to select your **Student** environment
- Select Tasks tile and under the To Do List, click on any of the PENDING dissertation milestones (i.e. [Diss Committee](#) / [Diss Proposal](#) / [App for Candidacy](#) / [Diss Req Oral Defnse](#) / [ETD Approval](#)) that you wish to initiate
- Click on prompt, [Proceed to Dissertation Activity Guide](#), to start off your online dissertation milestone

Step 2 – Review populated information to ensure accuracy.

- Please keep in mind that you can either Save or Submit your online dissertation milestone
- To navigate across all forms, click on the Previous or Next buttons at the top right
- To exit, click on the Exit prompt at the top left

Step 3 – To submit, click the Submit button at the top, and it will be routed to the next level of approver. Otherwise, use the Save button, to save your dissertation milestone form until is ready for submission.

Step 4 – Please do keep track of your online dissertation milestone(s) by checking your To Do List. It is your responsibility to ensure that your online dissertation milestones are received on a timely manner.

Important: Please be advised that if you filed a hard copy milestone form, and it shows as approved on your To Do list, this will not be reflected in the current online dissertation milestones. Should you need a copy of any previously filed dissertation form, please reach out to your academic department.