

## QUICK INSTRUCTIONS FOR MAJOR PROFESSORS/GRADUATE PROGRAM DIRECTORS/ COLLEGE DEANS

**Step 1** – Log into PantherSoft to access online dissertation milestones


- Log into your Campus Solutions at: <https://mycs.fiu.edu/psp/stdnt/?cmd=login> and select your FACULTY Environment.

**Step 2** – Click on the Approvals Tile to access any online dissertation milestone available for your review

- Make your decision by either selecting the Approve button OR to return, click on the Send Back to Student button (For Major Professors) or Return to Major Professor button (For GPDs and Deans)

Please note that returning online dissertation milestones will restart the review/approval process. The information entered won't be lost as it will be available for edits.

**Important:**

- For your convenience, any online dissertation milestone available for your review is listed on the left side menu of the screen. If you have more than one, click on the one you wish to select.
- Note that the selected online dissertation milestone will appear in the center of the screen.
- Click on  at the top right of the screen to view a history of the online dissertation milestones you may have approved.