

Upon approval by the student and Major Professor sign-off, the annual evaluation is ready for the sign-off of the entire dissertation committee. The annual evaluation can be accessed either via your Worklist tile or via the automated email notification link sent after the student and major professor signs-off.

Step 1: Log into Panther Soft

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

Step 2: Click on **Worklist** tile

Note: The Annual Doctoral Evals and Student Evaluation Form View are used for **viewing purposes only**. The Worklist is the tile for approval.

Step 3: Click Detail View (top left)

Click on the blue link titled Detail View. This will prompt a change to “Summary”, which will include a list of your annual evaluations links for review.

Step 4: Click Approve button (bottom of the page, section 7)

Before approving, review all sections and then click the Approve button.