

QUICK INSTRUCTIONS FOR DOCTORAL STUDENTS

Step 1: Log into your my.fiu.edu to initiate your Annual Student Evaluation (*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
- On the To Do List, click on **Annual Evaluation – Pending**
- 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 top part of Section 1

➤ **IMPORTANT:** If you have a committee on file and it is not current on your Annual Student Evaluation, do not initiate your Annual Student Evaluation until your dissertation committee is updated. To update your committee, you must first submit a Revised Dissertation Committee to the UGS. Once your committee is updated, you will see it on your Annual Student Evaluation and you may proceed with the completion.

- 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: Complete Section 1 and 2

After the completion of your Sections 1 and 2, click on the Submit button to route it to the next level of review.

Step 4: Complete Section 5

Once your Annual Student Evaluation is completed and approved by your Major Professor/GPD, complete section 5 as follows:

- 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

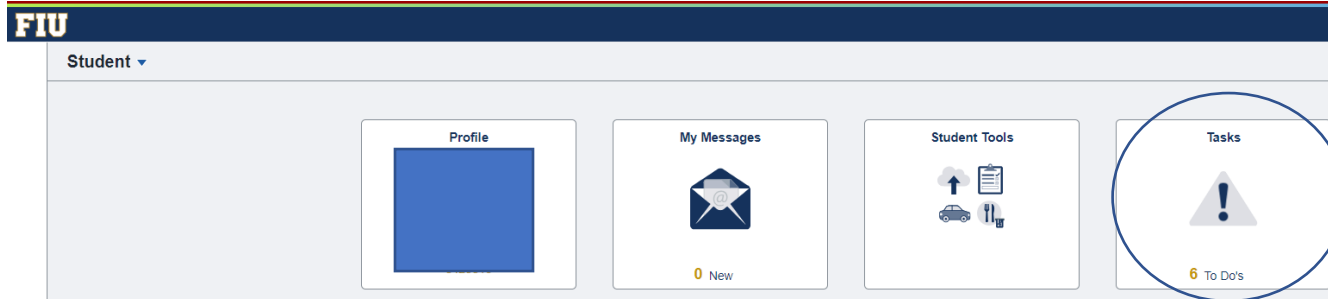
Step 5: Monitor the submission of your Annual Student Evaluation

After your final sign-off, your Annual Student Evaluation will be routed to three levels of reviews and approvals.

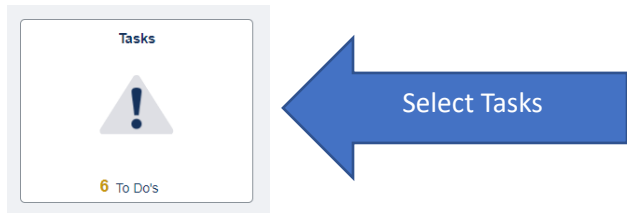
- Make sure to follow up accordingly to ensure that your Annual Student Evaluation is received by UGS in a timely manner.
- Annual Student Evaluations' received by UGS in a timely manner will not incur fall registration holds.

Screenshots for Step 1

1. Make sure to choose your Student Environment on Panther Soft.



2. Select Tasks tile



3. Click on Annual Evaluation – Pending

The screenshot shows the 'Tasks' page. At the top, there is a dark blue header with the word 'Tasks' in white. Below the header, there is a 'To Do List' section. The list contains seven tasks, each with a 'Status' column and a right-pointing chevron. A blue arrow points to the 'Status' column of the first row, 'Annual Evaluation - Pending', with the text 'Click' written inside the arrow.

Task	Status
Annual Evaluation - Pending	Notified
App for Candidacy - Pending	Notified
Diss Committee - Apprvd	Initiated
Diss Proposal - Pending	Notified
Diss Req Oral Defense- Pending	Notified
ETD Approval Form - Pending	Notified

4. Click on [Please Click here to proceed to the form](#)

Task Details ×

Annual Evaluation - Pending

Academic Career Graduate

Career Number 1

Status Notified

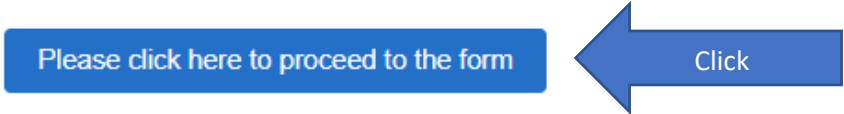
DUE at UGS: The Annual Student Evaluation and Mentoring Plan is due at UGS by the deadline indicated on the form.

Failure to submit to UGS on a timely manner will result in a registration hold for the upcoming fall semester.

Check with internal departmental deadlines with your academic department/college, as those deadlines are earlier. Make sure to schedule and complete your meeting early in the term to ensure a smooth submission of your Annual Student Evaluation.

For tutorial training related to the submission and completion of the Annual Student Evaluation, please visit the UGS website, and click under Students>Forms>Annual Student Evaluation and Mentoring Form.

It is your responsibility to monitor and ensure that your Annual Student Evaluation form is received at UGS in a timely manner.



5. Click on **Add a New Value**, to prompt your new form

Annual Student Evaluation

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

