

ADMIN ROLES | MANAGE GRADUATE ADMINISTRATIVE ROLES

Locate the Service:

- Graduate School Website > Faculty/Staff page > Online Services (Login Icon at upper right)
- URL: <http://graduate.ua.edu/gs.html>
- Click on 1a. ADMIN ROLES – Graduate Administrative Roles

Login:

- Select your department and enter generic departmental login id and password
- If you forgot the password, then click on the Password Reminder link. You may also change your password online.
- Please contact graduate.school@ua.edu for any technical inquiries.

Main Menu:

Upon successful login, you will see the main menu with the following task list:

1. Department Profile
2. Assign New Administrative Role
3. View Administrative Roles
4. Send Group Emails
5. Download Admin Role Lists
6. View Summary Reports

Task 1: Department Profile

Department profile allows you to view basic information about your department, such as: degree programs provided by the department, based on ACHE inventory, department's generic contacts and website. The graduate activities in association with the Graduate School are also listed for view only. You may update the departmental contacts; however, if you have any changes required in other part of this section, contact us.

Task 2: Assign New Administrative Role

By clicking this task, you will be able to assign a new admin role (from the drop down list) in your department. Please fill in the form with appropriate data items and press "submit" to insert into the system. Note that your department already has a list of assigned faculty/staff in various graduate admin roles (as you will see in Task 3).

Task 3: View Administrative Roles

Here you will be able to view the list of current faculty/staff assigned into various administrative roles. You will also be able to view details or update any changes in the admin roles by clicking on the 'update' link (except for Graduate Faculty, Graduate Council Members – you will need to contact us if you have any updates in Graduate Faculty or Graduate Council members).

Task 4: Send Group Emails

You may want to send group emails to all or part of the admin roles in your department. This option is currently unavailable.

Task 5: Download Admin Role Lists

You may download all or part of the list of faculty/staff assigned for various graduate admin roles, including Graduate Faculty, into an Excel file.

Task 6: View Summary Reports

You can view summary reports, such as number of faculty/staff assigned into various admin roles, number by status or by both, etc.