

GTAWs | ANNUAL WORKSHOP for NEW GTAs

Online Registration Instructions for Department Users

- 1. Login to GTA Workshop Program:**
 - a. Click on the hyperlink <http://gradservice.aa.ua.edu/gtaws/dept.aspx> or copy this address into your web browser (best viewed by Internet Explorer). This link is also available from: Graduate School Website > Faculty/Staff button > Login Icon (upper right) > 4. Graduate Student Data Management > GTA Workshop Link
 - b. Select your department by clicking from the drop-down box and enter your password. If unsure of your password, please e-mail: graduate.school@ua.edu

- 2. Update GTA Coordinator Information:**
 - a. After successful login, click on "Update GTA Coordinator Information" on the main page.
 - b. You will be directed to another program to re-enter your department and password.
 - c. Fill in the updated contact information, if any.
 - d. When you are finished inserting your information, click on "Update" to save the GTA Coordinator information.

- 3. Register New GTA:**
 - a. Upon successful login to GTA Workshop Program, click "Register New Student for GTA Workshop" on the main page.
 - b. Fill in the GTA information form. (** Note that certain fields are required before the form can be uploaded successfully. The system should prompt you if you miss required fields.)
 - c. Once the information form is filled out, click "Submit GTA Information." There will be a short pause while the system uploads the new GTA information.
 - d. A dialog window will appear telling you that your information has been saved; click "OK."

- 4. View/Update GTA Information:**
 - a. You will also be able to see a list of your GTAs entered into the system so far; the list is displayed in the lower part of the screen. To edit or delete a current record, simply click on the "Edit" or "Delete" columns to the right of the GTA name.
 - b. On the GTA form click "Update GTA Information" to save any changes that you make.