

## THE UNIVERSITY OF ALABAMA GRADUATE SCHOOL

**ITAP** | ITAP DATA MANAGEMENT SYSTEM

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Instructions for Department Users:

- 1. Locate the Login Page:**
  - a. Graduate School website > Faculty Staff page > Login Icon at Upper right
  - b. Web page: <http://graduate.ua.edu/gs.html>
  - c. Go to service no. 4 (Graduate Student Data Management)
  - d. Click *Department Users* at ITAP students
  
- 2. Login to ITAP:**
  - a. Select your department from the drop down list
  - b. Enter your departmental generic password and click login
  - c. You will see a number of options to work with, as mentioned below.
  
- 3. Register New ITAP Students:**
  - a. Registration for upcoming semester will be announced from The Graduate School for a specific time period with specific enrollment type, otherwise the registration will remain closed
  - b. Department may register their students as New, Exam Only or Repeating Students.
  
- 4. View ITAP Students in Your Department:**
  - a. Upon providing your selection criteria, you may view a list of ITAP students
  - b. By clicking the names of the students you will find their details
  - c. Once you are on the detailed information page, you may click on **PRINTVIEW** near the end of the page to print and archive in student's folder
  
- 5. Set Relative Priorities:**
  - a. This is related to the registration process
  - b. Once you have entered all student data for the upcoming ITAP session, you have option to prioritize the list of students for a particular term and type (New or Exam only, etc.)
  - c. This prioritized list helps Graduate School to set global priorities among the registered ITAP students from various departments for a particular session
  
- 6. Send Group Emails** (currently inactive)
  
- 7. Download:**
  - a. Set your Selection Criteria
  - b. Then you may download data in Excel file into your computer
  
- 8. Summary Reports:**
  - a. There are a number of summary reports:
    - i. number students by terms
    - ii. by country of origin
    - iii. enrollment type
    - iv. final evaluations
    - v. anticipated TA duties
  - b. Once the system is populated with actual data over the semesters, these reports will help the users to see the overall picture of the ITAP students and their activities
  - c. This will also help the administration in taking ITAP decisions or revise policies