

GTAWS | ANNUAL WORKSHOP for NEW GTAs

Instructions for Department Users

1. Login to GTA Workshop Online Registration Program:

- a) Click on **4a.GTAWS** at <http://graduate.ua.edu/gs.html> to open the GTAWS login page. The link to the GTAWS login page is also provided on the GTA Workshop main page at http://graduate.ua.edu/events/workshop_gta.html
- b) On the login page, select your department from the drop-down box and enter your login id and password. We have created personal login ids and passwords for all departmental GTA Coordinators and their respective admin assistants, if any, as recorded in ADMIN-ROLES system. If you need to **update** your department's GTA Coordinator or Admin Assistant to the GTA Coordinator, then please login to **1a.ADMIN-ROLES** at <http://graduate.ua.edu/gs.html>.
- c) A **general rule** that we followed to create individual login account (who has been assigned as the GTA Coordinator or his/her administrative assistant) is as follows:



- d) On the login page, there is a link to **change** the password and you may do so anytime. If you are unsure of your password or you have problems in login, please e-mail: graduate.school@ua.edu .

2. System Main Menu:

- a) After successful login, you will be redirected to the main page, where you will see the name(s) of your department's current GTA coordinator and GTA Coordinator's administrative assistant, if any. Please refer to 1(b) above if you need to update the GTA admin roles.
- b) The system will automatically populate the GTA Workshop year with current year, and will show the list of currently registered GTAs, if any.
- c) On the main menu, you have the options for registering new GTA for **current year only**, or **view list** of GTAs for any selected year, or view a **summary report** on the number of new GTAs registered in the current and past years.
- d) The survey (option 3) is conducted once in every two years by invitations only.

3. Register New GTA:

- a) By clicking #1 (new registration) on the main page, you will see an online registration form.
- b) Fill in the form with appropriate GTA information.
- c) Once the information form is filled out, click "Submit GTA Information" button. There will be a short pause while the system saves the new GTA information. A dialog window will appear telling you that your information has been saved; click "OK" to go back to main page, which is described in #2 above.
- d) At this point on the main page, you will see an **updated list** of GTAs, including the new GTA you just registered. You may also **update** or **delete** any GTAs from the list as needed, by clicking respective links on the data row in the GTA listing table.