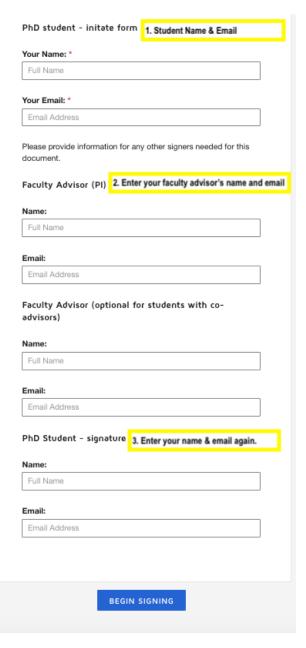
2023-2024 PhD Annual Evaluation Instructions

- Go to the <u>PhD Annual Review Form</u> and <u>fill in your name and email in the PhD student initiate</u> form section.
- 2. Enter the name and email for your faculty research advisor in the role listed below.
- 3. **Enter your name and email again in the PhD student signature section**. *Important: You should enter your name and email twice so that you will be able to initiate and then sign the form.*
- 4. Click the blue begin signing button. *In order to avoid an error message, you may need to Allow Location Access.*



5. Enter your Student ID number and select the number of years you have completed from the drop down.

- 6. **Click the gold finish button** to route this to your faculty advisor.
- 7. The **form will be sent back to you to sign** to acknowledge after your faculty advisor completes and signs.
- 8. Signers will receive an email inviting them to complete and sign this document. You will also receive an email copy once everyone has signed.