

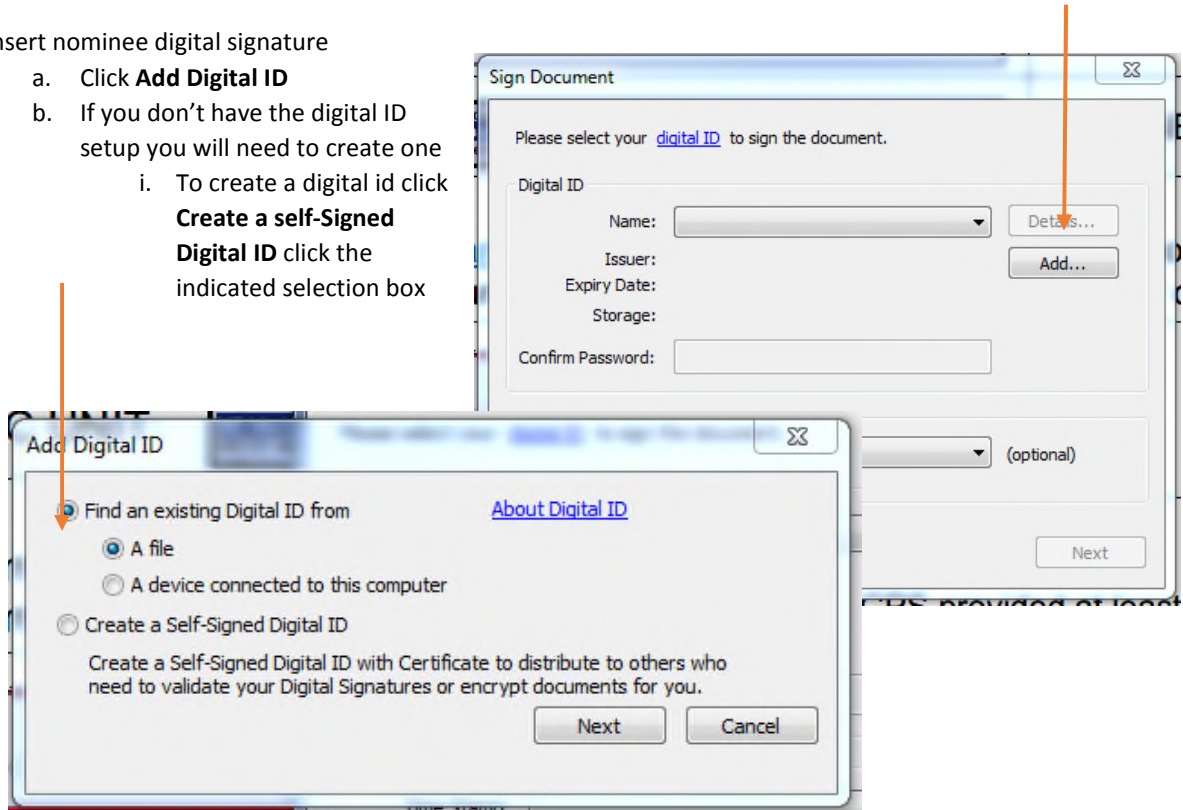


## Form GPS 501 Work Instruction

1. Insert date of submission to CGPS using **yy-mm-dd** format
2. Select which type of membership is being requested
3. Insert full name of nominee
4. Insert nominee BID (or NSID) number
5. Select the academic unit
6. Insert nominee email address

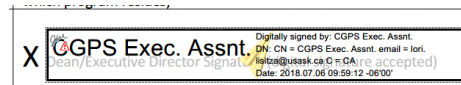
Please ensure the nominee has reviewed the roles and responsibilities of a supervisor of a graduate student, a committee member, a course instructor and/or an external examiner.

7. Insert nominee digital signature
  - a. Click **Add Digital ID**
  - b. If you don't have the digital ID setup you will need to create one
    - i. To create a digital id click **Create a self-Signed Digital ID** click the indicated selection box



- ii. Fill in all applicable information
- iii. Save this new digital signature as appropriate (Nuance will remember this signature on subsequent uses)

- c. Click **save**
- d. The signature will now appear in the form



8. Once all signatures have been completed and form has been checked for accuracy, attach the nominee's CV, and brief statement using the Nuance paperclip feature -> click the paperclip -> then the + sign to add the documents required
9. Click File -> Save as ... using your unit's naming convention
10. Nomination packages may be sent via email to [cgps.ea@usask.ca](mailto:cgps.ea@usask.ca) or via mail to CGPS, THORV 116 Attn. Executive Assistant.

