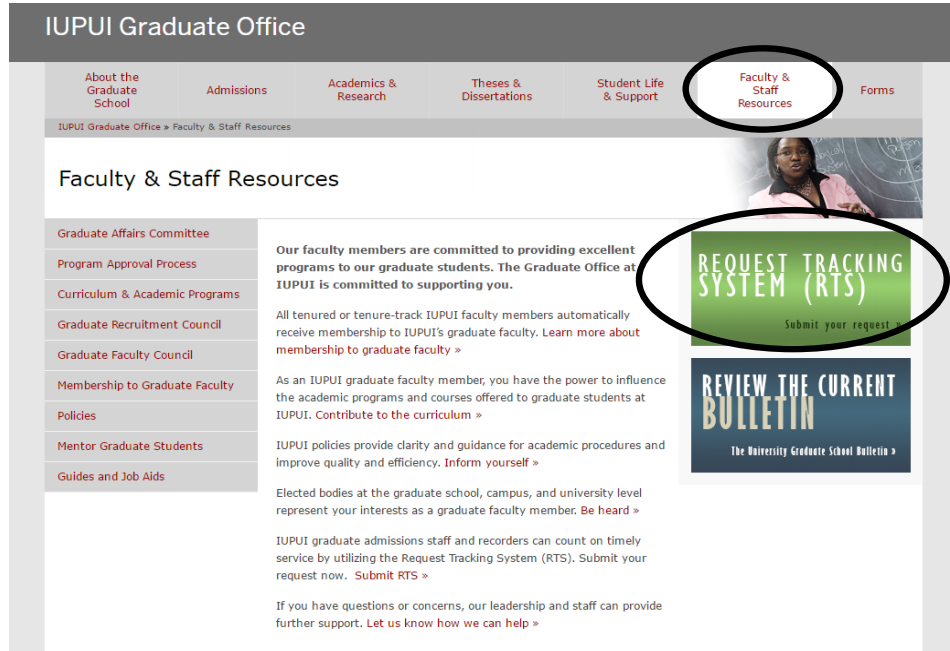
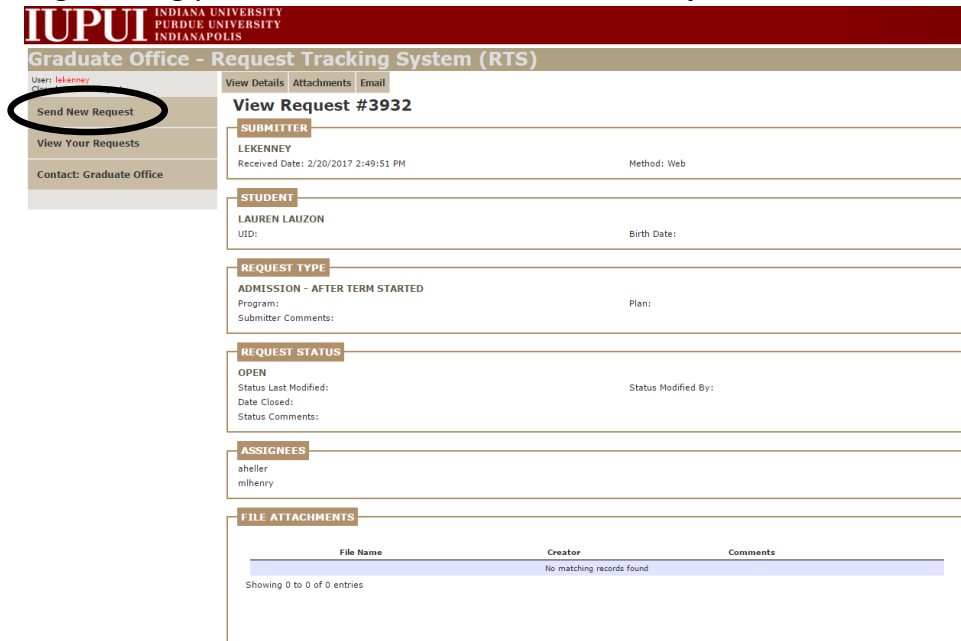


## GUIDE TO THE REQUEST TRACKING SYSTEM FOR PROGRAMS

1. Go to graduate.iupui.edu.
  - a. Click on “Faculty and Staff Resources”.



2. Log on using your IU credentials and **Send New Request**.



3. Fill in the required information (including the UID) and click **Submit**.

### Send a Request

**REQUEST DETAILS**

• Indicates required field.

**STUDENT INFORMATION**

**FIRST NAME**•  **LAST NAME**•

**UID**•  **BIRTH DATE (MM/DD/YYYY)**•

•Although not required to send a request, either the UID or Birth Date is very helpful when identifying the student.

**PROGRAM**  **PLAN (OPTIONS DETERMINED BY PROGRAM)**

**REQUEST**

**TYPE OF REQUEST**•

**COMMENTS (2,000 CHARACTERS MAX.)**

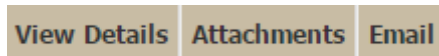
Characters Remaining: 1967

**FILE ATTACHMENTS**  
You may upload PDF, Word, and Excel files as attachments to this request. To attach email, please copy the email to Word and save as a Word document or PDF file.  **UPLOAD FILES?**

If you want to attach files, please indicate this by checking the box. After submitting this form, you will have the opportunity to attach files if this box is checked.

**Submit**

4. There are several options for you to manage your request (via **View Your Requests**) once it is submitted.



Review the details & status of your request

Attach necessary documentation

Contact the Graduate Office regarding your request

5. You will receive an email notification once your request has been closed.