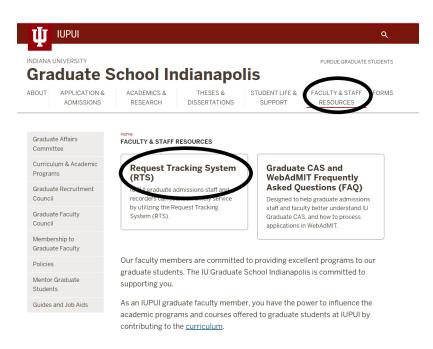


## **GUIDE TO THE REQUEST TRACKING SYSTEM FOR PROGRAMS**

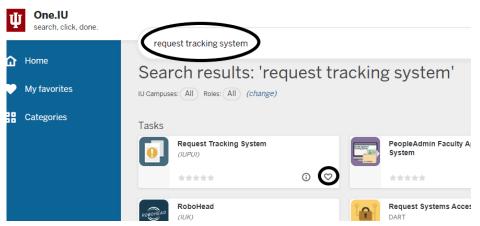
There are 2 ways of accessing the Request Tracking System

- 1. Go to the Grad Office Website at graduate.iupui.edu.
  - a. Click on "Faculty and Staff Resources".



## OR

2. Go to <u>One.IU</u>, search for Request Tracking System. Click the <sup>SV</sup> to add to your favorites.





3. Click Logon and it will automatically use your IU credentials

IUPUI INDIANA UNIVERSITY PURDUE UNIVERSITY INDIANAPOLIS			
Graduate School - Request Tracking System (RTS)			
	IU CAS LOGON Login was unsuccessful. Please correct the errors and try again:		
Contact: Graduate School	Please logon in order to send a request to the IU Graduate School. Not all IU account holders may logon. If you cannot logon, please contact the IU Graduate School and request access.		
	To most technical problems, please contact <u>WebHelp Team</u> . Logon The are uses the IU Central Authentication System. For additional information, see <u>IU CAS</u> .		

4. From the choices on the left side click **Send New Request.** 

n lekenney	- Request Tracking System ( View Details Attachments Email			
	View Request #3932			
end New Request				
ew Your Requests	LEKENNEY			
	Received Date: 2/20/2017 2:49:51 PM	Netho	d: Web	
ntact: Graduate Office	Received Date: 2720/2017 2:49:51 PM	Heato		
	STUDENT			
	LAUREN LAUZON			
	UID:	Birth I	Date:	
		- 1997 Ad 697 B		
	REQUEST TYPE			
	ADMISSION - AFTER TERM STARTED			
	Program:	Plan:		
	Submitter Comments:			
	REQUEST STATUS			
	OPEN			
	Status Last Modified:	Status	Modified By:	
	Date Closed:			
	Status Comments:			
	ASSIGNEES			
	abeller			
	mlhenry			
	initially			
	FILE ATTACHMENTS			
	File Name	Creator	Comments	
		No matching records found		



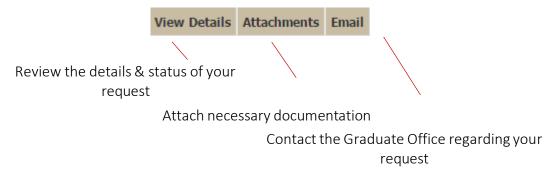
## **GRADUATE SCHOOL**

INDIANA UNIVERSITY INDIANAPOLIS

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

REQUEST DETAILS         • Indicates required field.         Please correct the errors and try again.         STUDENT INFORMATION         FIRST NAME•         Oliver         McCain         UID•         BIRTH DATE (MM/DD/YYYY)•         200012345         O5/02/2013         PROGRAM•         BUPA5         VID•         COMMENTS (2,000 CHARACTERS MAX.)•         Please term activate student for 4242         Characters Remaining: 1963	end a Request	
Please correct the errors and try again.          STUDENT INFORMATION         FIRST NAME•         Oliver         MicCain         UID•         BIRTH DATE (MM/DD/YYYY)•         200012345         D5/02/2013         PROGRAM•         BUPA5         REQUEST         TYPE OF REQUEST•         ADMISSIONS TERM ACTIVATION         Please term activate student for 4242	REQUEST DETAILS	
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	Characters Remaining: 1963	

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



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