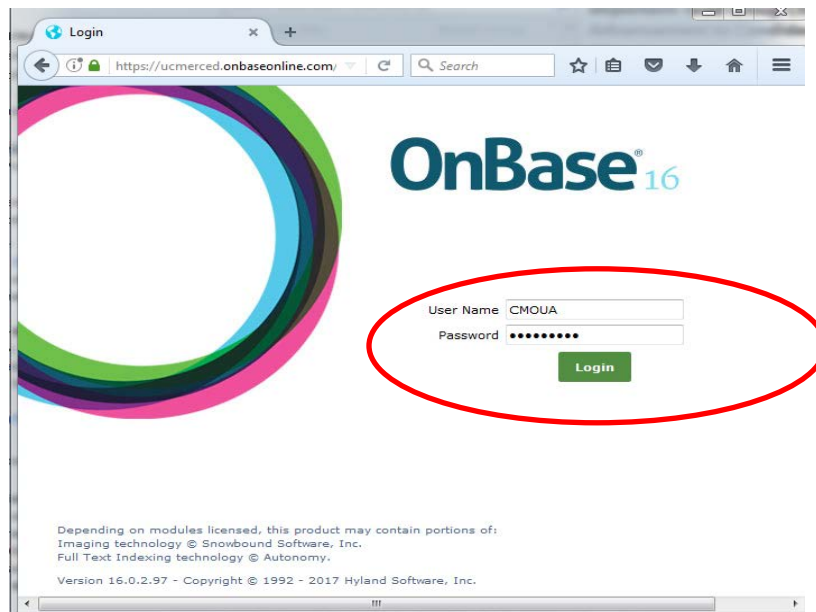


Electronic Advancement to Candidacy Form Masters & PhD– Instructions for OnBase submission

Approving as a committee member

1. Committee members will receive an email from the Graduate Division to serve on the student's committee.
2. The email will contain a link. Click on the link provided in the email (the form will open in your default browser. There are systems requirement for browsers, see the last page).
3. Log in using your UCM username and password. (Your username will display in all caps.)



4. Review the form. You must then, select “Agree” or “Decline” in order for the “Submit” button to show. Then click on the submit button after making your selection.

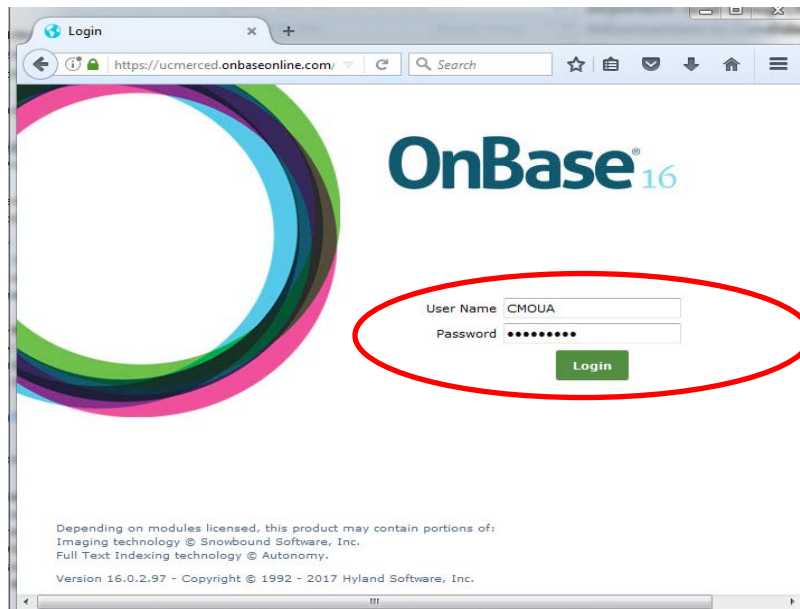
Please indicate your willingness to serve on the committee by selecting agree or decline below. Then, click on the “Submit” button to approve.

I Agree/Decline to be on the committee *	Committee Member Name	Committee Member Email
<input checked="" type="radio"/> Agree <input type="radio"/> Decline	MICHAEL CLEARY	MCLEARY4@UCMERCED.EDU


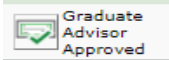
5. After you submit the form, you are done with the process and the form will disappear from your queue. You can exit the form by exiting out of the browser.

Approving as the Graduate Advisor or Program Chair

1. You will receive an email notification if you are the advisor or program chair of the student.
2. The email will contain a link. Click on the link provided in the email (the form will open in your default browser. There are systems requirement for browsers, see the last page).
3. Log in using your UCM username and password. (Your username will display in all caps.)



4. Review the form and make a selection in the Conflict of Interest section.

Note: If the student is a PhD or on a Plan 1 (Thesis) track, submitting the form is a two-step process. First, you must click on  to save your selection and then click on the  button to approve.

Note: If the student is doing the Comp Exam or a Project, it will be a one step process. There will be no conflict of interest section for you to review. You would only need to click on the

 button to approve.

5. After you submit the form, you are done with the process and the form will disappear from your queue. The form will then route accordingly. You can exit the form by exiting out of the browser.

Browser requirements

If you are on a Mac, you will need an older version of Safari to support the form. Otherwise copy and paste the link into Chrome or Firefox. Browser requirements are below.



OnBase[®] 16

An unsupported Web Browser has been detected. If you believe you have reached this message in error, please contact your administrator. The following browsers are supported:



- Internet Explorer 11
- Chrome 49+
- Firefox 45+
- Firefox ESR 45
- Safari 6.2.x, 7.1.x, 8.0.x, 9.0.x, 9.1.x, 10.0.x, 10.1.x

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