SETTING UP A GRADUATE COMMITTEE IN GIMS

To complete this process, you will go to https://gradschool.ufl.edu/gimsportal/gatorlink/portal.aspx and log in. This process is completed by Graduate Coordinators and Staff.

1. Select Enter GIMS and log in.

2. Enter the UFID/Name of the student and click Find.

3. Select Change.
4. Select Committee.

5. Appoint a committee chair by enter the **UFID** of the **Committee Chair**.

6. Next, enter the **UFID** of the other **Committee Members** and select Next.
   **Note:** This can be done all at once or as each member is added.

7. Click **Submit** to see committee information in GIMS.
   **Note:** The committee information will be sent to the myUFL Student Information System (SIS) in about an hour, where you will be able to view the student’s Graduate Committee milestone.
8. Double check that the **Committee** information has been entered correctly here.

9. If you need to add committee members at a later date, click **Change**.

10. Select **Committee**.

11. Enter additional members.
12. To search for the UFID of a committee member, click View List of Eligible Grad Faculty for Major.

![View List of Eligible Grad Faculty for Major](image)

13. Select the UFID for the faculty member you want to enter in your committee, then select Ctrl-C. Then, go back to the tab with the Committee page.

![List of Grad Faculty with UFID highlighted](image)

14. Paste the member’s UFID here using Ctrl-V. Select Next.
15. Select **Submit**.

16. Confirm the member has been added.

**ADDITIONAL HELP**

Further resources are available at:
https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/student-information-systems/

**Technical Help**
UF Computing Help Desk
352-392-HELP
helpdesk@ufl.edu

**Processes and Policies**
Graduate School Data Management
gradata@ufl.edu