

Graduate Supervisor and Supervisory Committee Portal

Guide for Supervisor and Supervisory Committee Members

OFFICE OF THE DEAN | 2024

graduate studies | YORK U



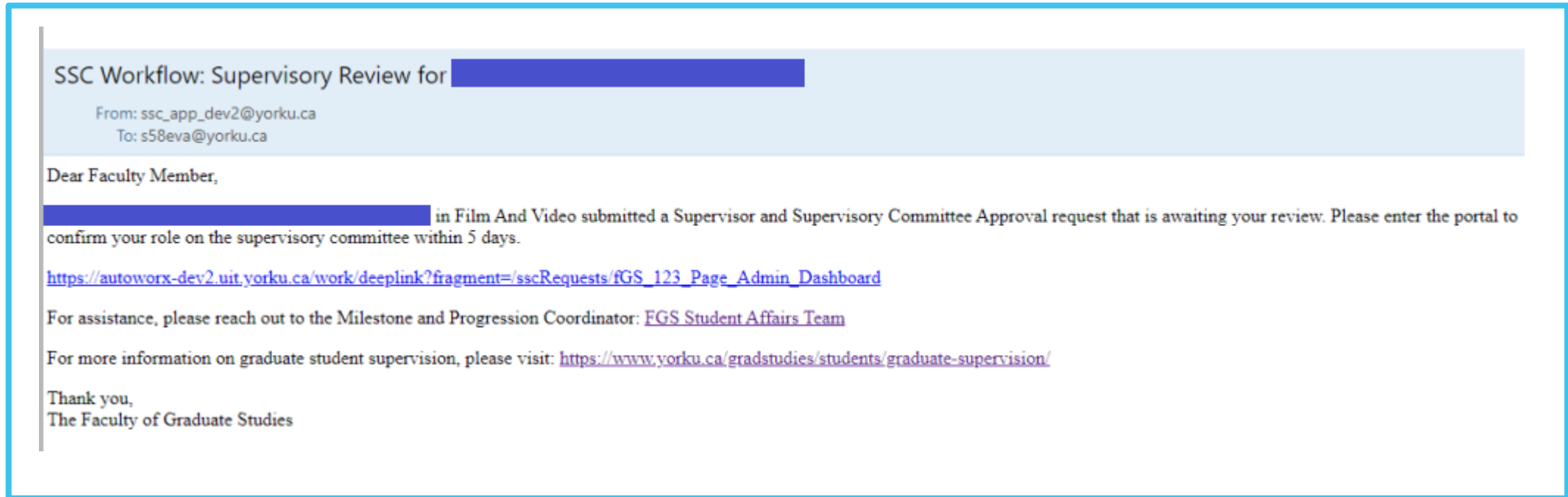
Navigating the Graduate Supervisor and Supervisory Committee (SSC) Portal

Navigating SSC Portal

- This guide describes the steps that a supervisor or a supervisory committee member will follow to review and confirm their acceptance or denial of a student's request to serve as a supervisory member.

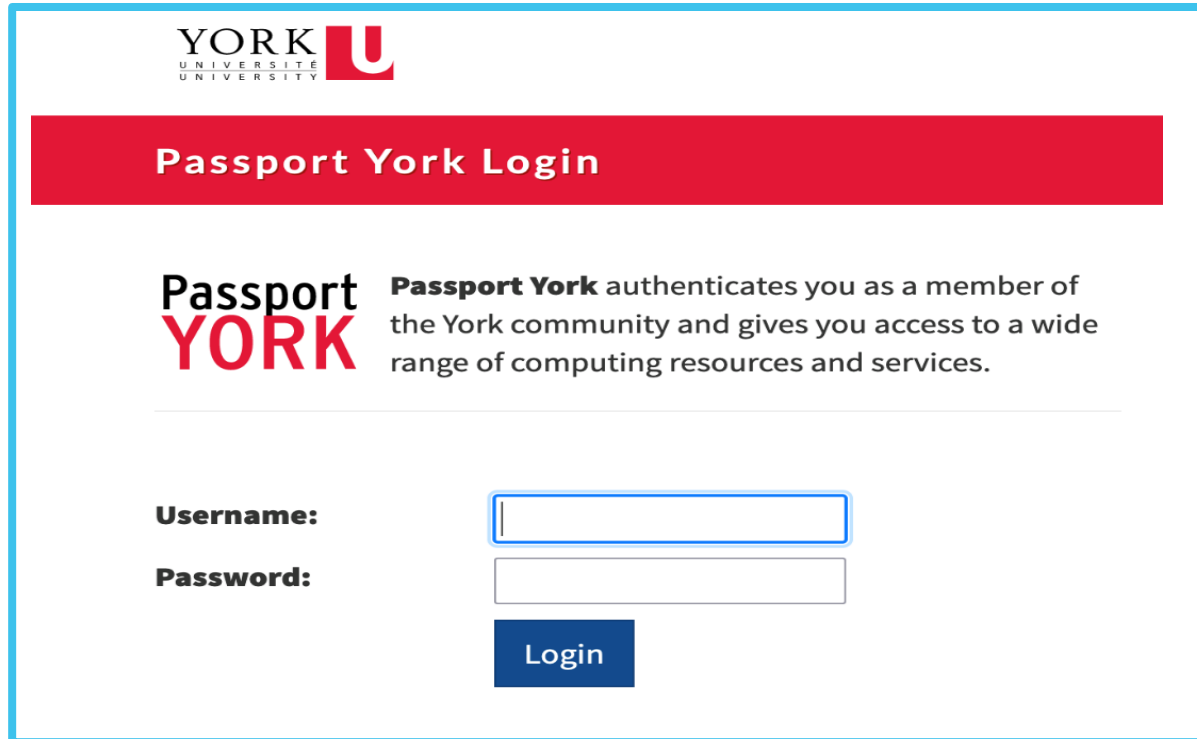
Email Notification

- Faculty members will each receive an email to their passport Yorku name-email notifying them that an SSC Request is waiting for review. The picture below shows a sample email:



Accessing the Portal

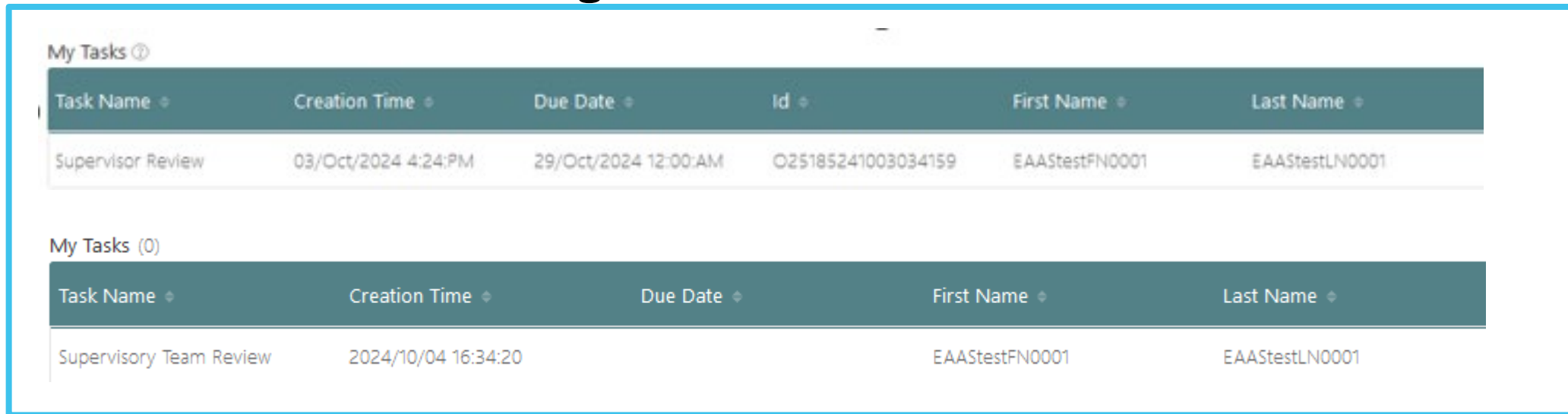
- Access the Graduate SSC Portal using your Passport York credentials either by clicking on the link in the notification email OR by accessing the login page (for staff and faculty) from the Faculty of Graduate Studies (FGS) [Graduate Supervision](#) webpage.



The screenshot shows the Passport York Login page. At the top left is the York University logo. Below it is a red banner with the text "Passport York Login". The main heading is "Passport YORK" in a large, bold font. To the right of the heading is a paragraph: "Passport York authenticates you as a member of the York community and gives you access to a wide range of computing resources and services." Below this is a horizontal line. Underneath the line are two input fields: "Username:" followed by a text box, and "Password:" followed by a text box. Below the password field is a blue "Login" button.

Claiming a Task

- In the “Tasks” tab is a “My Tasks” dashboard where SSC requests at the stage “Supervisor Review” (for supervisor) or “Supervisory Team Review” (for committee members) are waiting for review. Click on the submission.
- The picture below shows the “My Tasks” dashboard and that the submission under it that is awaiting review.



The image shows two screenshots of a 'My Tasks' dashboard. The top screenshot shows a table with one task: 'Supervisor Review' created on 03/Oct/2024 at 4:24:PM, due on 29/Oct/2024 at 12:00:AM, with ID O25185241003034159, and assigned to EAAStestFN0001. The bottom screenshot shows a table with one task: 'Supervisory Team Review' created on 2024/10/04 at 16:34:20, assigned to EAAStestFN0001.

Task Name	Creation Time	Due Date	Id	First Name	Last Name
Supervisor Review	03/Oct/2024 4:24:PM	29/Oct/2024 12:00:AM	O25185241003034159	EAAStestFN0001	EAAStestLN0001

Task Name	Creation Time	Due Date	First Name	Last Name
Supervisory Team Review	2024/10/04 16:34:20		EAAStestFN0001	EAAStestLN0001

Claiming a Task

- Review the details of the request. A chart displays the names and roles of the requested incoming and outgoing (if applicable) supervisory members.

Incoming Supervisory Committee (new and updated roles)

Full Name	Role	YorkU Passport ID	Email
Anne Stebbins	Supervisor	stebbins	stebbins@yorku.ca
EAAStestFN2010 EAAStestLN2010	Committee Member	eaas2010	eaas2010@my.yorku.ca

Outgoing Supervisory Committee Members

Full Name	Role	YorkU Passport ID	Email
EAAStestFN2007 EAAStestLN2007	Supervisor	eaas2007	eaas2007@my.yorku.ca
EAAStestFN2008 EAAStestLN2008	Committee Member	eaas2008	eaas2008@my.yorku.ca

Reviewer Decision

Please indicate your acceptance of your nominated role, or provide feedback to the student along with your rejection. *

- I accept the role of Supervisor for EAAStestFN0001 EAAStestLN0001
- I decline the role of Supervisor for EAAStestFN0001 EAAStestLN0001

Accepting the request to serve

- Bubble in your response to the request to serve. The screenshot below shows that the faculty member has accepted the role of supervisor.

Reviewer Decision

Please indicate your acceptance of your nominated role, or provide feedback to the student along with your rejection. *

I accept the role of Supervisor for EAAStestFN0001 EAAStestLN0001

I decline the role of Supervisor for EAAStestFN0001 EAAStestLN0001

Declining the request to serve

- Faculty members can also decline a request to serve.
- The picture below shows that the faculty member has declined a request to serve in the role of supervisor. Type a note in the free text notes box.

Reviewer Decision

Please indicate your acceptance of your nominated role, or provide feedback to the student along with your rejection. *

I accept the role of Supervisor for EAAStestFN0001 EAAStestLN0001

I decline the role of Supervisor for EAAStestFN0001 EAAStestLN0001

Notes to Submitter *

Unfortunately I am unable to supervise another student at this time.

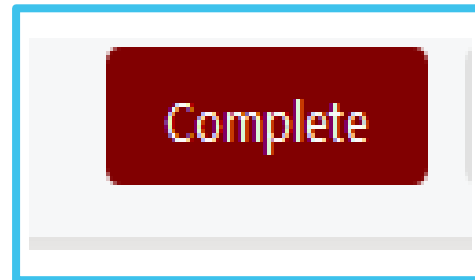
Return the Submission to the Graduate Program Assistant (GPA)

If a request is declined, an email notification is sent to the student and Graduate Program Assistant, and **a box at the top** of the SSC submission will show the note.

The SSC submission will be sent back once all supervisory members have had a chance to respond.

Supervisor and Supervisory Committee Review

- Complete your review of the request by clicking the “complete” button on the top right-hand corner. The picture below shows the complete button:

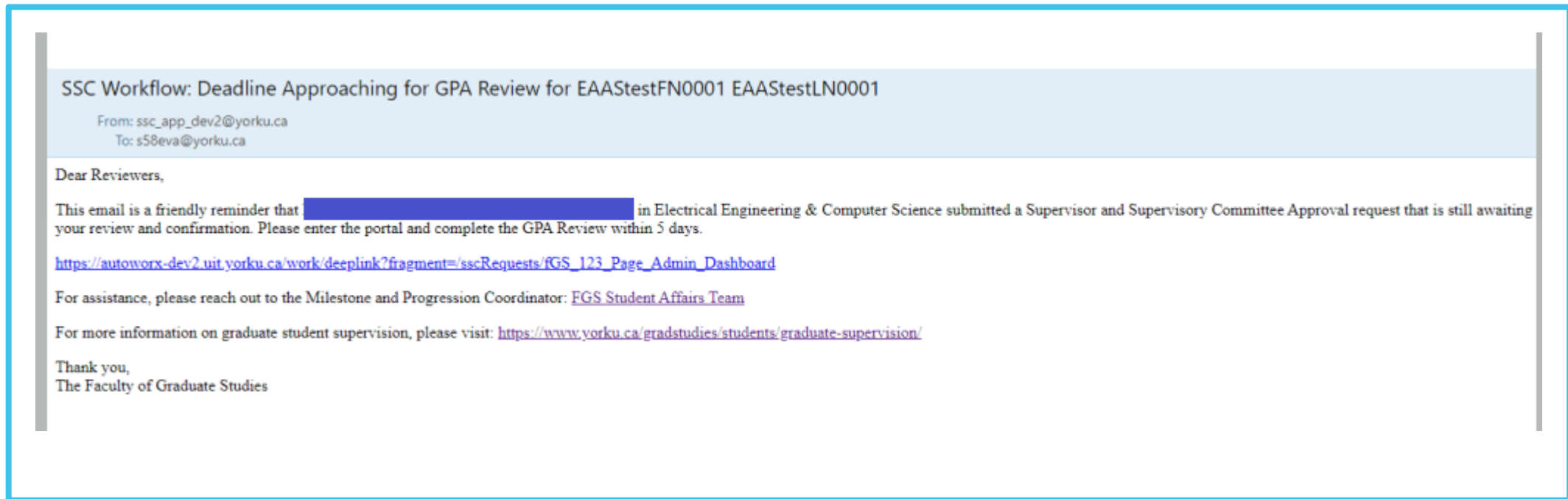


Timed-Out Submissions

- An email notification is sent when an SSC request is submitted. If the task is not actioned within 5 days, a reminder email is sent. If the task remains without action, then after 21 days it will “time-out” and be sent back to the student and Graduate Program Assistant. A note on the submission will indicate the username of the person who did not attend to the task so that any necessary follow up can occur.
- To avoid this, please login and complete the task to help the submission to keep moving through the approval process. Please reach out to Anne Stebbins stebbins@yorku.ca if you require assistance.

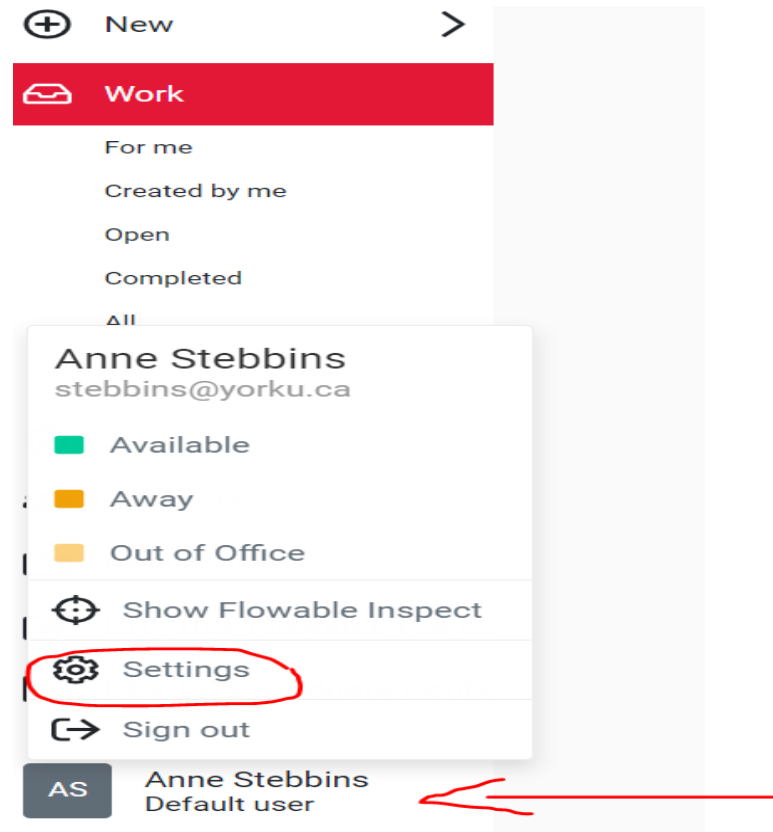
Reminder Email Notification

- Faculty members will receive a reminder email in their passport Yorku name-email notifying them that an SSC Request is still waiting for review. The picture below shows a sample email:



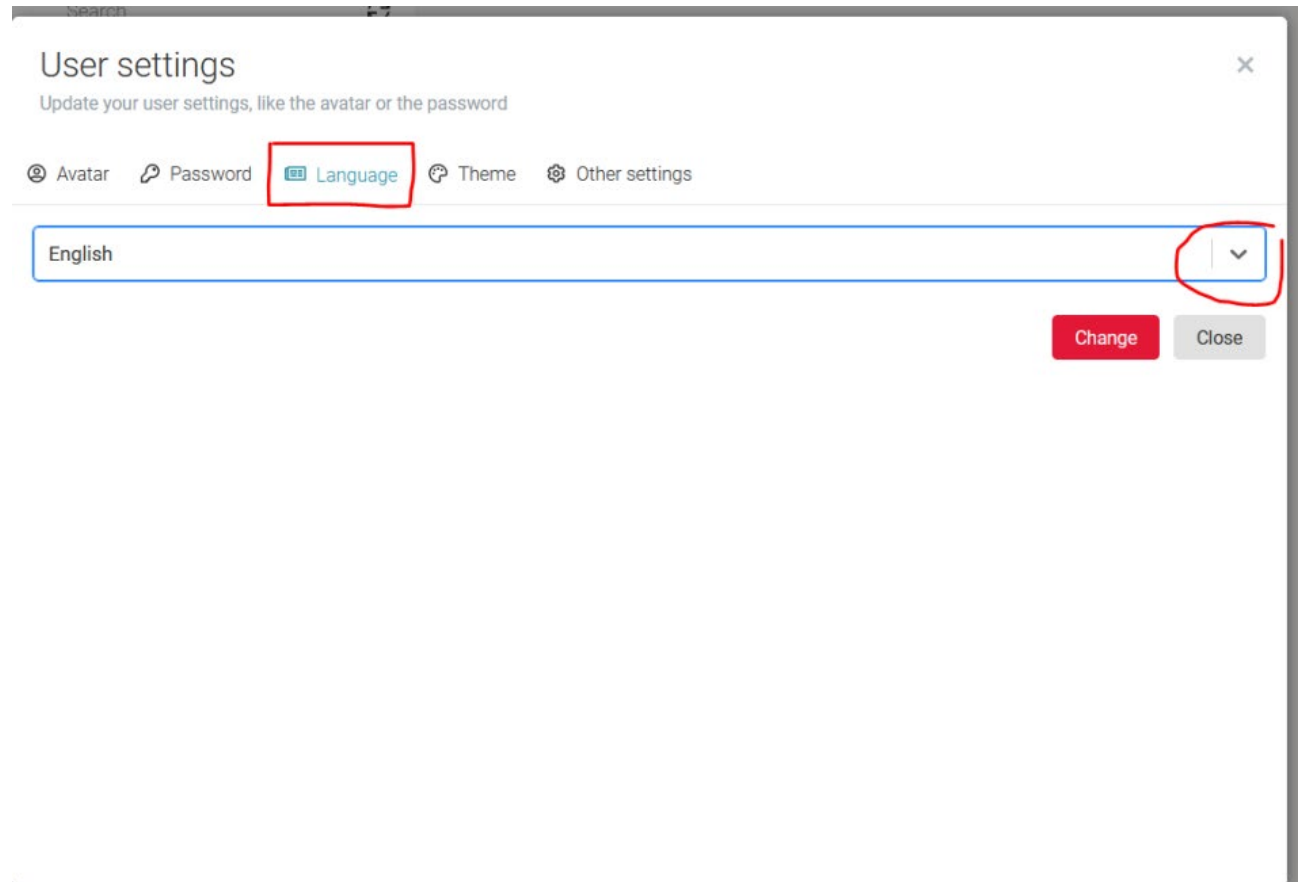
Language Setting

- Language preferences can be changed to “French” by clicking on your name in the bottom left corner and then clicking ‘Settings.’



Language Setting

- The portal language is set to English. To change to French, select “French” from the drop-down menu.



Thank you

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