Navigating the Supervisor and Supervisory Committee Portal

GUIDE FOR STUDENTS

YORK U

Guide for Students: *Navigating the Supervisor and Supervisory Committee (SSC) Portal*

OFFICE OF THE DEAN (FGS) | NOVEMBER 2024

This guide describes the steps that a graduate student will follow to submit a Supervisor and Supervisory Committee request on the (SSC) Portal.

*Please consult with your home graduate program office before submitting a request on the portal.

*Connect with faculty members to ask them if they can serve on your supervisory committee <u>before</u> submitting a request.

*Also, please connect with any outgoing members so that they are aware that they will no longer be on your supervisory committee.
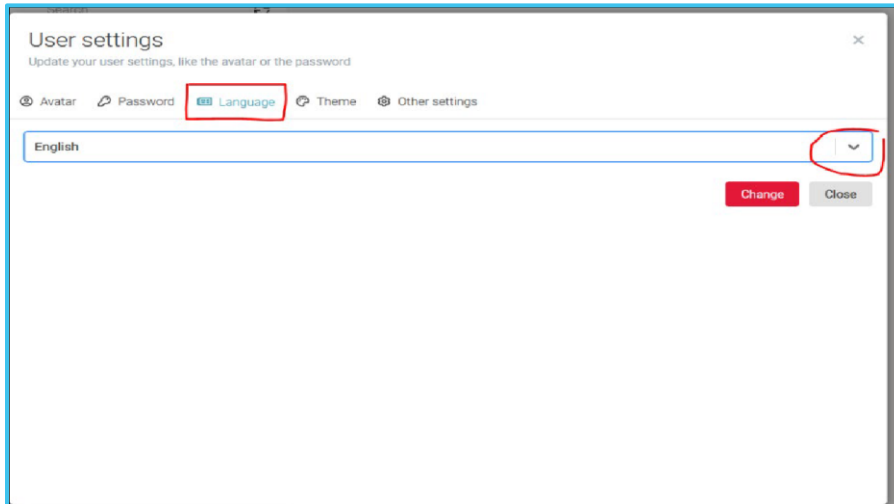
Language Preference

Language preferences can be changed to "French" by clicking on your name in the bottom left corner and then clicking 'Settings.'
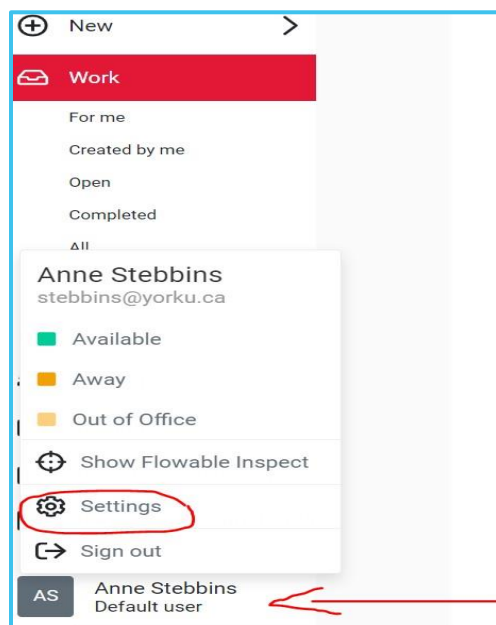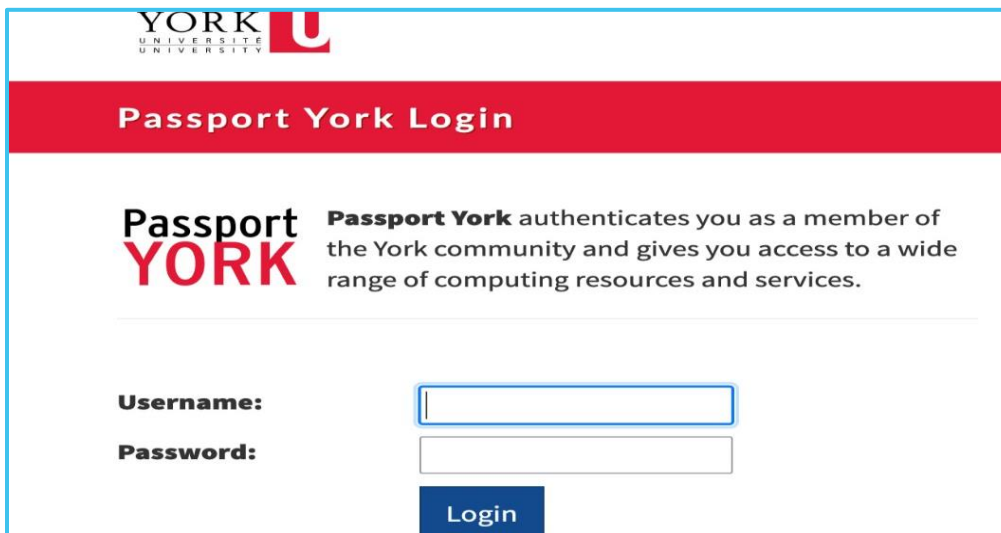

The image above shows the setting tool.

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To change to French, select "French" from the drop-down menu.

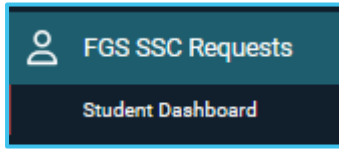*The image above shows the language setting.*

Entering the Portal

Access the Graduate SSC Portal using your Passport York credentials through the login page (for students) located on the Faculty of Graduate Studies (FGS) Graduate Portal webpage.

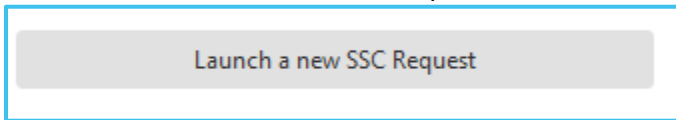*The image above shows the passport Yorku login page.*

How to submit an SSC Request

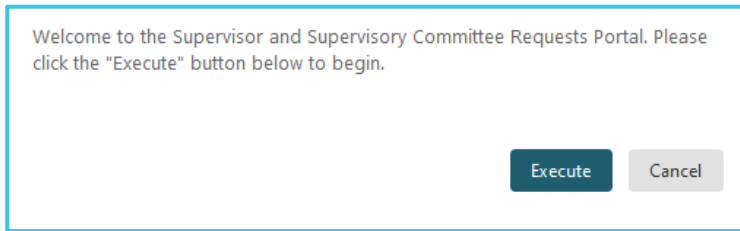Ensure that you are in the student dashboard of the SSC Portal.

The image above shows the SSC student dashboard.
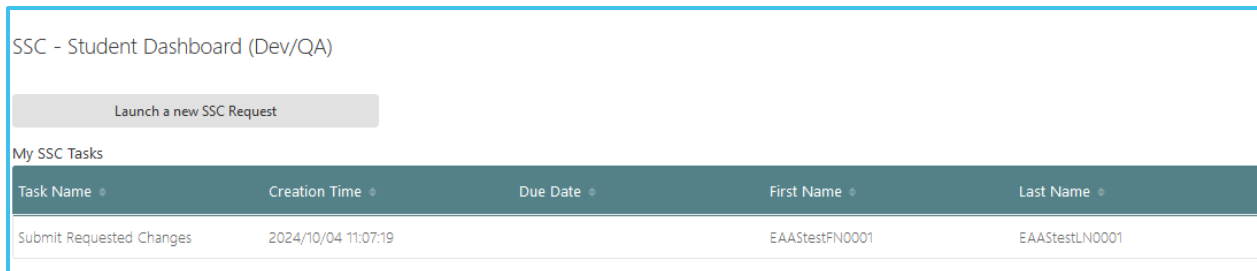
Click the "Launch a new SSC Request" button.

The image above shows the launch a new SSC request button.

A window will appear. Click "execute"

The image above shows the execute button.

A task called "Submit Requested Changes" will appear in the "My SSC Tasks" dashboard. Click on it.

The image above shows the student dashboard "My SSC tasks" with the submission under it.

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Type the name of the faculty member that you would like to add as a supervisory member and use the drop-down menu selection to indicate their role.

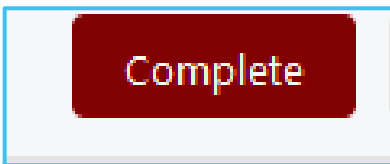Click on the "add another Supervisory Team Member" button to add additional rows.

The example below shows the request that James Clavell be added as "Supervisor" and Christine Sinclair be added as "Committee Member."
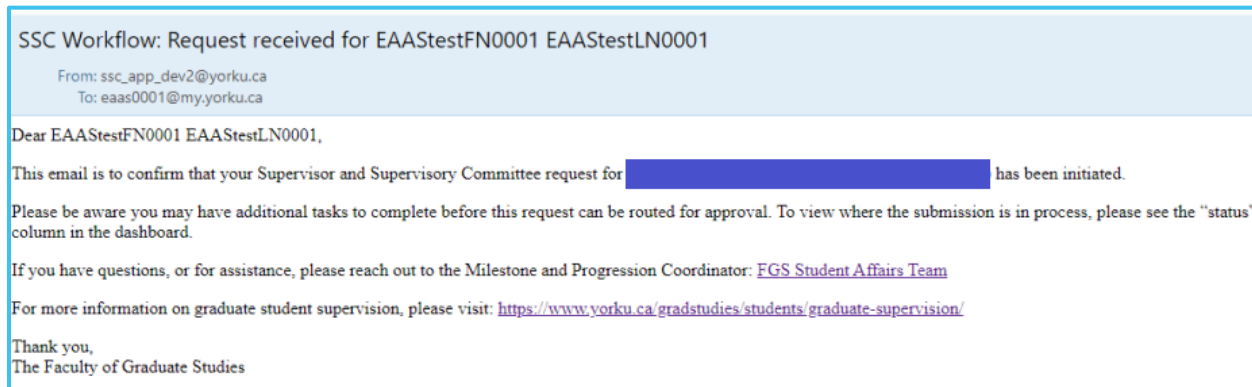

The image above shows that a supervisor and committee member have been added to the desired supervisory committee.

Submit the request by clicking the "complete" button on the top right-hand corner of the submission.

The image above shows the complete button.

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Sample Email

SSC Workflow: Request received for EAAStestFN0001 EAAStestLN0001

From: ssc_app_dev2@yorku.ca
To: eaas0001@my.yorku.ca

Dear EAAStestFN0001 EAAStestLN0001,

This email is to confirm that your Supervisor and Supervisory Committee request for ▮▮▮▮▮▮▮▮▮▮▮▮▮▮ has been initiated.

Please be aware you may have additional tasks to complete before this request can be routed for approval. To view where the submission is in process, please see the "status" column in the dashboard.

If you have questions, or for assistance, please reach out to the Milestone and Progression Coordinator: FGS Student Affairs Team

For more information on graduate student supervision, please visit: https://www.yorku.ca/gradstudies/students/graduate-supervision/

Thank you,
The Faculty of Graduate Studies

The image above is a sample email notification that is sent to confirm submission of the SSC request.

A Returned SSC Request

An email notification will be sent if an SSC request is returned. A box on the SSC request will show a note. The box shows the user identification of the person who sent the instruction, their role, and the date.

The submission will also return if it times out. Timing out occurs when a user did not action a task after it has sat in their queue for 21 days. Please note that users are sent a notification email as well as a reminder email that an SSC request task is awaiting their review and approval.

Review the instructions in the note and resubmit. Please also connect with your home graduate program office.

Bread Crumb Trail

The breadcrumb trail shows where the submission is in process.

To view it, click on the downward pointing arrow in the bottom right-hand side of the submission under the "SSC Requests in Progress" dashboard.

The image above shows the downward pointing arrow.

SSC Requests In Progress					☆ ▽ ↻
ID	First Name ⬍	Last Name ⬍	Student Number ⬍	Status ⬍	Cancel SSC

SSC-217051400-241004110716	EAAStestFN0001	EAAStestLN0001	�▌	Supervisory Review	Cancel ⌃
Submit Requested Changes ●	GPA Review ●	Supervisory Review ○	GPD Review ○	FGS Review ○	Complete ○

The image above shows that the submission is sitting with the supervisory committee. This means that one or more supervisory members have not yet completed their review.

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