



For students

Accepting Your Graduate Assistantship Agreement

Starting Fall 2012, all graduate assistantship agreements will be signed online, rather than on a paper agreement. This handout describes how to accept or decline your assistantship agreement.

- When your agreement is ready, you will receive an automated e-mail from the College of Graduate Studies (from gradassistantship@ucf.edu).
- The message will be sent to your UCF Student Email address.

Student emails are automatically created. Your account login can be found:
<https://www.webmail.ucf.edu/>

- The message says, "The graduate assistantship agreement described above is ready for your review and decision. Please follow the instructions below to submit your decision as soon as possible, so your hiring will not be delayed." It provides instructions for logging in and reviewing your agreement online.

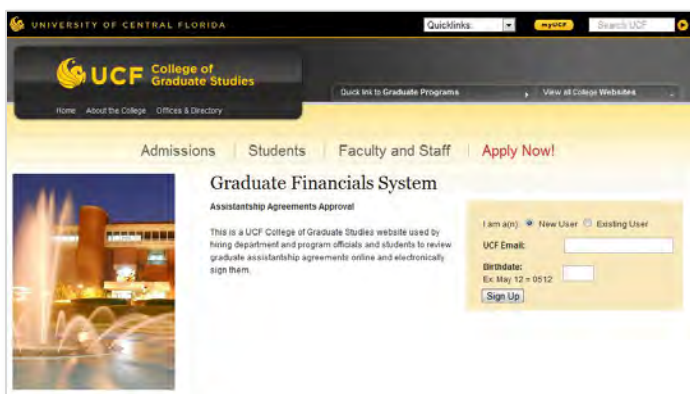
IMPORTANT ... please respond promptly to the agreement e-mail and all other communications from your hiring department. Your hiring department is awaiting your decision before completing the hiring process. Your hiring department may also need you to complete additional documents that require you to go to their office.

Assistantship Agreements Approval - Login page

Navigation: http://ww2.graduate.ucf.edu/GFS_Assistantships/

The first time you login, choose New User and enter your UCF Student Email and Birthday (MMDD format; example, May 12 = 0512) and then click Sign Up. A new e-mail is sent to your Student Email.

In your Student Email find the new e-mail, open it, and click on the authentication link in it. When the webpage displays, enter your Student Email, create your password, and click Submit to login.



The next time you login, choose Existing User and enter your UCF Student Email and password. Your password will not expire. If you forget your password, reset it through **Forgot Password**.

After logging in, the acceptance page displays with brief instructions. In the list of agreements awaiting your decision, click on your agreement to review the agreement details.



Select agreement to review

Review any messages to you (**For GTAs only** or **From your hiring department or program**) that display above your Graduate Assistantship Agreement.

Scroll down and review the details of your Graduate Assistantship Agreement. Keep a copy by saving/printing the webpage or clicking on **PDF** to save it.

If the **Credit Hours** shown are incorrect, you can still Accept the agreement; just give the correct information in the comment box below. If you are graduating soon, please provide that information in the comment box.

Below the agreement, **Accept** or **Decline** your agreement, enter a comment (optional; your hiring department can see this comment), and **Submit** your decision.

