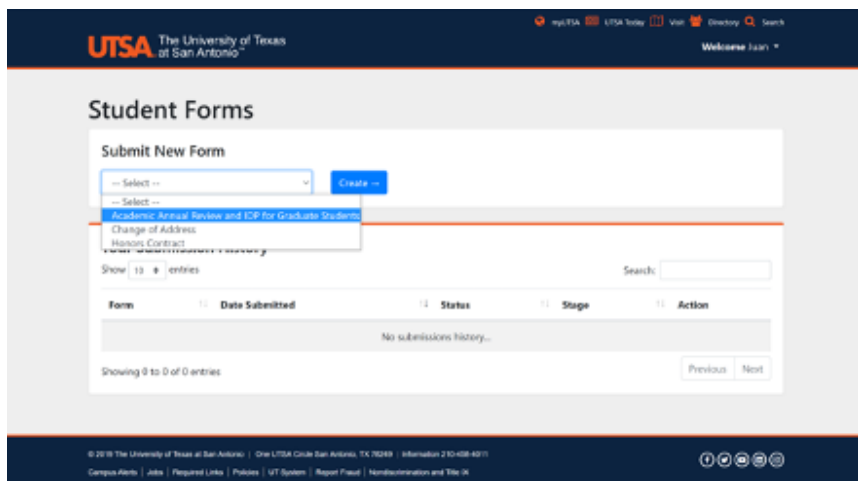


Annual Doctoral IDP Instructions

General

- Have your most recent version of your CV or resume open to copy and paste information into the IDP form.
- Follow this link to start the Annual Review and IDP process: formsapp.it.utsa.edu
- Use the drop-down menu at the top of the page to select “Academic Annual Review and IDP”



- Click “Create” and a form will appear with the following sections:
 - Student Information
 - Selecting "New" student will require you to upload the milestone agreement. Selecting "Continuing" student will require you to upload your resume/CV document and DegreeWorks plan.
 - New students should upload their signed Milestones agreement by clicking on the “Document Uploader website” link

Student Information

Are you a new or continuing student? *

New student (This is my first semester)

Continuing student

Please upload milestone forms to the [Document Uploader website](#)

- Once you are in the Document Uploader Website and you login. Click on “Upload a new document.”
- In the Upload a Document page, select “The Graduate School” as the Department, the current Term, “Supplemental Documents” as the Category, and “Milestones” as the uploaded document.
- Then click on Choose File to attach your Milestone Agreement Form.
- Click “Upload”

UTSA The University of Texas at San Antonio

Welcome Juan ▾

Upload a Document

Help

Department: The Graduate School ▾

Term: Spring 2023 ▾

Category: Supplemental Documents ▾

Which document are you uploading?

Documents: Milestones ▾

Attach your Document

No file chosen

*File must be a .jpg, .jpeg, .pdf, .tif, or .tiff and less than 10MB in size

*Please contact The Graduate School at GSITA@utsa.edu if you have any questions regarding this form

- Continuing students should upload their most recent cv or resume by clicking on the “Document Uploader website” link

Student information

Are you a new or continuing student? *

New student (This is my first semester)

Continuing student

Please upload your most recent version of your cv or resume to the [Document Uploader website](#)

- Once you are in the Document Uploader Website and you login. Click on “Upload a new document”.
- In the Upload a Document page, select “The Graduate School” as the Department, the current Term, “Supplemental Documents” as Category, and “Resume/CV” as the document being uploaded.
- Then click on “Choose File” to attach your “Resume/CV.”
- Click “Upload”
- After uploading your Resume/CV, repeat the steps to upload your Degreeworks.
- Reference our guide to obtain your Degreeworks.

Upload a Document

[Help](#)

Department

Term

Category

Which document are you uploading?

Documents

Attach your Document

No file chosen *File must be a .jpg, .jpeg, .pdf, .tif, or .tiff and less than 10MB in size

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Upload a Document

[Help](#)

Department: The Graduate School

Term: Spring 2023

Category: Supplemental Documents

Which document are you uploading?

Documents: DegreeWorks

Attach your Document

No file chosen *File must be a .jpg, .jpeg, .pdf, .tif, or .tiff and less than 10MB in size

*Please contact The Graduate School at GSITA@utsa.edu if you have any questions regarding this form

- If you do not already have an ORCID ID, you can create one at orcid.org.

Scholarly Activities

- Please fill out each question that applies to you, additional information may be required when you select “yes” to a question.

Funding Sources

- Select all that apply. As you select options, boxes may appear for you to complete. For example, selecting “appointment as a GTA” will require you to list the courses you have taught in the last year.

Student Milestones

- Select all milestones that you have completed. As you select options, boxes may appear for you to complete. For example, selecting “Additional Program Specific Milestones” allows you to enter and tailor your response to your program’s specific milestones.

Future Goals

- Please be specific and provide a timeline when entering your goals. You can include short-term, long-term, and/or intermediate goals.

Advisor Information

- Use the search function to find your dissertation or primary research advisor. Be sure you have discussed your plans with your advisor before submitting this form. The form will route to them for their approval. If you have any problems finding your current advisor using the search function, please contact Dr. Jeff Ragsdale in the Graduate School at (Jeffrey.Ragsdale@utsa.edu).