Graduate Contracting Application User Guides are available in a Graduate College SharePoint Folder.

If you have security to the GA Contracting application, you have been granted access to:

SharePoint/**Graduate Coordinator and Advisor Resources**

Within this folder, please access: **Graduate Assistant and Tuition Scholarship Information**

Step by step instructions are located in folders named by security role. (Awarder, Approver, etc.)

Please review the Department Job Aids and Reporter folders for helpful information to all security roles.

If you do not have security to the GA Contracting application, please complete a [security request form](https://www.bgsu.edu/content/dam/BGSU/graduate-college/doc/tuition-and-scholarship/Security-Request-Form.pdf). Please contact [graduateoperatns@bgsu.edu](mailto:graduateoperatns@bgsu.edu) if there are questions.