Graduate Assistantship Online Contract Web Application

Request for Security Access

Graduate assistant contract and scholarship requests must be made online using the Graduate Assistantship Online Contract Web Application. If your department hires or completes contracts for graduate assistants, you must complete the request below to be authorized access to this link in the MyBGSU portal.

Department Name:  
Department Head/Director:  
Title:  
Signature of Department Head/Director: ________________________________

I authorize the following individual(s) to use the Graduate Assistantship Online Contract Request Application to request stipend or scholarship contracts for the department(s) identified above.

First Name:  
Last Name:  
BGSU ID:  
BGSU User ID:  
E-mail:  
Select Role:

☐ Awarder — will request contracts/schlsps  
☐ Approver — will approve contracts/schlsps  
☐ Reporter — will need view-only access  
☐ Budget Admin - will add Shared, External or Grant funds  
☐ Contract Viewing -provides OnBase access to view contracts.

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Please scan completed form to Student Employment (graduateoperations@bgsu.edu)

August 7, 2017