

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:

Program Name(s):

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:

Select Role:

Last Name:

Awarder – will request contracts/schlsphs

BGSU ID:

Approver – will approve contracts/schlsphs

BGSU User ID:

Reporter – will need view-only access

E-mail:

Budget Admin - will add Shared, External or Grant funds

Contract Viewing-provides OnBase access to view contracts

First Name:

Select Role:

Last Name:

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Please return completed form to the Graduate College (graduateoperatns@bgsu.edu)