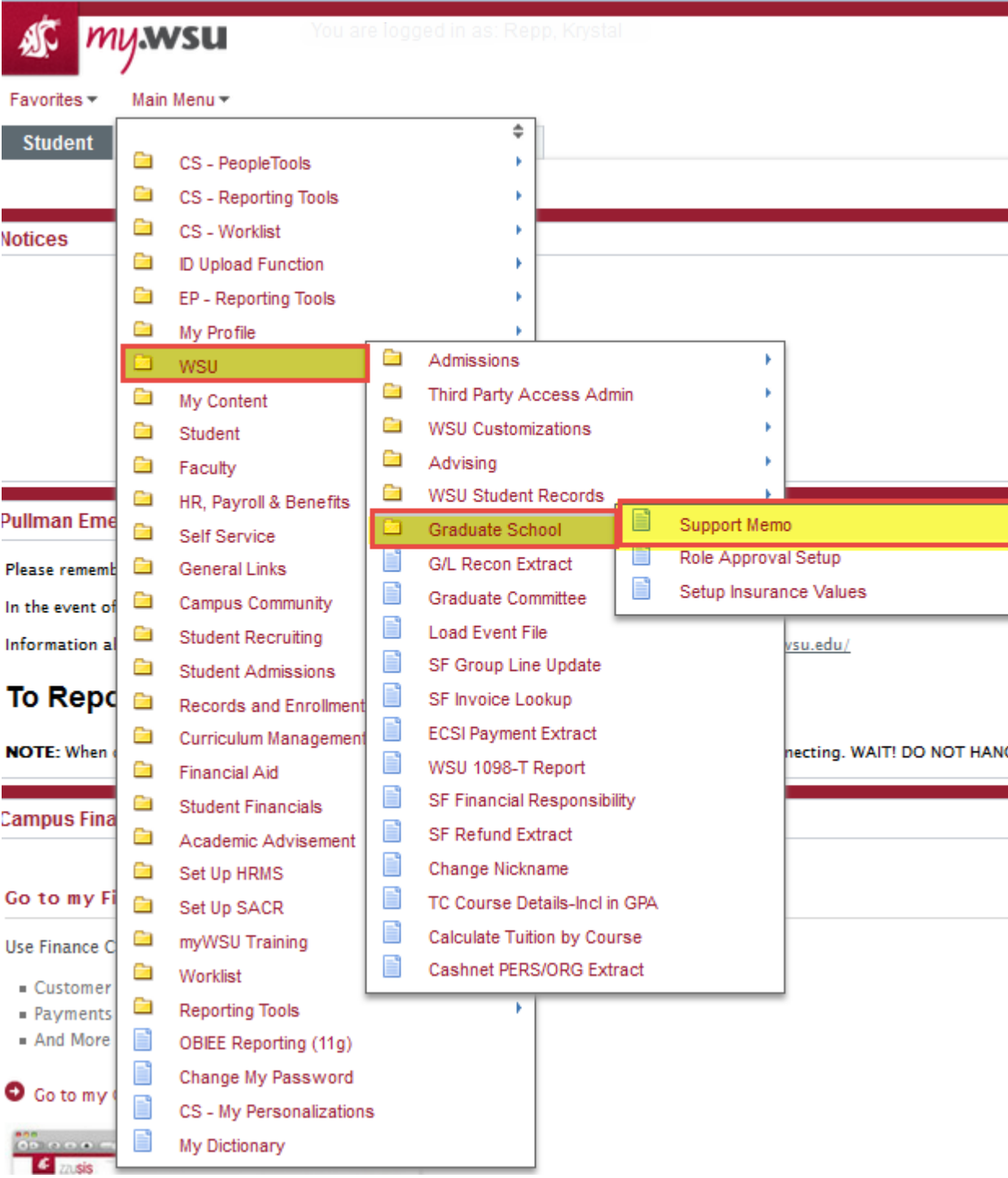
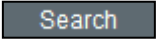


How to Print or Save to PDF

Step	Action
Navigation	Main Menu > WSU > Graduate School > Support Memo
 <p>The screenshot shows the my.WSU interface. At the top, it says 'You are logged in as: Repp, Krystal'. Below the navigation bar, the 'Main Menu' is expanded to show a list of folders. The 'WSU' folder is highlighted in green. A sub-menu for 'WSU' is open, showing various folders and documents. The 'Graduate School' folder is highlighted in green, and its sub-menu is open, showing several documents. The 'Support Memo' document is highlighted in yellow.</p>	
1.	Enter ID

Step	Action
2.	Enter desired Term .
3.	Click the Search button and choose the memo you would like to print or save. *If the student only has one memo, you will be taken directly to the memo upon clicking Search.*



Grad Support Memo

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

User ID:

ID:

Term:

Include History
 Correct History
 Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Grad Support Memo

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

User ID:

ID:

Term:

Include History
 Correct History
 Case Sensitive

[Basic Search](#)
[Save Search Criteria](#)

Search Results

View All First ◀ 1-3 of 3 ▶ Last

User ID	ID	SGS Log Nbr	Term	Support Option	Total Grad Memo Amount	Memo Status	Description
		000382	2173	Guar/Comm	6733	Completed	
		000384	2173	Guar Only	7664.74	Completed	
		000344	2173	Guar/Comm	6376.74	Completed	

Step	Action
4.	At the top, click on the Print Ready Form tab.

Support Memo **Print Ready Form**

Sponsored Graduate Student Support Memo Memo Log Nbr 000344 Status Completed

Approval Status Approved Grad

WSU ID	Name	Email	Phone

5.	At the bottom, middle of the page choose the Print option.
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Support Memo **Print Ready Form**

Sponsored Graduate Student Support Memo Log Nbr 000344 Status Completed Approval Status Approved Grad

Contact Info: ID Name Email Phone

Sponsored Student Information

ID Campus Admit Term
Career Program Residency Residency Term Effctv

Period 2173 2017 Spring Semester Option Guarantee/Commitment Intnd Enrl Full-Time Units 12.000
Cmtmnt Nbr TEST Rsrch Stat Neither Sponsorship Stat Other BRFP

Rqst Insrnce? No Who Pay? Type Ins Amt 0.00 Final Term Yes Internship Yes

Tuition Guarantee Detail

Select Tuition & Mandatory Fees	Description	Charged Amount	Payments Applied	Balance	Override Flag	Memo Amount
<input checked="" type="checkbox"/>	Audit Fees	0.00	0.00	0.00	<input type="checkbox"/>	0.00
<input checked="" type="checkbox"/>	Pullman CUB Fee	120.00	0.00	120.00	<input type="checkbox"/>	120.00
<input checked="" type="checkbox"/>	Pullman SRC Fee	153.00	0.00	153.00	<input type="checkbox"/>	153.00
<input checked="" type="checkbox"/>	Pullman Health Fee	184.00	0.00	184.00	<input type="checkbox"/>	184.00
<input checked="" type="checkbox"/>	Pullman Transit Fee	27.74	0.00	27.74	<input type="checkbox"/>	27.74
<input checked="" type="checkbox"/>	PULLM GRAD Res Over 18	0.00	0.00	0.00	<input type="checkbox"/>	0.00
<input checked="" type="checkbox"/>	PULLM GRAD Res Tui-S&A	280.00	0.00	280.00	<input type="checkbox"/>	280.00
<input checked="" type="checkbox"/>	PULLM GRAD Res Tuition	5,612.00	0.00	5,612.00	<input checked="" type="checkbox"/>	167.00

Total Charged Amount 6,376.74 **Financial Aid, Waivers, and Other Credits** Total Guarantee Amount 931.74
Total Payments Applied 0.00 0.00 Total Waiver Amount 5,445.00
Total Balance 6,376.74 Total Memo Amount 6,376.74

Program Acct 29400010 Item Typ 603000001860 Graduate School Guarantee Expend Auth Rita Whitcomb

Fellowship/Traineeship/Sponsored Student Information

I certify the student is: (1) paid a stipend of at least \$800 per month; (2) engaged in research similar to that of an RA; (3) registered in at least 10 credits.
 Documentation of Student Stipend Emailed to Grad.Memo@wsu.edu (form will not be processed until all information is verified)

Full Non-Res Waiver: 0.00 Full In-State Waiver: 5445.00 Partial Waiver: 0.00
Dept Verification Sign:

Comments

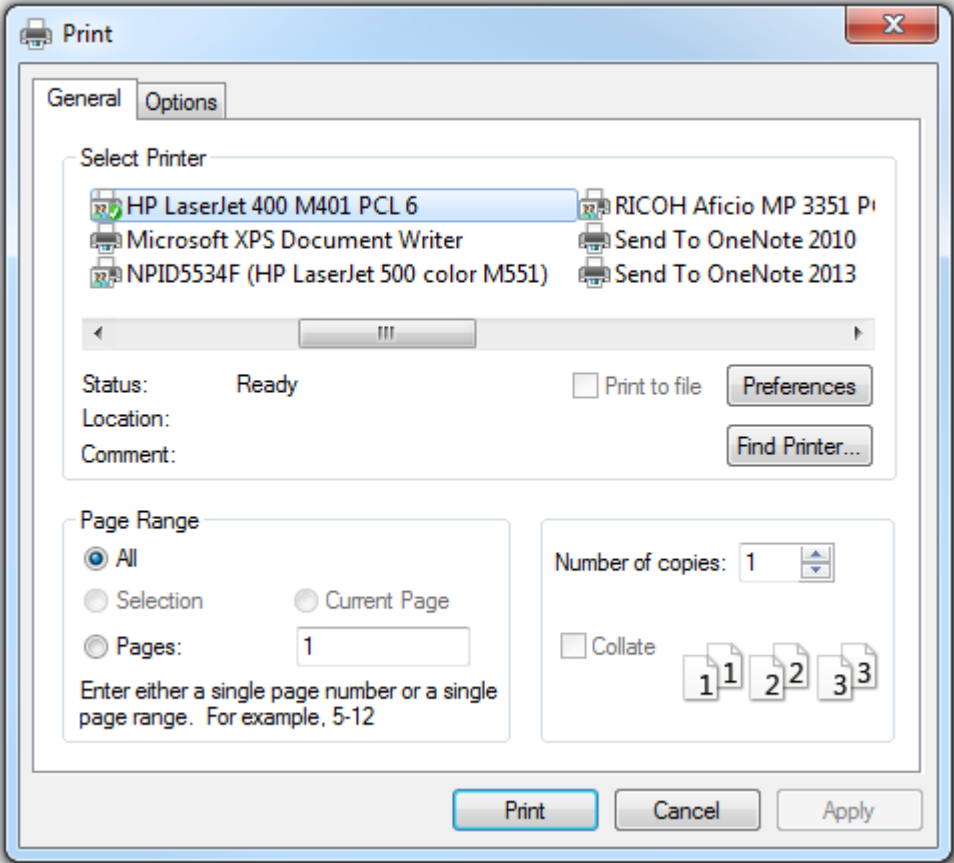
Save Audit Memo Last Updated Memo Submit Audit

Expenditure Authority Approve/Deny & Electronic Sign Approve
HWS Approve/Deny & Electronic Sign
SPS Approve/Deny & Electronic Sign Approve
Graduate School Approve/Deny & Electronic Sign Approve

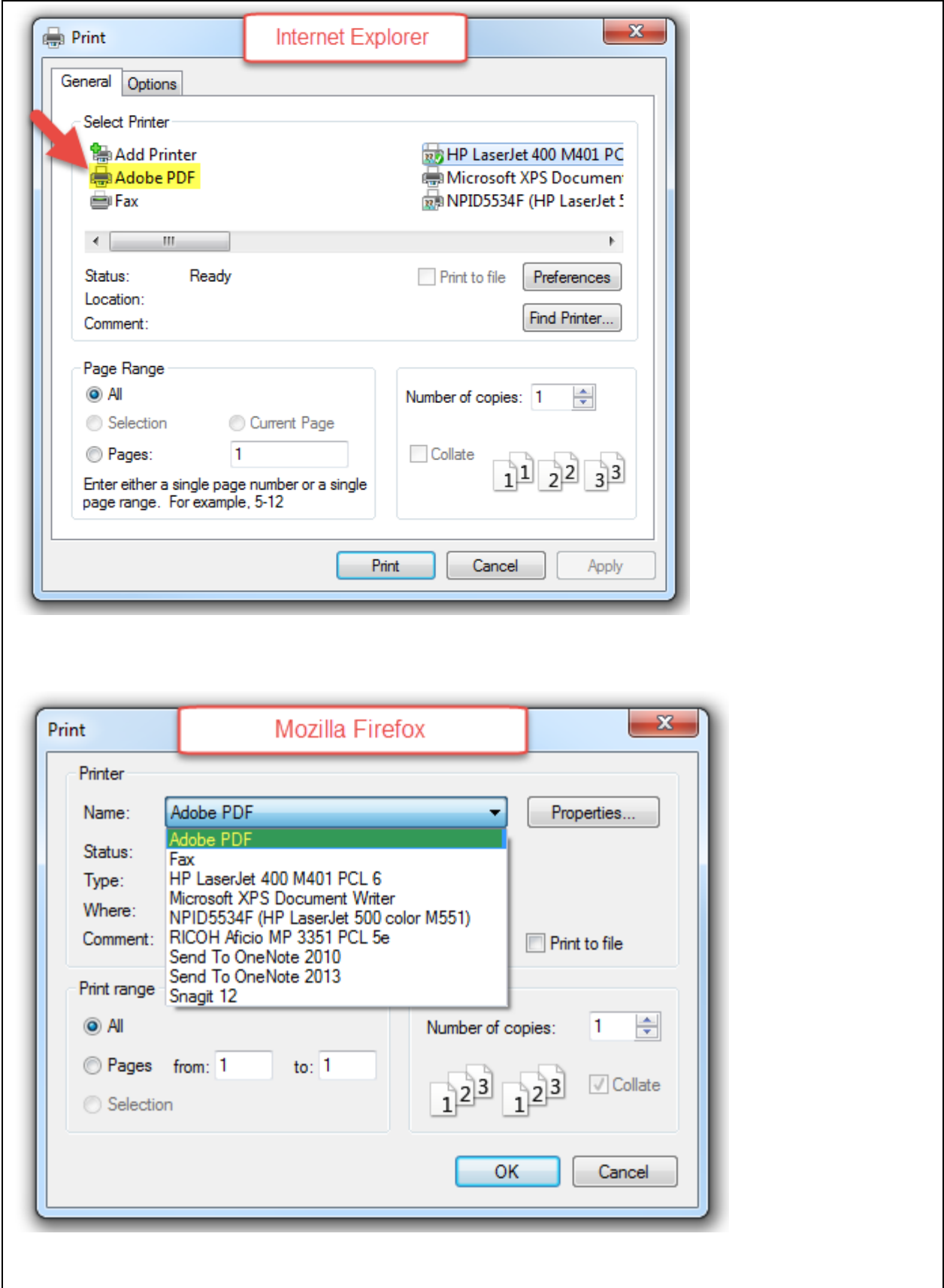
PRINT

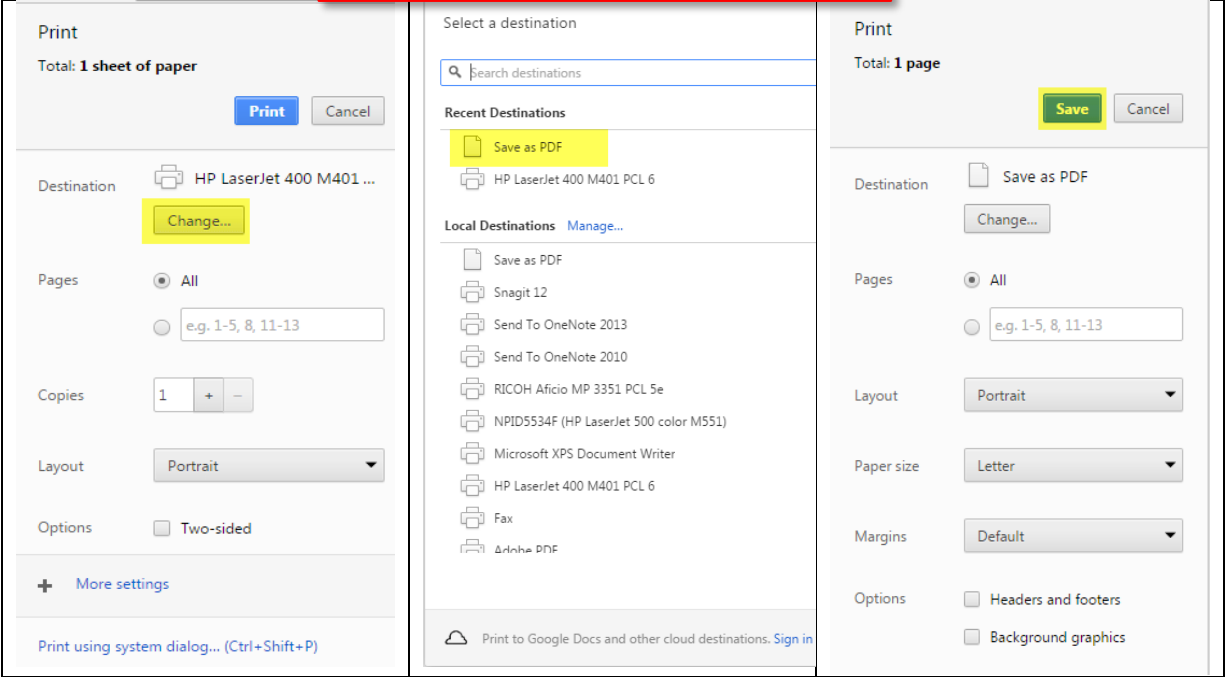
Save Return to Search Refresh Add Update/Display

Step	Action
6.	If you are wishing to print the document, choose the print option that appears.



7.	If you would like to save as a PDF, you have that option. The process is slightly different depending on the browser you use. I have outlined how to save as PDF with Internet Explorer, Mozilla Firefox, and Google Chrome
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Step	Action
	<p style="text-align: center; border: 2px solid red; padding: 5px;">Google Chrome</p>  <p>The screenshot shows the Google Chrome print dialog with three panels. The left panel shows print settings: 'Total: 1 sheet of paper', 'Destination: HP LaserJet 400 M401 ...', 'Pages: All', 'Copies: 1', 'Layout: Portrait', and 'Options: Two-sided'. The middle panel shows 'Select a destination' with a search bar and lists 'Recent Destinations' (Save as PDF, HP LaserJet 400 M401 PCL 6) and 'Local Destinations' (Save as PDF, Snagit 12, Send To OneNote 2013, Send To OneNote 2010, RICOH Aficio MP 3351 PCL 5e, NPID5534F (HP LaserJet 500 color M551), Microsoft XPS Document Writer, HP LaserJet 400 M401 PCL 6, Fax, and Adobe PDF). The right panel shows 'Print' settings: 'Total: 1 page', 'Destination: Save as PDF', 'Pages: All', 'Layout: Portrait', 'Paper size: Letter', 'Margins: Default', and 'Options: Headers and footers, Background graphics'. A red box highlights the 'Save as PDF' option in the 'Recent Destinations' list.</p>
8.	End of Procedure.