

SERVICE REQUEST GUIDE: GRADUATE STUDENTS



Forms submitted to your graduate program or the Graduate School within myWSU are known as “Service Requests” (SR). These instructions guide you through the process of submitting a service request for review. This example uses the Thesis/Dissertation Approval form; however, graduate students may submit other forms using this method. Connect with your graduate program’s academic coordinator to see what forms they are accepting via myWSU.

CREATING A SERVICE REQUEST:

1. Using a computer or device, complete the form you will submit to your graduate program.
2. Login to myWSU with your NID and password.
3. On your Homepage, click on the Profile tile.
4. On the left side of your screen, click on “Service Requests”, followed by “Create New Request”.
5. Select your college, program, and document:
 - In the *Select a Request Category* menu, select your academic college and click “Next”.
 - In the *Select a Request Type* menu, select your graduate program and click “Next”.*
 - In the *Select a Request Subtype* menu, select the form you are submitting and click Next. The example below uses the “Thesis/Dissertation Approval” form.



*These are nested menus – if you do not see your graduate program in the *Select a Request Type* menu, click “Previous” to go back and select a different academic college.

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6. Under the *My Request Detail* section, enter a comment if necessary.
7. Upload your completed document:
 - Click on “Add Attachment” and in the *File Attachment* window, click “Browse” to locate the file.
 - Select the file and click “Open”.
 - In the *File Attachment* window, click “Upload”.
8. Click “Submit” located at the bottom left of the page.

Uploading a form within myWSU constitutes your legal signature. Do not upload a form of which you do not approve. It is critical to protect your myWSU login information. Do not give your NID and/or password to anyone.