

GSMS Awards

View Documents

Purpose of this guide:

For Students - View the documents uploaded for a GPS-administered award application.

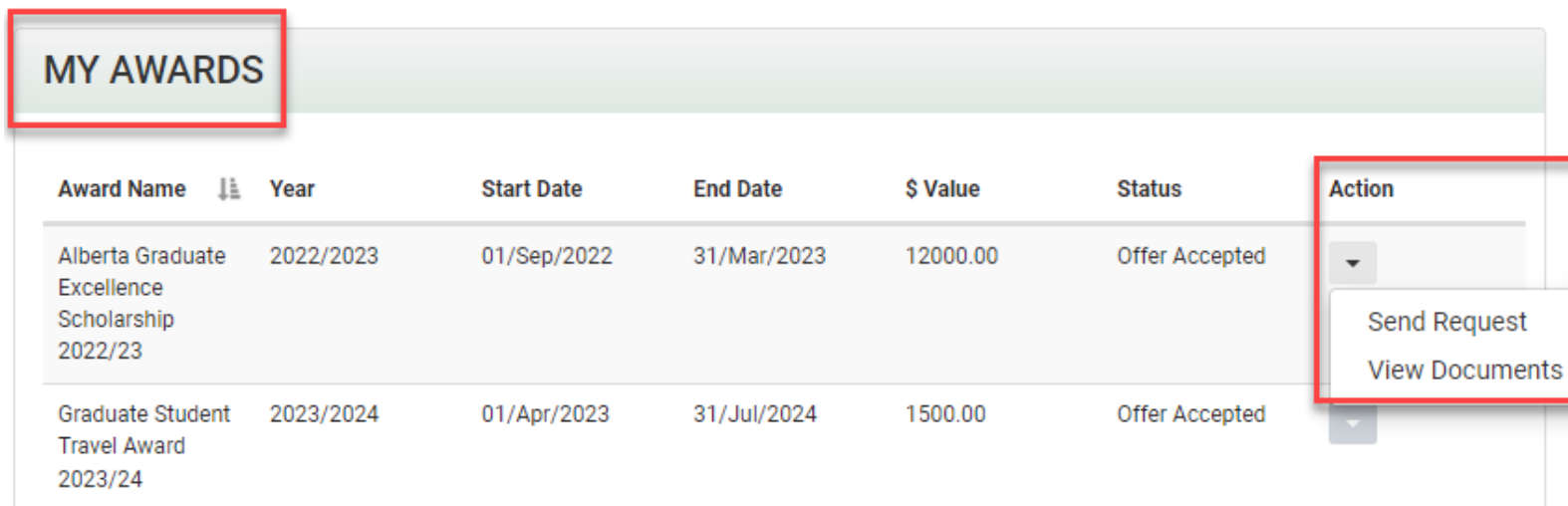
Sections:

Step 1: Awards Portal – My Awards

Step 2: View Documents

Step 1: Awards Portal – My Awards

Login to the [GSMS Portal](#) with your CCID and password. Click on the **Awards** tab at the top of the page to go to the Awards portal.



Award Name	Year	Start Date	End Date	\$ Value	Status	Action
Alberta Graduate Excellence Scholarship 2022/23	2022/2023	01/Sep/2022	31/Mar/2023	12000.00	Offer Accepted	<input type="button" value="Send Request"/> <input type="button" value="View Documents"/>
Graduate Student Travel Award 2023/24	2023/2024	01/Apr/2023	31/Jul/2024	1500.00	Offer Accepted	

1. In the **My Awards** section, select the award and click on the drop-down menu in the **Action** column of the report.
2. Click on the **View Documents** link.

Step 2: View Documents

After clicking on the *View Documents* link above, the **View Documents** page launches in a new browser tab.

View Documents

My Information 1

Last Name	Nofcpo	Citizenship	Study Permit
First Name	Trktqcc	Program	Doctor of Philosophy
EMPLID	██████████	Course/Thesis	
Department	Chemistry	Reg.Status	Full Time Registration

Award Information 2

Name	UAT MA Test App-Nom	Award Value (\$)	\$ 26,666.00
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Documents 3

Document Type	Name	File Name	Uploaded Date	Action
Award Acceptance Form PDF	Award Acceptance Form	Award Acceptance Form ██████████.pdf	14 Jun 2023	View Document
PDF Status Letter	Status Letter	statusletter.pdf	14 Jun 2023	View Document

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PRINT **CLOSE** 5

1. **My Information:** Displays the applicant's personal details (EMPLID, names, home department, citizenship status, degree program, registration status)
2. **Award Information:** Includes the award name and value per award
3. **Documents:** Lists the details of the uploaded documents (type, name, file name, uploaded date)
4. In the *Documents* section, select the **View Document** link in the Action column to download the file
5. Click **Print** to print the *View Documents* page, or **Close** to return to the main Awards Portal.