A. How to request a Master’s degree (or MFA, or Specialist Certificate) warrant?

1. Before requesting a warrant, make sure you are authorized to do it and you are listed as the Grad Coordinator in the Unit Directory. If you are off site, make sure the WiscVPN is on your computer.
2. Log into your Grad Portal: https://my.grad.wisc.edu/
3. Choose Enrollment under DATA

4. Enter a student’s name, or Campus ID and Get Data:

   ![MyGradPortal](image)

   Welcome to the Graduate Student Portal!

   Originally launched in Fall 2016, the portal will be an online resource to complete academic actions such as professional development opportunities through self-assessments and favorite upcoming events, as we work on completing your graduate degree. The portal will be continually updated to provide information on School systems and data unique to your graduate experience at UW-Madison. Please follow the tabs to find the information you need.

   ![Enrollment Data](image)

   Enrollment Data View Definitions
   The enrollment data view will change depending on how you filter the data. For instructions on filtering and working with the view, please click the '?' in the corner.

   When filtering on program/term, you will receive a list of students whose status is active (new or continuing) in that term. It is not based on whether or not the student has enrolled in credits for the term.

   Filtering on fields associated with an individual student will bring back the enrollment history and programs associated with this student. Credit data is based on how data is stored in SIS and is only returned for the primary program.
5. Choose a semester to Request Warrant:

Click on the student’s name to request a warrant.

6. Choose the warrant type, Program and Terms:

7. You will get the warrant request in ImageNow. Fill out the needed information and submit the form. On the warrant request form, you MUST enter the semester of degree completion and the degree type again. The committee MUST include at least one graduate faculty member for non-thesis Master’s. For a thesis defense committee, check the Graduate School policy: https://grad.wisc.edu/documents/committees/
B. How to upload a Master’s degree (or MFA, or Specialist Certificate) warrant?

1. Return to the enrollment page. Click on the student’s name, to bring up the student page:

   ![Screen with programs and warrants](image)

   2. Click on the ... under Document, for the approved warrant.

   ![Menu with options](image)

   Click Upload Warrant Document
3. Follow the instructions.

Upload a Warrant Document for [Blank]

Program *  MS

Term *  Spring 2020-2021

Filename

Email Notify?  

Would you like to submit this warrant document to the Graduate School for degree or dissertator status processing?

☐ Yes  ☐ No

Thank you!