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[Student Term Information](#) link.

3. Click the **GS Annual Progress Report**



8. A list of Supervisors/GPD's display. If you know the emplID (UCID) number of the Supervisor/GPD you wish to reassign the report to enter it in the begins with field. Alternately, you can search for the name. Click the [Search by](#) list.

# Reassign the Annual Progress Report

SA – Graduate Programs

10. Enter the name of the supervisor exactly as lastname,firstname (no space after comma). Once correct name displays, press Lookup. Click the **Look Up** button.



11. The correct Supervisor/GPD will display. Click the **Name** button.





# Reassign the Annual Progress Report

SA – Graduate Programs



14. After clicking the Reassign button, the designated Supervisor or Graduate Program Director will receive an email