Warrant E-Signature Instructions

1.   After a warrant is approved and ready to be signed , the student should go to https://my.grad.wisc.edu/ and click on 'My Student Information', find their warrant in the Warrants section, click the ellipsis in the Actions column and then click 'View Committee'.   This will take them to their individual committee page to send emails. notify the committee there is a warrant that needs a signature from their Student Portal. Here is a screenshot from the student page in the warrant section:
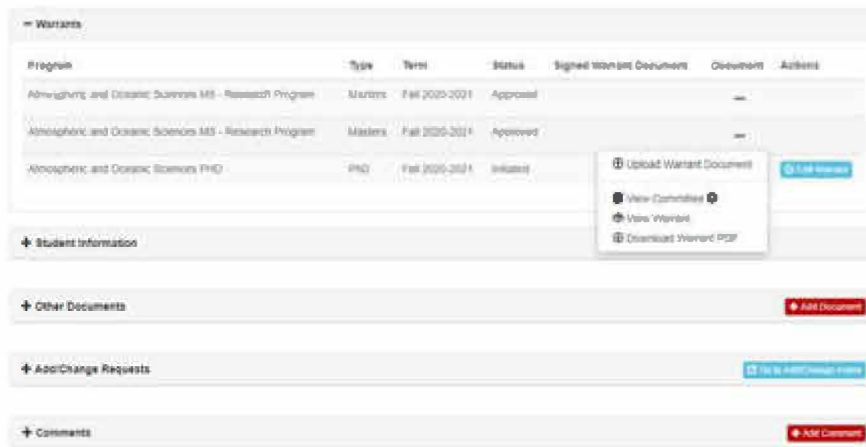
Click the actions button and see the View Committee button. If a committee member's email is missing you will see an exclamation point as that is needed to send them the e-signature email.

2.   Once in the committee page you will see some details for the warrant and its committee:

3. If a member is missing their email you will see an Edit button available to edit their details. The fields available to edit vary based on whether it is a UW or non-UW member. If it is a UW member you can search for them by netid or name and select them. If it is a non-UW member you need to manually update the fields.

Non-UW:

UW:

4.   Once all members have their information updated you can click the Email Committee button at the top right or the Email button next to the specific members.

5.   The email members button will list all members and their emails. If you click this button before updating someone who is missing their email you will see EMAIL MISSING for anyone who needs to be updated. You can preview the email in this modal, but it will always be the same message. You can use the checkboxes on the left to decide who the email will be sent to. You can also choose to send the email from your person email using the radio buttons at the top. The email will not send to members who have signed.

6. Once you are ready to send you just need to click the Send button.

7. Let's say a week has passed and only half of the committee has signed. If you come back to this page it will show who has signed and when. You want to send another reminder email, so you follow the same workflow. However, only members who have not signed will receive another email.

8. Once all signatures have been received, you can submit the Warrant to be processed by the Graduate School from two places – the committee page and the action dropdown on the student's page. This button is only enabled when all signatures have been received: