

MS Annual Evaluation Instructions

1. Go to the [MS Annual Review Form](https://bit.ly/32efEzr) (<https://bit.ly/32efEzr>) and **fill in your name and email in the MS student – initiate form section.**
2. **Enter the name and email for your faculty thesis advisor** in the role listed below.
3. **Enter your name and email again in the MS student – signature section.** *Important: You should enter your name and email twice so that you will be able to initiate and then sign the form.*
4. Click the blue begin signing button. *In order to avoid an error message, you may need to **Allow Location Access.***

Please enter your name and email to begin the signing process.

MS student - initiate form **1. Enter your name and email.**

Your Name: *
Full Name

Your Email: *
Email Address

Please provide information for any other signers needed for this document.

Faculty Thesis Advisor **2. Enter your faculty advisor's name & email.**

Name:
Full Name

Email:
Email Address

Faculty Advisor (optional for students with co-advisors)

Name:
Full Name

Email:
Email Address

MS student - signature **3. Enter your name & email again.**

Name:
Full Name

Email:
Email Address

BEGIN SIGNING

5. Enter your **Student ID number (SID)**. Select your area and the number of years you have completed from the drop down menus.

6. **Click the gold finish button** to route this to your faculty advisor.
7. The **form will be sent back to you to sign** to acknowledge after your faculty advisor completes and signs.
8. Signers will receive an email inviting them to complete and sign this document. You will also receive an email copy once everyone has signed.