

## Student Instructions: DHA Graduate Assistantship Database

Note: An \* means that you are required to complete that field.

Database location: <https://webdata.cdes.umn.edu//dha/JobRequests/default.asp>

1. Once you have logged in using your x.500 ID and password, you will be taken to the Faculty and TA Job Request screen.
2. Select My Requests (Student).
3. In order to make the best decision about your assistantship assignment, we need current information about your degree plan. You should complete or correct any information that appears in the Graduate Student Information part of the web form.
4. In the Official Degree Plan field, select your degree from the drop-down list.
5. Select your degree emphasis from the drop-down list in the Emphasis field.
6. Select full-time or part-time from the Status field.
7. If you intend to file a change of status, please select your intended degree in the Intend Change of Status field. (Checking this field is for assistantship request purposes only. You will still need to complete the necessary paperwork for your change of status request.)
8. If you are changing your status, select the new term from the Effective Term of Change field.
9. Select Save Personal Info.
10. On the Student Job Requests part of the form each request you make is numbered on the left hand side of the screen.
11. Select the first term for which you are making a request in the Term field.
12. Select the type of position you want in the Position field.
13. If you wish to work with a particular faculty person, select their name in the Description field. (You would be most likely to select this if you want to be a Research Assistant with a specific faculty person, or want to be a Teaching Assistant for a specific instructor.)
14. Prioritize this request by entering 1, 2, 3, or 4 in the Preference field.
15. Please write any brief comments specific to this request in the Comments field.
16. If you have additional requests, **select Save Edits to save your requests**, and select the Add New requests button at the bottom of the form.
17. To exit, select Logout.

You can edit your requests at any time up until the January 15<sup>th</sup> deadline.