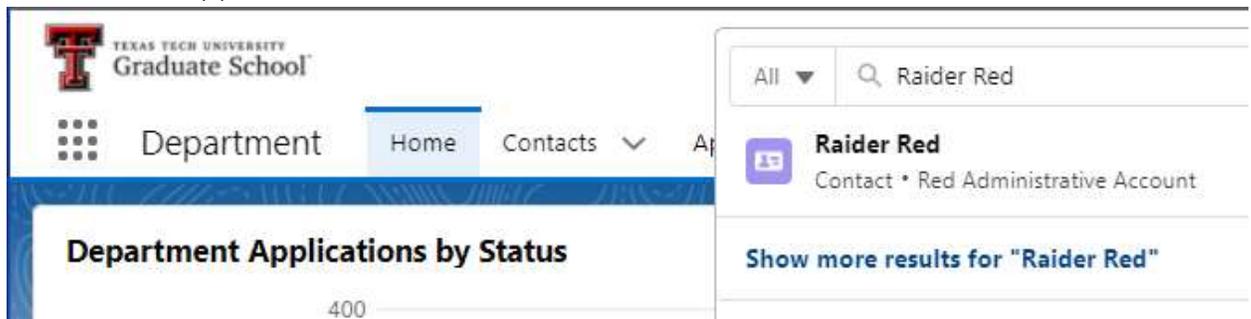




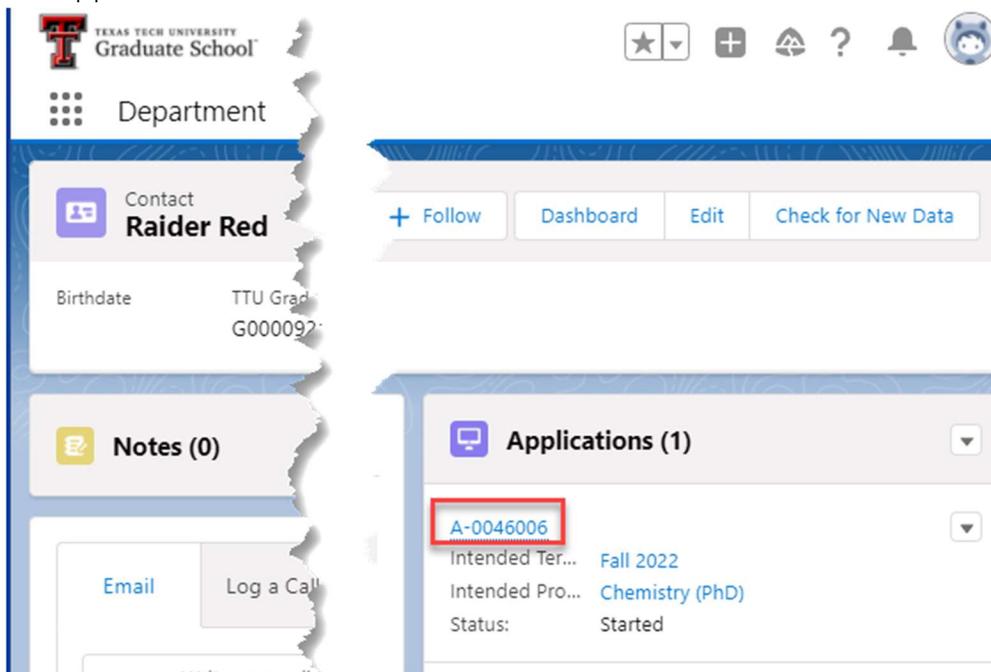
TEXAS TECH UNIVERSITY  
Graduate School

# NOMINATING FOR AN AWARD

1. Login at <https://ttugradschool.my.salesforce.com>
2. Search for the student you wish to nominate using the Global Search. You can search by name, email, application id or student id.



3. Select the student and locate the application under the Application section. Click on the Application Id.



- Click the down arrow for the buttons and select Nominate for Award.

The screenshot shows the Texas Tech University Graduate School application portal. At the top, there is a navigation bar with the university logo and the text 'TEXAS TECH UNIVERSITY Graduate School'. Below this, there are navigation links for 'Department', 'Home', 'Contacts', 'Applications', and 'Application R'. A progress bar indicates the current status of the application as 'Started', with other stages being 'Submitted', 'Incomplete', 'Pending Review', and 'Departm'. The main content area displays application details for ID 'A-0046006'. It includes buttons for '+ Follow' and 'View Application'. A dropdown menu is open from the 'View Application' button, showing options for 'Download PDF' and 'Nominate for Award'. The 'Nominate for Award' option is highlighted with a red box. To the right, a 'Details' sidebar lists the application ID, contact name 'Raider Red', and intended term of entry 'Fall 2022'.

- The award nomination form will pop-up. Follow the steps to complete the nomination for the student.

The screenshot shows a 'Nominate for Award' form. The title 'Nominate for Award' is centered at the top. Below the title, there are several input fields: 'Nominator Name' with sub-fields for 'First Name' (containing 'Department') and 'Last Name' (containing 'User'); and 'Nominator Email' (containing 'graduate.admissions@mailers.ttu.edu'). Below these fields is a dropdown menu with the text '\* Please select the type of award you are nominating this student for:' and the selected option '--None--'. A blue 'Next' button is located at the bottom right of the form.