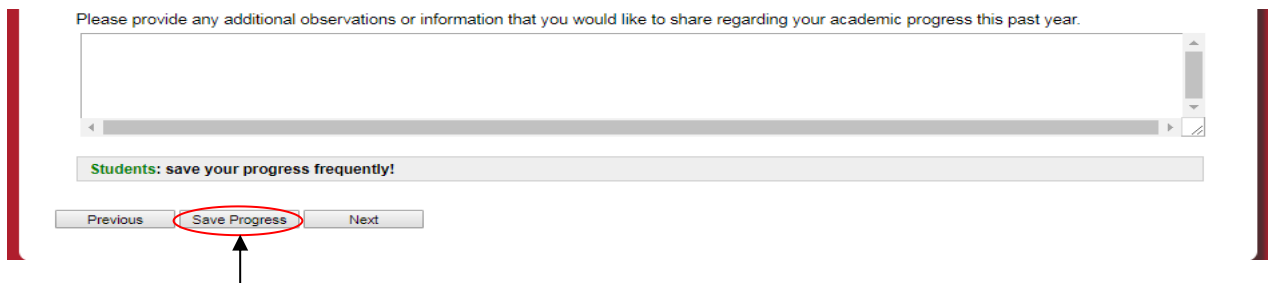


# Student Progress Review (SPR) Form - Tips for Students

Updated October 7, 2019

## How to SAVE your progress

You can save your progress at any point in the process and continue working, or return to the form later. To do this, click on the **Save Progress** button at the bottom of any page as displayed below. Please remember to save your progress often!



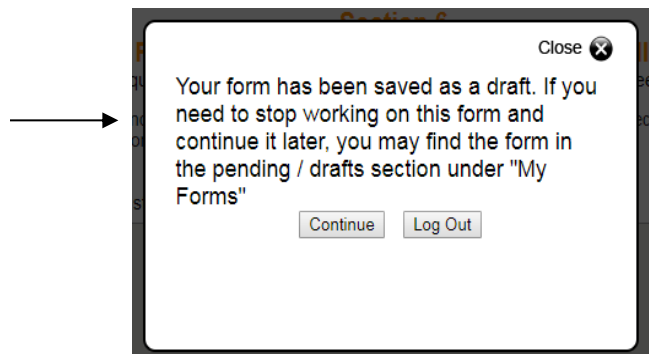
Please provide any additional observations or information that you would like to share regarding your academic progress this past year.

Students: save your progress frequently!

Previous **Save Progress** Next

After you click **Save Progress**, this box will be displayed. You have the option to continue or log out and return to the form later.

**To download a draft SPR form** (without submitting) you must first save your progress and log out, then return to the saved SPR form using the process described in the next section.



## How to return to a saved SPR and/or download a draft SPR

To return to your saved SPR form use the link provided by your GFA. It will be one of the links displayed below depending on whether you are completing the SPR Standard Form or the SPR Short Form.

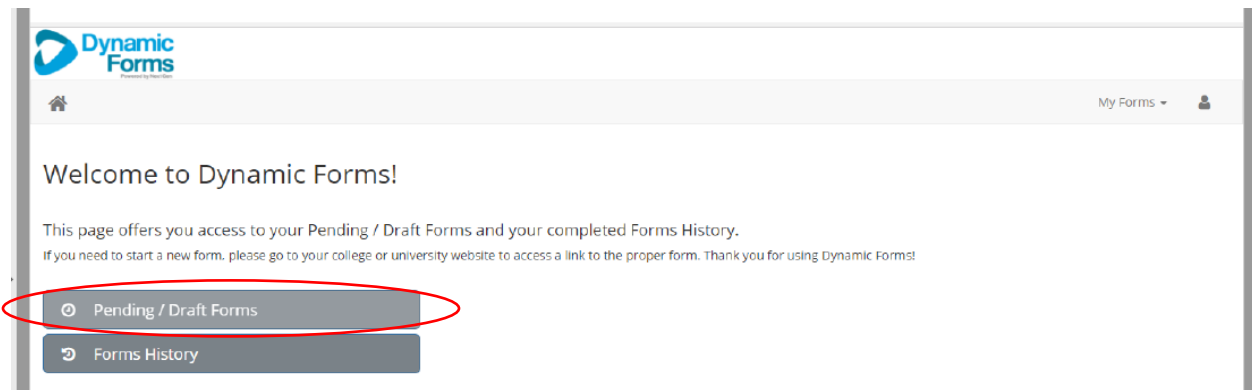
**To access a previously saved (draft) SPR *Standard* Form:**

<https://gafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://shibidp.cit.cornell.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com>

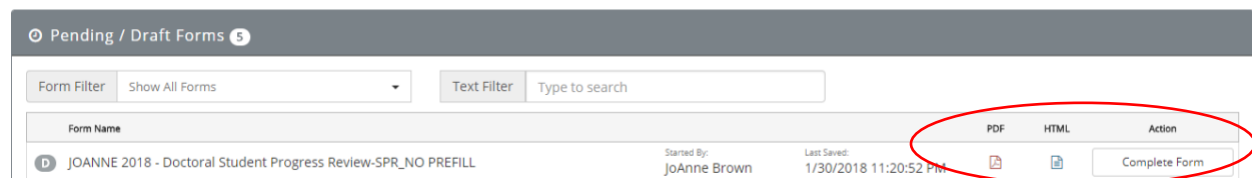
**To access a previously saved (draft) *Short* Form:**

<https://gafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://shibidp.cit.cornell.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com>

Click on the **Pending/Draft Forms** button from the Dynamic Forms welcome page to access your saved SPR form.



Click on the **PDF icon** to download your saved (draft) SPR form. Click on the **Complete Form** button to return to your saved SPR form.



## How to sign and submit your SPR

When you have completed your form, click the **Next** button on the Faculty comment page to advance to the Electronic Signature page. Enter your first and last name and click the **Sign Electronically** button. You will receive a confirmation email and your Committee Chair will be emailed a link to your completed SPR.

### Electronic Signature

Please read the [Disclosure / Consent \(/EsignDisclosure.htm\)](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

**First Name**

**Last Name**

Previous

Sign Electronically

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

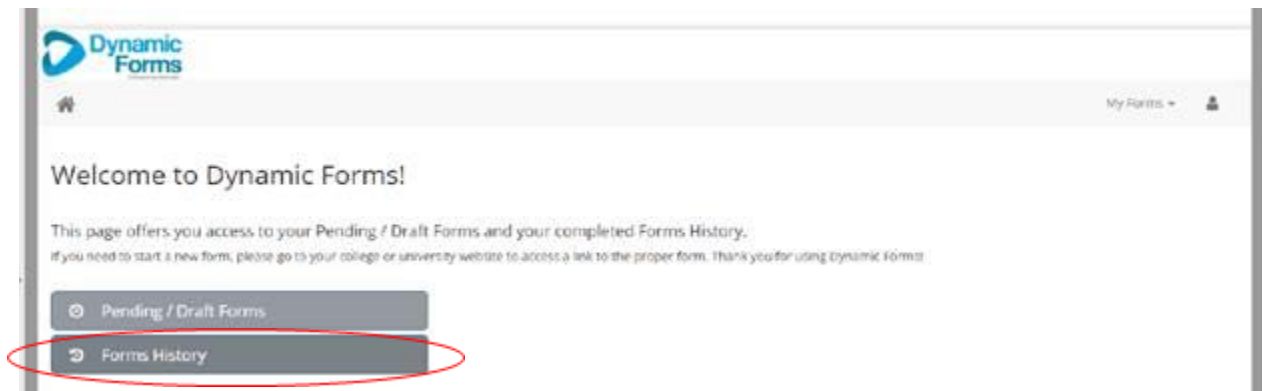
After you have signed and submitted your form, it will no longer be available to you under Pending/Draft Forms. Select **Forms History** on the welcome page to view and download SPR forms that you have submitted.

## How to access and download a completed SPR form

To access a SPR form that has been submitted (use the same link for returning to a saved form):

<https://qafederation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpid=https://shibidp.cit.cornell.edu/idp/shibboleth&TargetResource=https://dynamicforms.ngwebsolutions.com>

Click on **Forms History**



Locate your SPR form and to the right and click on the **PDF icon** to view/download/print a copy of your form.

