Graduate Degree Works and eForms Quick Start Guide

Use eForms to request a Change of Adviser, Degree, Major, Transfer Credit, Co-Terminal Shared Credit, Course Substitution or Exception or to Declare or Change a Specialization (Concentration), Project or Thesis Options:

1. From the MyIIT Portal select the appropriate tab (for your user role).
   A. Academics tab (student) or
   B. Teaching tab (faculty) or
   C. Work tab (staff), then opt-in to add the Graduate Academic Affairs Channel (using the content layout feature)

2. Then, navigate to the Graduate Academic Affairs channel (directly below the Undergraduate Academic Affairs channel)

3. Select the Graduate Degree Works hyperlink
   A. You can review

4. Select the eForms Tab in Degree Works

5. Then select the desired form request in eForms