

GUS Student Data Verification

Overview:

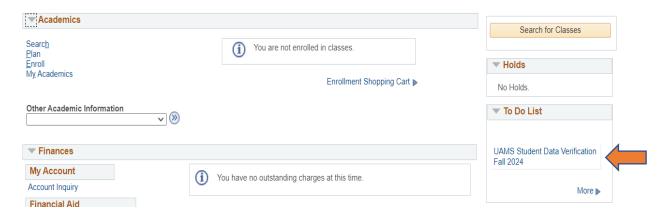
Each semester, students are required to complete the Student Data Verification assigned to them via the GUS Student Center. The verification allows the student to update and verify addresses, phone numbers, email addresses and emergency contacts; review and confirm the UAMS Financial Agreement, Academic Catalog and Student Handbook; and complete other college-specific requirements where applicable.

Steps to complete the Student Verification:

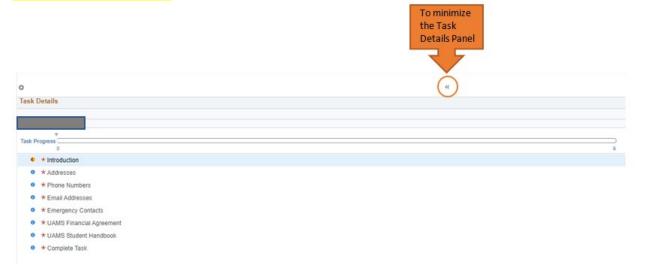
- 1. Login to <u>GUS</u> with using your UAMS Domain User ID and password (the same login credentials used for your UAMS email).
- 2. After you have successfully logged in, click the "More... Student Center" under My Academics to proceed to the Student Center.



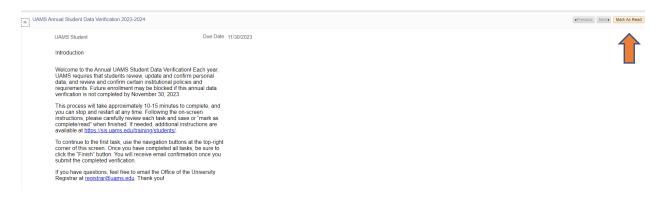
3. Under the "To Do List", look for the Student Data Verification and click the link to launch the activity.



4. After you launch the activity, you will see the list of tasks on the left. Use the "<<" button at the top to display the task details.



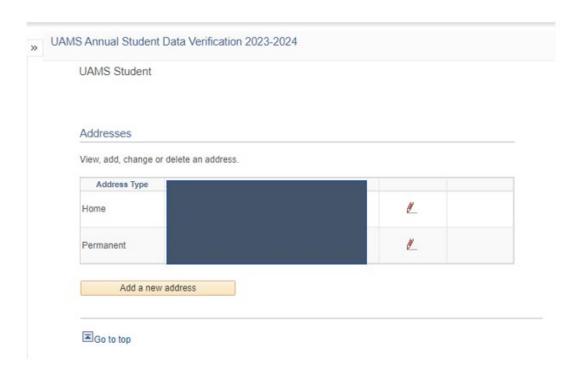
5. To begin the task, click "Mark as Read" on the top right corner of the Introduction page.



6. Click "Next" to proceed to the next task:



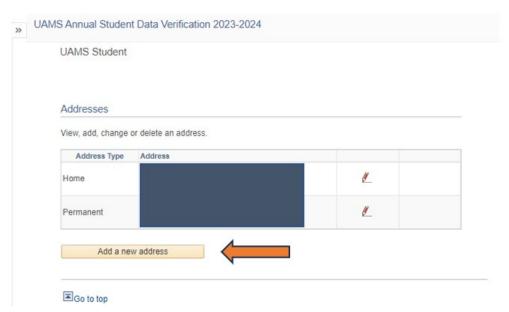
7. You are now on the Address task. Review the addresses listed. To update an existing address, click the pencil icon on the right of that particular Address Type.



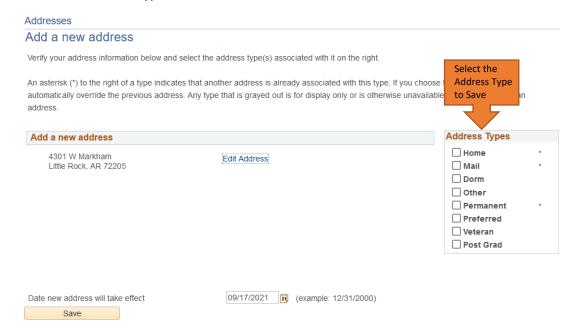
8. The address will be displayed. Make any updates as needed and click OK. On the following page, click "Save" to finish the changes.



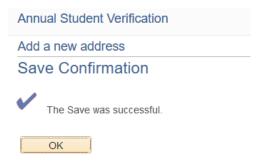
9. To add a new address, use the "Add a new address" button at the bottom of the page. A blank address page will appear. Enter all details.



10. Select the Address Type to add and click Save.



11. Click OK after the Save was successful.



12. After you complete the updates, use the "Mark As Complete" button to go to the next task.

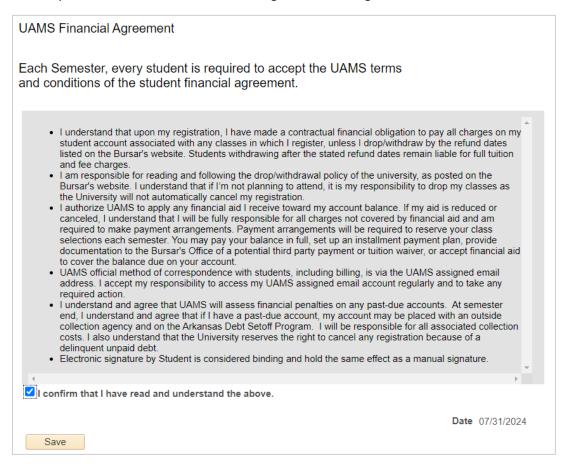


13. Follow the same approach under Steps 6-12 to verify/update your Phone Numbers, Email Addresses and Emergency Contacts.

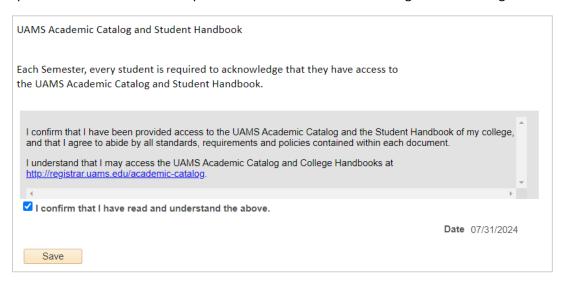
14. Race and Ethnicity – Add or update your Ethnicity data on this page. Make sure to select the checkbox for "The information is correct as entered". Click "Submit" and "OK" to save the data. Then, click "Next" to proceed to the next task.

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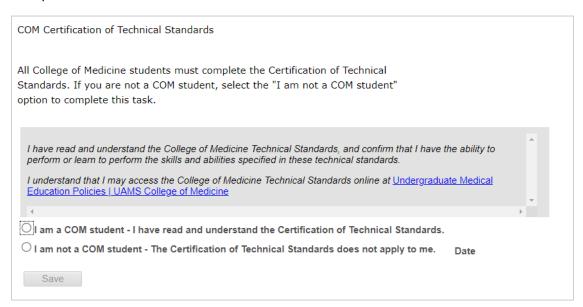
15. Review and acknowledge the UAMS Financial Agreement using the checkbox provided. Click "Save" to complete this task. Then click "Next" to go to the next agreement.



16. Review and acknowledge the UAMS Academic Catalog and Student Handbook using the checkbox provided. Click "Save" to complete this task. Then click "Next" to go to the next agreement.



17. Review the College of Medicine (COM) Certification of Technical Standards Agreement and select the checkbox that applies to you. If you are a COM student, select the "I am a COM student" checkbox. If you are not a COM student, select the "I am not a COM student" option. Click "Save" to complete the task.



18. Finally, click "Next" to go to the "Complete Task" page. Use the "Finish" button to exit the Activity Guide.



19. Once you complete the Student Verification, you will receive an email confirmation that you have completed the tasks and it will no longer be available in the "To Do List". If you exit while you are working on a task, you can always return to the same task when you log back in to GUS again later.

Questions:

Contact the Office of the University Registrar at registrar@uams.edu or 501-526-5600.