Entering GSSP Special Authorization Requests

1. Log in to MyPack Portal – mypack.ncsu.edu

2. Select “For Faculty & Staff” tab at the top of the page.

3. Within the “Graduate Administrators” pagelet, select the link for “GSOARS” under “Advising.”

4. When logged into GSOARS, select “I am a Faculty or Staff Member,” then select “Access GSOARS.”
5. Enter student identifiers – either student ID number or their name.

6. After the browser returns the student’s GSOARS record, scroll down and select “Show Graduate Student Support Plan Details.”
7. Only the DGP security role can access and enter GSSP Special Authorization Requests. When the request form appears, select the appropriate special authorization reason from the drop down list, then enter any necessary comments before submitting the request.

8. Once the special authorization request has been submitted, the system will automatically generate an email to the college-level Associate Dean to notify them that further action is required on their part.
9. The college-level Associate Dean will then be able to log in to GSOARS to approve or deny the request. They may also add comments regarding their decision.

10. Once the special authorization request is approved or denied, the system will automatically generate an email notification to the DGP and add the decision into a Graduate School table for processing purposes.