



myProgress Milestones Document Upload Instructions

myProgress

We are pleased to announce students are now able to upload their required milestone documents through myProgress.

Benefits of uploading milestone documents through myProgress

- Documents are automatically indexed based on the student's program and associated milestone
- Easy access to student's milestone documents

Who can upload milestone documents?

- Graduate thesis students admitted to their thesis programs since Fall 2017.

How to access myProgress

Students can access myProgress by going to <https://www.mcgill.ca/gps/myprogress> and login using their McGill Username and Password.



- The Document Upload option is available for students in the top navigation bar of the myProgress worksheet

The screenshot shows the top navigation bar of the myProgress system. It features the McGill logo and 'myProgress' text on the left. The navigation bar is divided into sections: 'Help', 'Minerva', and 'Document Upload'. The 'Document Upload' link is circled in green. Below the navigation bar, there are input fields for 'Student ID', 'Name', 'Degree' (set to PHD), 'Major' (Chemistry - T), and 'Last Audit' (17-Aug-2019). There are also buttons for 'Worksheets', 'Notes', 'View', 'Save as PDF', 'Process New', and 'Academic History'.

- Students should refer to the milestone guidelines for their program to determine the supporting documents required for each milestone

The screenshot shows the 'Milestone Document Upload' page. At the top, there is a red navigation bar with 'Welcome', 'Log out', and 'Help' links. Below this is the McGill logo and 'myProgress' text. The page title is 'Milestone Documents'. The main heading is 'Milestone Document Upload'. A light blue box contains instructions: 'Upload a document by associating it with the correct milestone' and two bullet points: 'If the document is associated with the wrong milestone it may delay the processing of your request.' and 'PDF documents only (*.pdf) with a maximum size of 5 MIB.'. Below this is a 'Term' dropdown menu set to 'Fall 2019'. The page displays a grid of milestones for 'Ph D Anthropology T'. The 'PhD3 Progress Tracking' milestone is circled in green. The milestones are: 'PhD Study Plan' (Complete), 'PhD Supervisory Committee' (Complete), 'PhD2 Progress Tracking' (Incomplete, due Apr-30-2019), 'PhD Comprehensive Examination' (Required, due Apr-30-2020), 'PhD3 Progress Tracking' (Required, due Apr-30-2020), 'PHD - 2nd Language' (Required, due Apr-30-2020), 'PhD Thesis Research Proposal' (Required, due May-15-2020), 'PhD4 Progress Tracking' (Required, due Apr-30-2021), 'PhD5 Progress Tracking' (Required, due Apr-30-2022), and 'PhD6 Progress Tracking' (Required, due Apr-30-2023).



- Uploaded document(s) will be attached to the selected academic program and milestone. File format must be PDF; maximum size is 5MB.

Milestone Document Upload

Milestone	
Program	PhD Chemistry - T
Milestone	PhD3 Progress Tracking
Status	Required, due Dec-01-2019

[Upload Documents](#)

PhD3 Progress Tracking Documents

No documents to show yet.

Upload Documents for PhD3 Progress Tracking

Drag files here or click to select files

Progress Tracking Report - PhD3 - 123456789.pdf

Received

[Upload](#)



- Submit final version of completed, signed documents. No updates allowed

Milestone Document Upload

Milestone	
Program	PhD Chemistry - T
Milestone	PhD3 Progress Tracking
Status	Required, due Dec-01-2019

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PhD3 Progress Tracking Documents

File Name	Status	Activity Date	Date Submitted
Progress Tracking Report - PhD3 - 123456789.pdf	Submitted	2019-08-19 03:39 pm	2019-08-19 03:39 pm

Milestone Document Upload

Milestone	
Program	PhD Chemistry - T
Milestone	PhD3 Progress Tracking
Status	Satisfactory

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PhD3 Progress Tracking Documents

File Name	Status	Activity Date	Date Submitted
Progress Tracking Report - PhD3 - 123456789.pdf	Filed	2019-08-19 03:44 pm	2019-08-19 03:39 pm