# Duke Graduate School Committee Approval Process for Directors of Graduate Studies

This document will describe the steps needed for a DGS to approve a committee approval form, to be submitted to the Graduate School Office of Academic Affairs. Forms must first have been uploaded into Perceptive Content (formerly ImageNow) by the DGSA. Once the form is uploaded, the DGS will access and approve the form using Perceptive Experience.

Open a browser and go to the Perceptive Experience website:

https://experience.siss.duke.edu/

It should take you to the standard Duke Log In page, where you enter your NetID and password. Then you will land on the Home page in the screenshot below:
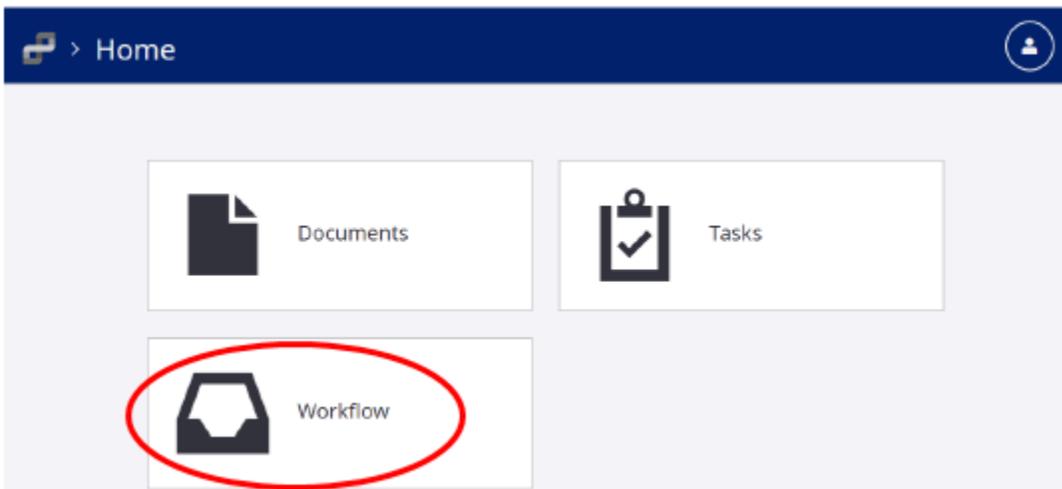
Once you click on Workflow, your screen will show your various queues on the left, but the center will be blank:
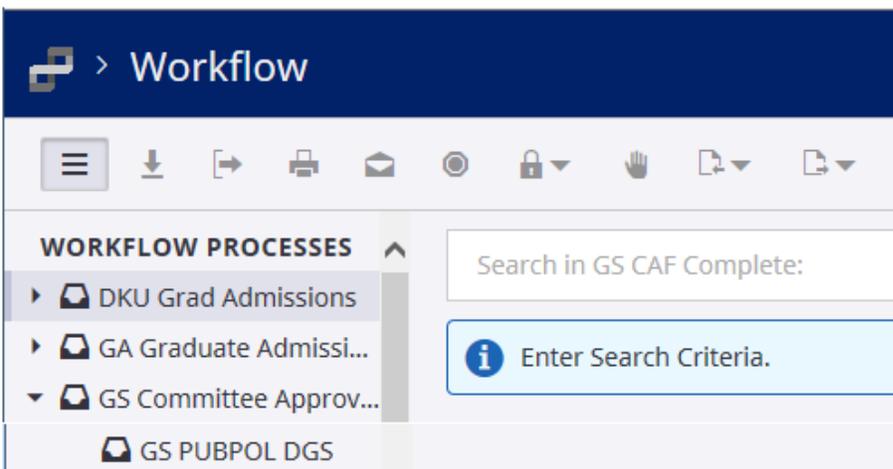
You must first click on the queue you want on the left. You will see the queue name highlighted, but the center will still be blank. You must click the Search button before any files will become visible:
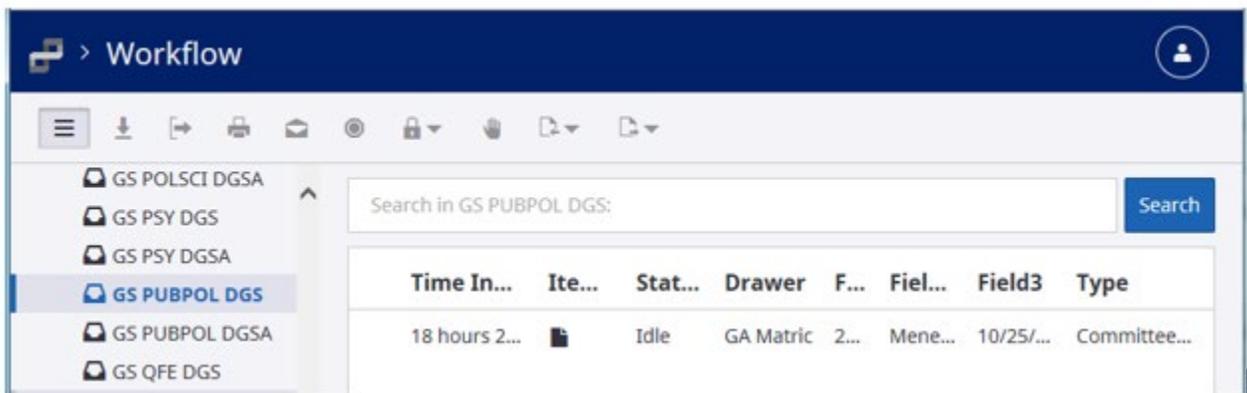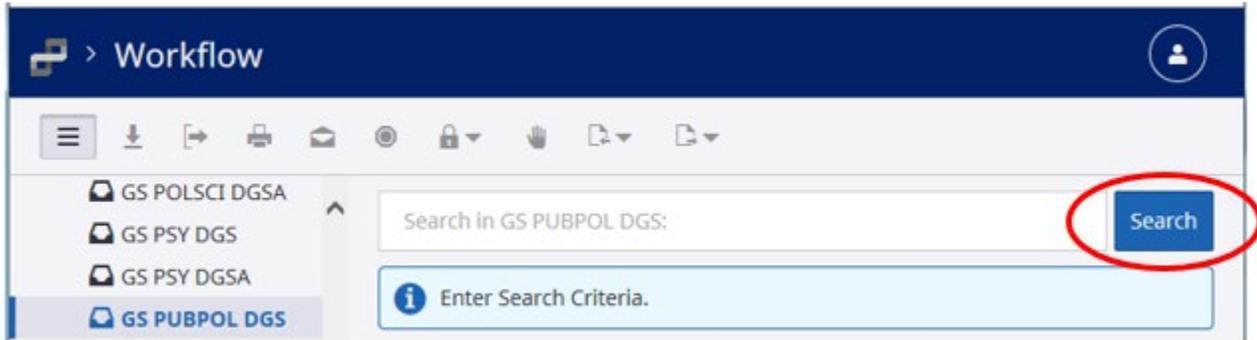
Once you open your document, you will need to annotate it.

The annotation icon no longer looks like a stamp, but rather like a box with a pencil:
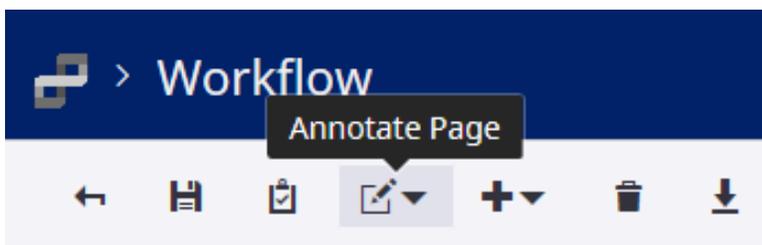
Once you click this icon, you will need to select Create Annotation:
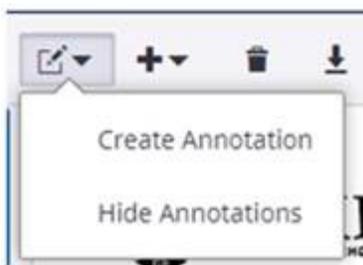
Once you select this, and then click on the page where you want your approval stamp to appear, you will see a blue box and a menu window. In the top dropdown, select Text Stamp; in the bottom dropdown, select GS Committee Form Approval DGS:

Once you click the Add button, your stamp will appear, with your NetID and the date already populated:

Once you have approved the form, you will route it forward using the icon that looks like a page with an arrow pointing right:

Once the form arrives back in the DGSA's queue, they can route it on to The Graduate School.

Please contact grad-support@duke.edu if you need help with this process.