Graduate Professional Skills (GPS) Academy
Student User Guide

What is the GPS Academy?

- As a graduate student at NDSU, *you are already a member of GPS Academy*. To explore upcoming events hosted by GPS Academy, click on the link in "My Memberships" at myndsu.ndsu.edu
- The GPS Academy provides professional development events and services for graduate students
- The GPS Academy page on myNDSU is a tool to record your professional development throughout your graduate studies, including your participation in GPS Academy events.
- The Paths are a guide to building clear areas of professional development and an organizational tool for demonstrating your strengths and development in each of the eight paths:
  - **Communication**: Enhance your oral, written, and non-verbal communication skills.
  - **Leadership:** Improve your ability to lead people and organizations.
  - **Management:** Learn practical skills needed for a range of management activities.
  - **Entrepreneurship:** Learn about designing, launching and running a new business.
  - **Research and Scholarship:** Develop skills essential for successful scholars.
  - **Teaching:** Develop teaching skills that can be applied in a variety of settings.
  - **Personal Excellence:** Expand your self-awareness and your ability to live a successful and happy life.
  - **Career Skills:** Develop skills that will help you with the search for and acquisition of employment
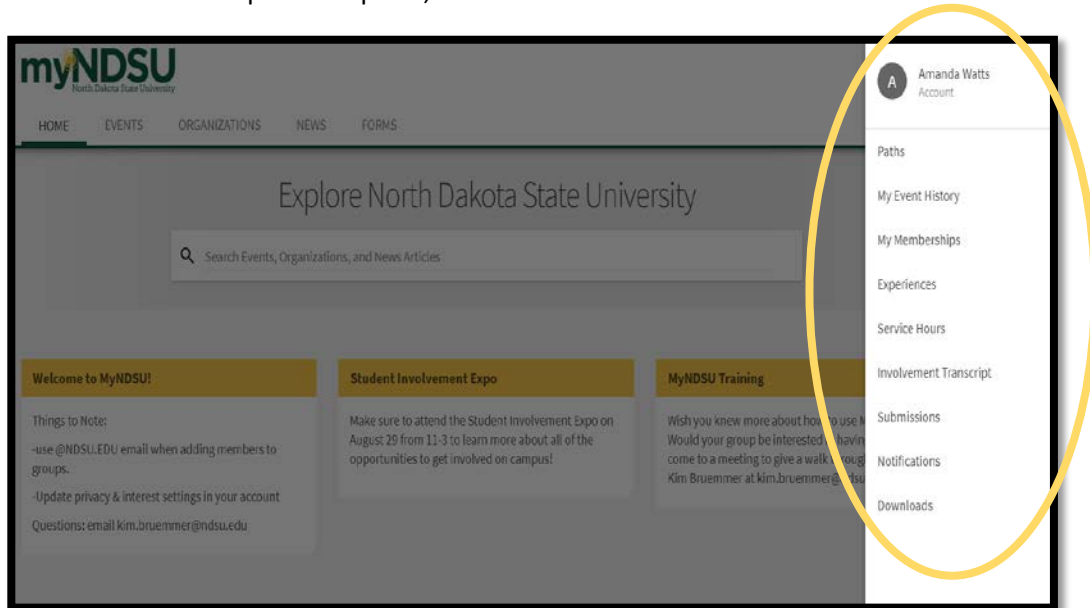
How can GPS Academy work for me?

- The Paths track a combination of event attendance and self-reported achievements organized by professional development path such as communication, management, teaching, and more.

- For events, just attend with your NDSU student ID card! Your attendance to events will automatically be tracked with a swipe card check-in at many events and recorded in "My Paths" progress and on your "Event History."
- Explore items in each of the Paths. Self-Report your current achievements and browse items in each path to identify your professional development goals.
- For your CV or job applications, use the Paths to demonstrate your strengths in each area with concrete examples of achievements. Use the Event History list to add relevant details of your training like dates, titles of workshops, and names of speakers.
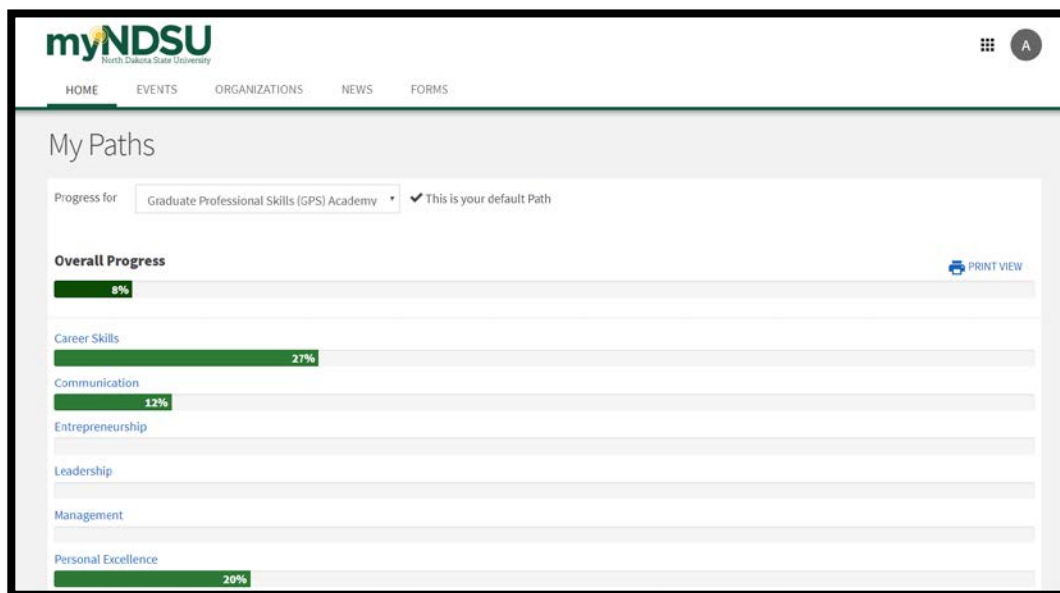
Explore the Paths:

Access your path progress in GPS Academy. The paths help you focus your professional development activities to serve your career goals. When it's time to apply for jobs or build your resume, the paths are an organizational tool that help demonstrate the skills you have developed.
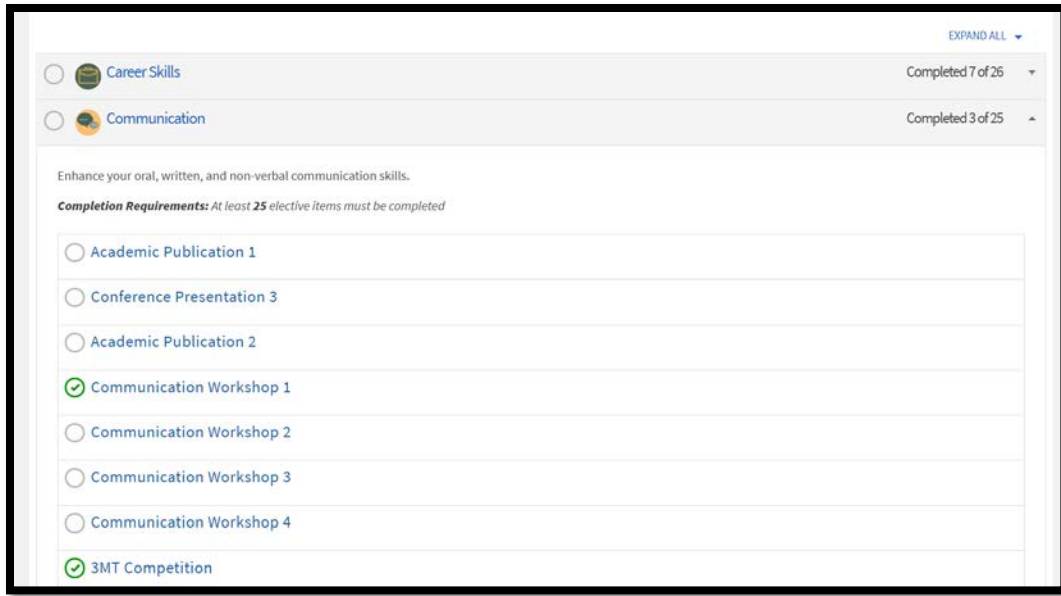
- Sign into myNDSU using your student email and password.
- In the upper right corner, click on the circle with your initial to open a menu bar.
- Select the top menu option, "Paths."

- On the "Paths" screen you will see an overview of your involvement in GPS Academy paths.

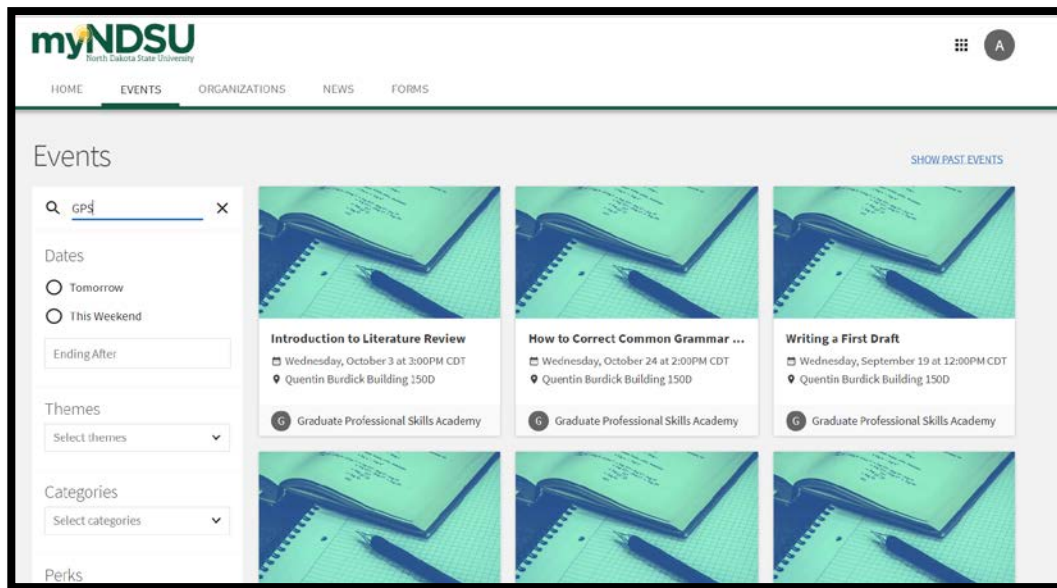- For a detailed list of events in each path category, scroll down on this page:

- Collapsible dropdown menus let you explore what elements you have already completed and what opportunities are available for further professional development in this path.
- Click on a completed item to see the details about the event.
- Or click on an element you have not yet completed to learn more. Many elements are self-report, which means you can keep track of your extracurricular professional development in GPS Academy too.
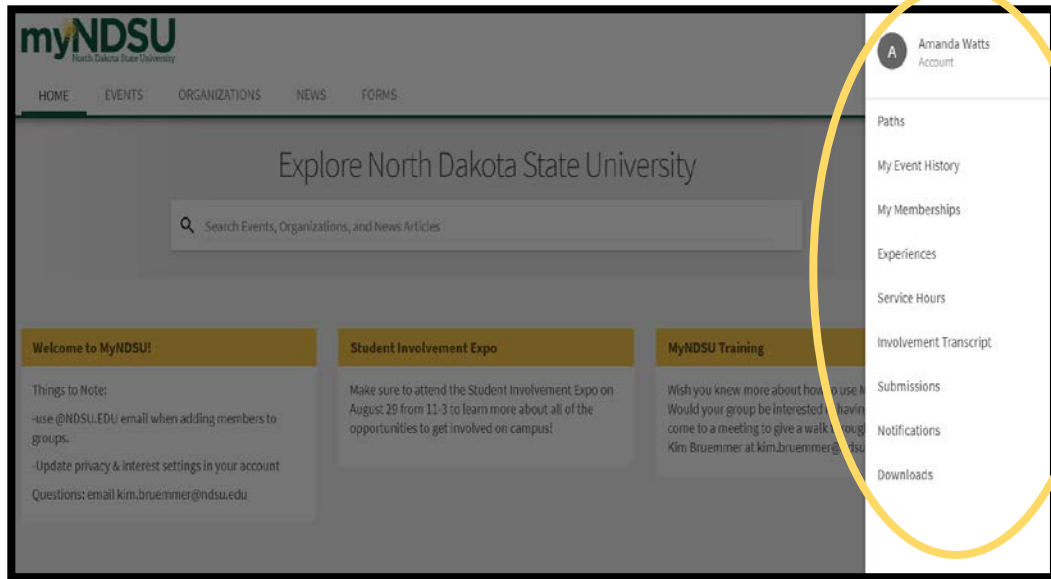
Find events:

You can see all upcoming events under the GPS Academy on the home page of myNDSU GPS Academy, *or* you can search for events under the events tab:

- Go to the "Events" tab on the upper left menu
- Search "GPS" in the search bar
- Or browse events by date, theme, or perks

Finding your records of path activity, event history, and involvement transcript:

- Click on the circle with your initial in the upper right-hand part of the screen. A drop-down menu will appear with options.
- Click on "Paths" to explore your paths in GPS Academy

How to Self-Report an Achievement:

- Click on the element you would like to self-report, which will take you to the above screen.
- Click "Mark Complete"

- Fill in the details of the element on the next screen.
- This tool can help you keep track of your achievements with dates and details for future resume drafting and job applications. Be sure to input accurate dates and titles for your records!

Having Trouble?

- o Need more support?
  - o Email the GPS Academy Coordinator, Amanda Watts at amanda.watts@ndsu.edu
- o Can't see the GPS Academy in myNDSU?
  - o Email the Graduate School Administrative Assistant, Ann Fredrickson, at ann.fredrickson@ndsu.edu