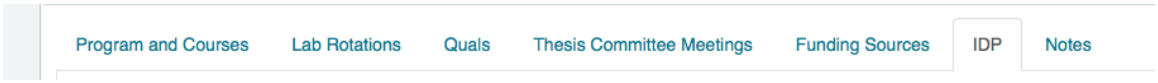
Students

- Log in to GST: https://med.stanford.edu/gst/
- Click on the IDP tab:



- Click on the Create New IDP button:

- Enter the anticipated (or actual!) meeting date, and click save. (Saving the record creates an Edit button, which can be used to update the IDP date, if the meeting needs to be rescheduled. Saving the record also creates a Send Reminder button, which allows you to send a system generated reminder message about the meeting to your mentor.)

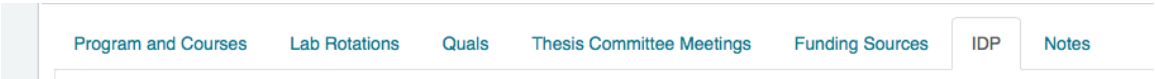
Students cannot confirm IDP meetings – faculty must do this. Once you've had your IDP meeting, feel free to remind your mentor that she/he needs to confirm the meeting in GST, but don't feel obligated – the Office of Graduate Education will reach out to all mentors to remind them to confirm IDP meetings.

Faculty

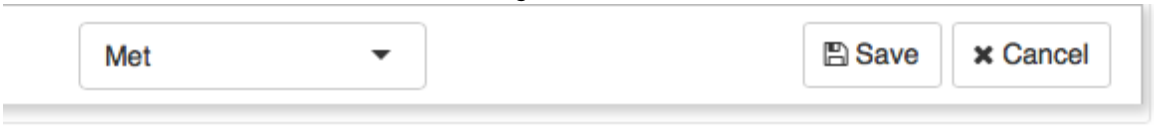
- Log in to GST: https://med.stanford.edu/gst/

When you log in to GST, you'll be presented with the records of your research advisees. To confirm that an IDP meeting has taken place, just:

- Click on the relevant student's name
- Click on the IDP tab:



- Click on the edit button, and then change the status choice from Not Met to Met:



Remember to hit the Save button before you exit!

If you encounter the "No IDP meeting exist.[sic]" message, the student in question has yet to enter the scheduled date of this year's IDP meeting into GST. Feel free to remind your mentee that he/she needs to schedule that meeting, but don't feel obligated – the Office of Graduation will reach out to all Bioscience PhD students through the course of the academic year, to reminder them to set up these meetings.

You can refresh your memory concerning the details of the annual IDP meeting here:
http://biosciences.stanford.edu/current/idp/

and learn more about the GST system here:
http://biosciences.stanford.edu/current/gst/index.html