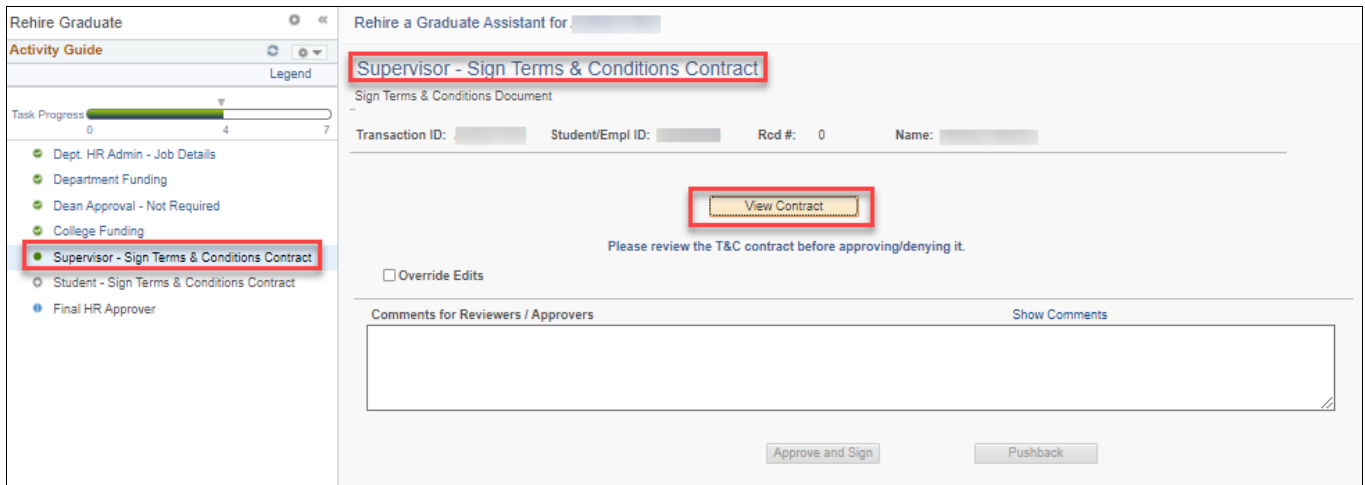


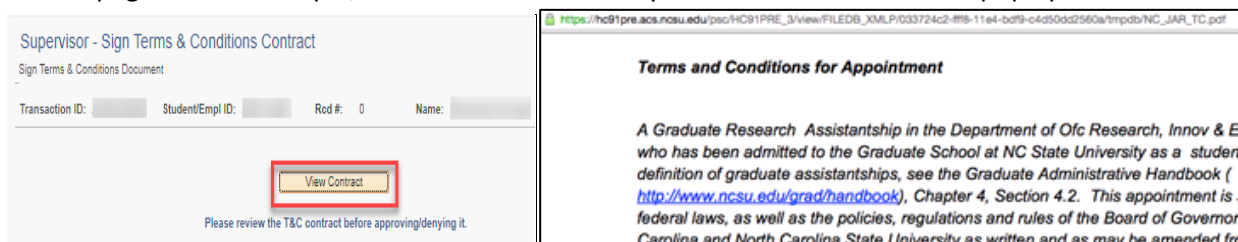
1. When your student's assistantship Terms and Conditions contract is ready for you to sign, you will receive an automated email from [GRAD-ASSISTANTSHIPS@ncsu.edu](mailto:GRAD-ASSISTANTSHIPS@ncsu.edu). The email will include a hyperlink at the bottom of the email. Click on this link and it will take you to the page below. You may have to sign into MyPack Portal if you have not done so already. **Please use Chrome, not Firefox, IE or Safari to view your contract.**



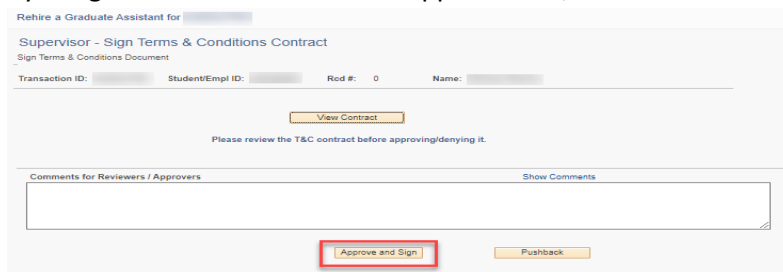
2. If your pop-up blocker is on, you will see a red "x" to the right of the web navigation bar. Click on the red "x", then click on the radio button next to, "Always allow", and finally click the link to open up the window as shown in step 1.



3. From the page shown in Step 1, click View Contract and your student's contract will pop open in a new window.



4. If you agree with the terms of the appointment, close the contract and click "Approve and Sign" on the original page.



5. If edits are required, you must state why in "Comments for Reviewers" and then click the "Pushback" button
6. This does **NOT** mean that your student's assistantship has loaded into the HR Payroll system for processing as there are other necessary approvals prior to processing your transaction. You will receive a final confirmation email once their assistantship has loaded for payroll processing.