TA Data Collection Guidelines:

Step 1: If you are OFF-CAMPUS, you must get on UTD VPN before accessing your personalized link at the bottom of the email. UTD vpn can be accessed through the web link as utdvpn.utdallas.edu

Then you need to type in your netid and password to establish the link for your computer to access the school server. Please use Google Chrome, Internet Explorer or Safari as your web browser.

Step 2: You must answer all four questions on the first page.

For example, in question 2, you have to select the course and instructor(s) that you have been a TA before. If you are a new TA, you still have to make a selection in this page. You can edit your selection after your pressing “submit” and moving to the next window (refer to Step 3). If you did not make any selection here, error will exist and your data cannot be recorded. This is also the same for your answers to questions 3 and 4.

Step 3: You can make corrections to above questions on this page

For example, in question 2, you can add or remove courses that you have TA before. Similarly, you can add or remove courses that you received A before in question 3

Step 4: Press “Exit Application” button and your selection will be saved in the TA assignment server.