![Student Information System - Michigan State University]

Student: Upload an Annual Review Completed with an Advisor

The Annual Review is one of the components of GradPlan. A completed GradPlan must be on file before graduation. The GradPlan Job Aid may be found at:
https://sis.msu.edu/_assets/documents/graduate/GR-GradPlanOverview-Student.pdf

- Log-in to https://student.msu.edu.
- Click on the **GradPlan Tile.**
- Click on **Annual Review.**
- Find the Academic Year where you would like to upload the annual review completed with your advisor.

- Click **Add Attachment** in the Academic Year you would like to complete the upload.
- Click **My Device.**
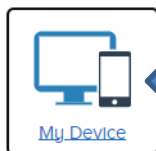
- Find the file saved on your computer. Click on the File name. (NOTE: file names must be less than 65 characters long to upload). Click **Open**.
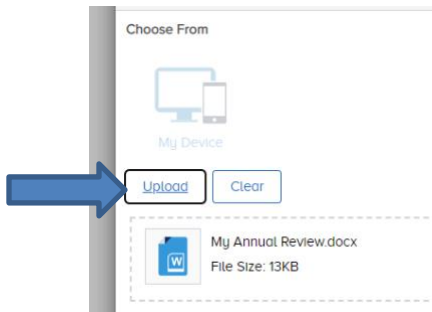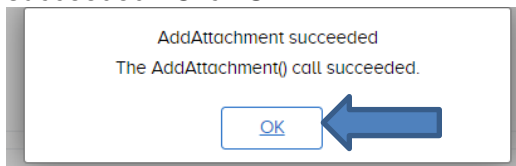
- Click **Upload.**

- Click **Done** in the upper right corner of the File Attachment screen when file is uploaded.

- A message box appears that says AddAttachment succeeded and the AddAttachment() call succeeded. Click **OK**.

AddAttachment succeeded
The AddAttachment() call succeeded.

OK

- Click **Save** in the bottom left corner of the screen.

Academic Year ◇
2021-2022

You may upload a review for **2022-2023** here.

Attached File   My_Annual_Review.docx

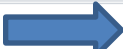You may upload a review for **2021-2022** here.

Attached File

Add Attachment

You may upload a review for **2020-2021** here.

Attached File

Add Attachment

Save

- After saving, you may view the attachment by clicking **View Attachment**.

Academic Year ◇	Attachment ◇		View Attachment
2022-2023	My_Annual_Review.docx		View Attachment

- **Note:** once a file has been uploaded, students are not able to make changes or remove files. Contact your department for assistance for any upload errors. The academic unit/department can remove or replace documents students upload.
- Annual Reviews must be uploaded by the student or the student's department by the end of the Spring Semester each academic year.