

HONORS CONTRACT DIRECTIONS

1. Log into Gradleaders site: bit.ly/honorshomebase
 - a. User Name: Eagle e-mail;
 - b. Password: fgcuhonors
 - c. If you wish, you can change your password:
 - i. My Profile > Profile Summary > Account Information > Change Password.
2. On home page, you can access applications one of two ways:
 - a. On left side of screen, select “Honors Application Records” > “My Honors Application(s)”
 - i. This lists all of your applications.
 - ii. To create a new application, select “+ Honors Application” on upper-right corner.
 - b. On right side of screen, select “Add Honors Application”.
3. Select Semester of Contract > “Save”.
4. To select the organization (Honors College), enter “Honors” in Organization Name field; select “Find”.
5. Click on the radio button; select “Select/Continue”.
6. Then select the contact person – this will be the professor who will be assisting you with the Contract.
 - a. If your professor is not listed, select “*Not Found – Skip*”. At the next screen you will put in your professor’s name in the “*Contact Name*” field.
7. Select the desired application. The Honors Contract Proposal will appear.
8. Fill in all fields with as much detail as possible. Enter your name as your signature; select “Save”.

Your Honors Contract Proposal will then be processed and sent to your professor for his/her approval. After the Contract deadline has passed, it will then be sent to the reviewer to approve. We will notify you and your professor once your Honors Contract has been approved.