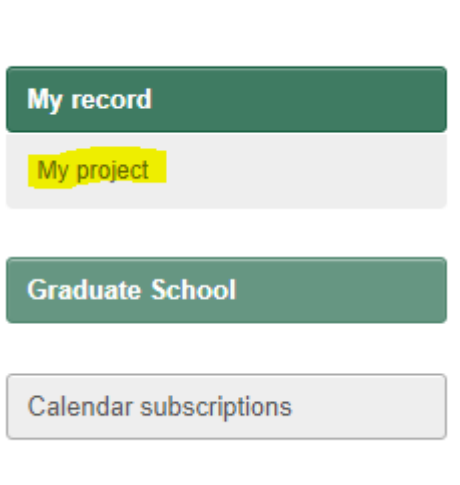
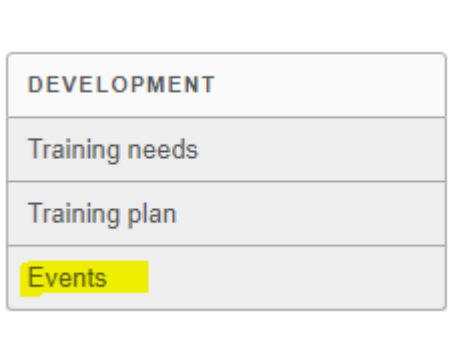


How to upload your PGR-supervisor agreement to GRAD

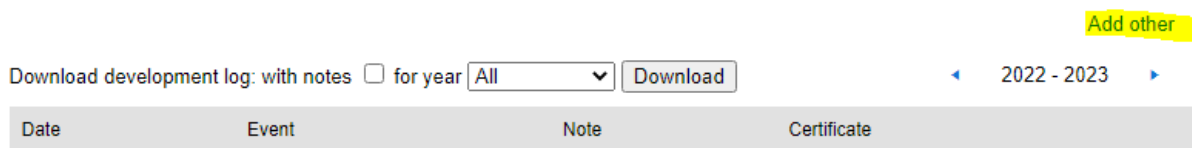
1. Select 'My Project' from the top right hand side:



2. Select 'Events' from the Development menu on the right hand side:



3. Select 'Add Other' from the far right hand side:



4. Complete the "Add a new development activity" form as follows:
 - a. Title: "Supervisor Agreement YEAR" (Where YEAR is the year it was completed"
 - b. Date: Date completed
 - c. End date: Leave blank
 - d. Duration: Leave blank
 - e. Details: Leave blank
 - f. Relevant Files: Upload your Supervisor Agreement here
 - g. When complete select "Add" to add this to your record

Add a new development activity

Title *

Supervision Agreement 2023

Date *

01 Feb 2023

End date

(optional)

Duration


hr

Details

1 2 3 4 • /

Relevant files

 Drag files here or [choose file...](#)

 Supervision Agreement 2023.docx

5. Your Supervision Agreement will now be visible in the Events list on your GRAD record. You can select "Details" at any time to view this.

[Add other](#)

Download development log: with notes for year

◀ 2022 - 2023 ▶

| Date | Event | Note | Certificate |
|-------------|----------------------------|----------------------------|--------------------------|
| 01 Feb 2023 | Supervision Agreement 2023 | Details... | Add note |

When you review your Supervision Agreement with your Supervisory team you can follow the steps above to add an updated version of the agreement to your GRAD record.