How to upload your PGR-supervisor agreement to GRAD

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

   ![My record]

   ![My project]

   ![Graduate School]

   ![Calendar subscriptions]

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

   ![Development]

   Training needs

   Training plan

   Events

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

   ![Add other]

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
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.

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.