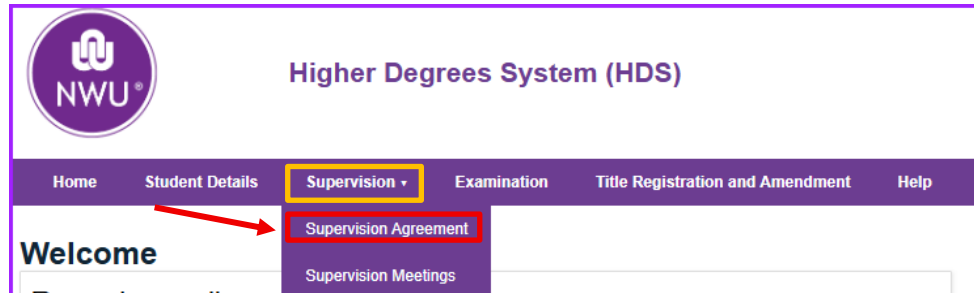


Supervision agreement

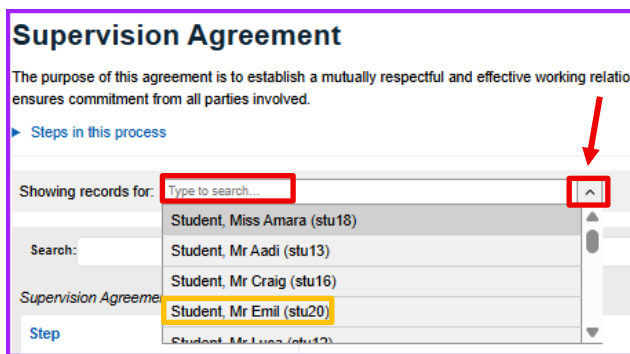
Guidelines for supervisor(s)/ promoter(s) to record a NEW supervision agreement:

Step 1: **Navigate** to the supervision tab on the menu and select “Supervision Agreement” from the dropdown list to open the applicable page.

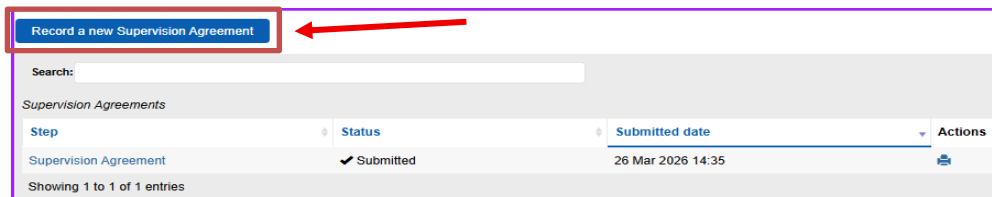


Step 2: **Select the student** by using the “type to search” option or by using the dropdown arrow.

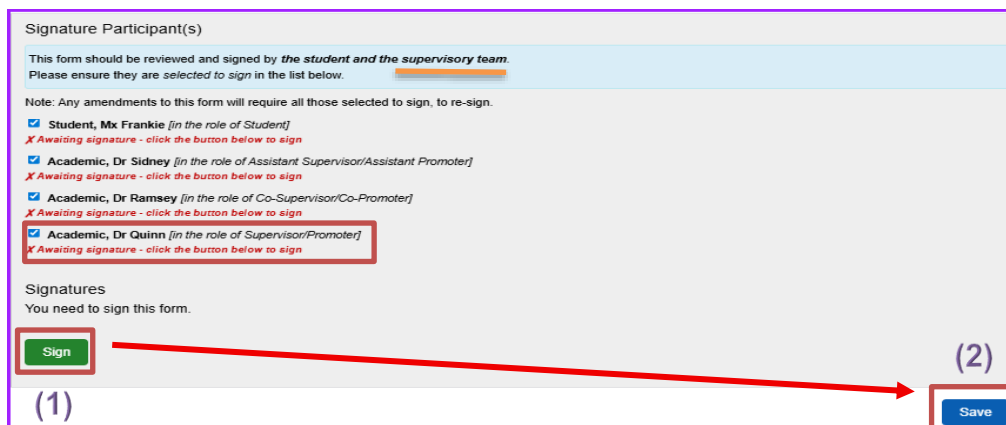
*Note: To search, type in a student number or surname in the search line.

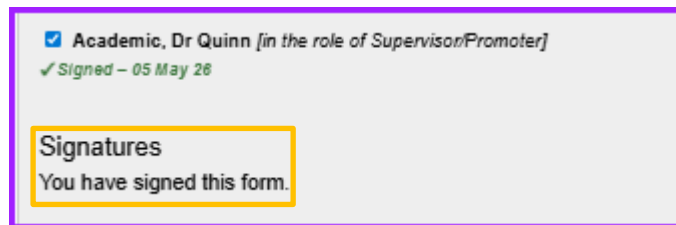


Step 3: Click on the blue active button to **record** a new supervision agreement. The supervision agreement will **open** in a pop-up window.

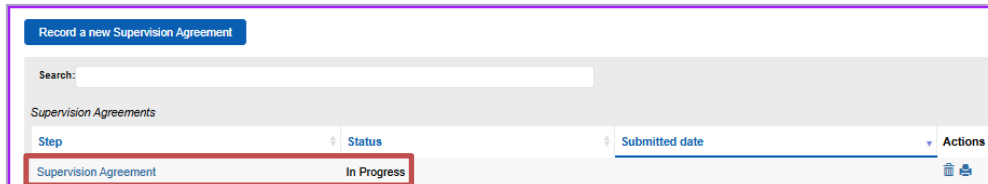


Step 4: Use the scroll bar of the pop-up window to **read** the unseen parts of the agreement, add additional comments (if necessary) and **(1) sign and (2) save** the agreement at the bottom of the screen before closing the window.





Step 5: A **recorded agreement** will reflect in the table of supervision agreements. The agreement need to be signed by other signature participants to complete the process.



Complete HDS user navigation guidelines can be accessed [here](#)