1. In EUCLID (http://www.star.euclid.ed.ac.uk/urd/sits.urd/run/siw_sso.signon), load the student record. Click on the ‘Engagement’ tab along the top. Each tab in EUCLID displays the immigration status of a student; either ‘T4 Sponsored’ or ‘Not T4 Sponsored’. As shown in the image below.

2. To record an Engagement point, click the button. The following screen will appear:

Enter the following required information:
- Event Type (Meeting);
- Event Date (Enter the date the event happened or was scheduled to happen);
- Organiser (PT name);
- Attended? (did the student attend the meeting? Yes/No);
- Event Description (PT Meeting).
- Course (Please leave blank)
- Notes (Please leave blank but continue to add meeting notes to the Meetings/Notes section highlighted above to share comments with the student).

If you have any questions please contact ITO: email ito@inf.ed.ac.uk or call ext.502692.