



### **Accessing the Course Rep Dashboard**

1. In order to see who has signed up, create an account on the Students' Union website by logging on using your University credentials. Once you've done this, let the Students' Union Representation team know by emailing [studentreps@shu.ac.uk](mailto:studentreps@shu.ac.uk). You only have to do this once – your account is then set up for good.
2. We'll let you know when we've given you the correct permissions – usually, we do this on the day you email, but this could take a little longer during busy periods. Then, head to [www.hallamstudentsunion.com/coursereplists](http://www.hallamstudentsunion.com/coursereplists) to view the Course Rep Recruitment Dashboard.
3. Select the relevant Department or College on the dashboard. You will then be able to view Course Rep recruitment figures and individual Course Rep details for the given area. You can also download the information in Excel or PDF format.