Warwick SkillsForge

Multi-role Users – Quick Sheet

If you are a multi-role user e.g. Supervisor and DGS /or/ Departmental Administrator and DSM Approver, we can now give you access to view the students relevant to your role.

If you would like this facility please contact PGRDevelopment@warwick.ac.uk to find out how.

Changes to log in views are as below:

➢ Sign in to Warwick SkillsForge

You will now see in the right hand navigation of the header bar a button based on your log in (multi-role user only). It will be pre-selected.

➢ [Click] on the drop down arrow to the right on the box

You will see ‘Please select a role’ status.

➢ [Click] on the role you require:

 Roles are as follows:

- Course Administrator = Event creators/event managers
- DSM Approver = Doctoral Skills Modules Approver
- Departmental Administrator = Departmental Admins and Support Staff
- Supervisor = PGR Supervisors
- Director of Graduate Studies = DGS’ or Directors of Postgraduate Research
- Master DSM Administrators (PGCTSS and GS only) = DSM Administrator

The correct Tab’s will load based on the role you select.
On the DNA / Completed Activity Log / and Activity Log Summary screen previously you would have seen:

Now the roles are now restricted to the selected e.g.

**Completed Activity Log**

By taking steps to identify a life as you move from your
The ten day Framework (full
control of and be responsible research and personally.
The framework credits are

**OR**

**Completed Activity Log**

By taking steps to identify a life as you move from your
The ten day Framework (full
control of and be responsible research and personally.
The framework credits are

To select a student:

- [Click] on the drop down box for Showing Activity Log for:
The following list will appear:

Committed Activity Log

You can select the PG researcher by click on the relevant name and their details will populate the screen.

To note: If you are a member of a larger department there may be lots of names appearing. You can refine your search by typing the surname into the box as shown below:

To note: The DGS role does not have a DNA (Development Needs Analysis) function

Contact:

Should you have any issues or queries (or feedback on this quick sheet) please contact the PGR Professional Development Officer in the Doctoral College via: PGRDevelopment@warwick.ac.uk or tel: 024 761 50401 (ext. 50401)