



# LIVERPOOL+

**HEAR DEPARTMENTAL  
ADMINISTRATOR GUIDE**

# HOW TO USE THIS GUIDE

This is a list of contacts within academic departments who are able to add details of students who have completed university verified protocols through the MYLAS system.

These contacts will collate all HEAR related activity within their specific department and upload this data before both graduation periods in Summer and Winter.

As an 'activity owner' of at least one activity, you will be required to pass this information over to the named contact(s) in time for them to complete this upload. These dates will be communicated to you during Spring/Autumn of each year.

Updated: 22nd March 2024



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[www.liverpool.ac.uk/careers/employability/my-liverpool/](http://www.liverpool.ac.uk/careers/employability/my-liverpool/)

**PLEASE SELECT YOUR AREA**

**Faculty of Health & Life  
Sciences**

**Faculty of Humanities &  
Social Sciences**

**Faculty of Science &  
Engineering**

**Other**

Area not listed? Email [myliv@liverpool.ac.uk](mailto:myliv@liverpool.ac.uk) for further advice

# Faculty of Health & Life Sciences

## Dentistry

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## Health Sciences

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## Life Sciences

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# Faculty of Science & Engineering

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## Combined Honours

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## Central Teaching Labs

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# Other

## Libraries, Museums & Galleries

Kira Cox; [Kira.Cox@liverpool.ac.uk](mailto:Kira.Cox@liverpool.ac.uk) (0151 795 9820)