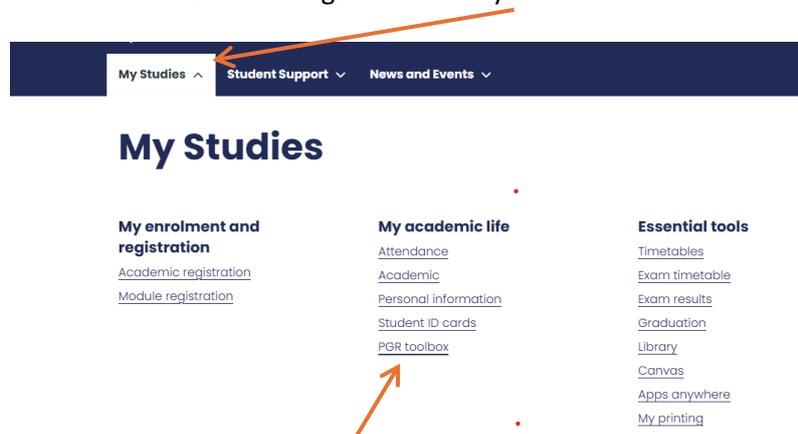


Step-by Step Instructions for PGR students to access Toolbox/ create meetings

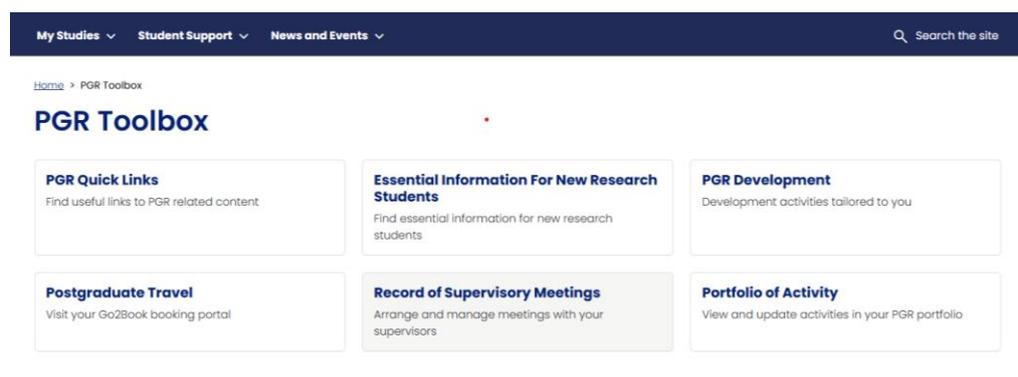
Go to the Portal at: [My.liverpool.ac.uk](https://my.liverpool.ac.uk)

You will then need to navigate to the 'My Studies' tab on the blue toolbar at the top:

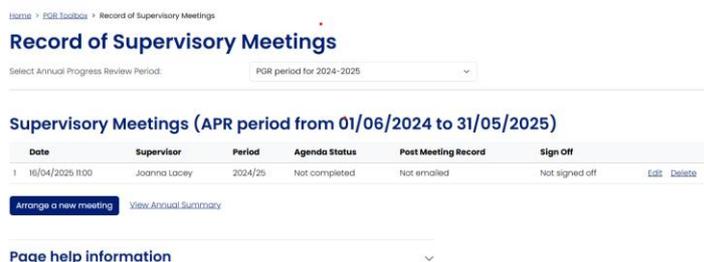


For Meetings select 'PGR Toolbox', under 'My academic Life'

Next Select 'Record of Supervisory Meetings'



You should then be able to create/ edit/ view all supervisory meetings.



IMPORTANT NOTE: For a meeting to be counted as an official record, and so that your supervisor can sign it off you must complete an agenda before sending it to your supervisor. To do this once you have arranged a new meeting, you will need to 'Edit' the meeting to email the agenda to your supervisor.