**Example Guide Faculties**

**Explanation OLA 3.0 Faculties**

1. You will receive an email from the Erasmus Dashboard:
	* ‘Learning Agreement (for student John Doe) - confirmation request’
2. Click on the link and login to the Dashboard.
	* Because of security reasons, a login is required. Otherwise everyone would be able to use the link from the email to sign the OLA.
3. If the OLA does not automatically open: Under ‘Mobilities (OLA 3.0)’ go to ‘Outgoing students’. Type the name of the student and click on it.
	* If the name does not appear, the student could have used the older version. In that case they appear under ‘Mobilities (OLA 2.0)’
4. The OLA will open. Here you see the information that the student filled in. You can:
	* Sign and send the OLA to the partner
	* Decline the OLA and give a reason for the decline. The student can adjust it according to your instructions and resubmit the same document.
	* Save the document. You will first see an online pdf, which you can download and save.
	* There is an option for ‘[Automatic Recognition’](https://wiki.uni-foundation.eu/display/DASH/Automatic%2BRecognition%2BInformation). Please check the website to understand what this means and how it works.
5. After signing the OLA will be sent to the partner.
	* The partner will also need an account to login and sign.
6. If the OLA is signed by all parties, students can make changes from their side after which a new round of signatures is triggered.
	* After changes you can find the previous versions of the document in the overview of the student’s OLA (Revisions).

**!! Let us know if you don’t have access to the Erasmus Dashboard yet. Send us the email address that you want to use and a phone number. The email address does not need to be the same as the one used by the students in the OLA !!**