

# Creation of Study Support Offers

To create an offer for Study Support, from your computer's browser you must access the application of the program Find me through the URL: <http://sara.uma.es/encuentrame>, once inside you must perform the following steps:

1. Identify yourself in DUMA with your email account at the University of Malaga.
2. When entering the application select the option "*Study Support*" in the upper menu.
3. In the left menu, select the option "*Study Help Offers*".
4. At the bottom of the window select the option "*Create Study Support Offer*".
5. A pop-up window will open in which you must provide the following information:
  - Availability: Indicate the range of dates you are available to provide the service.
  - Click the button "*Contact Forms*" and select the way you prefer applicants to contact you.
  - Click on the "Data protection" button and accept the data protection clause.
  - Select the subjects you want to teach, they are separated by educational levels. In the case of undergraduate subjects, you can locate the subjects by degree or by keyword.
  - Indicate your time availability. The days of the week divided into three time bands are displayed.
  - If you want to add additional information, you can do so in the comments field.
6. Press accept to submit your request.
7. Your request for "Pending" status. Once reviewed, you will receive an email confirming whether it has been accepted.