Creation of Requests for Study Support

To create a request 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 Support Request".*

4. At the bottom of the window select the option *"Create Study Support Request"*

5. A pop-up window will open in which you must provide the following information:

• Requested Subjects. Available subjects are shown by educational levels. In the case of Bachelor's degrees, you can search for the subject by Grade or by keyword.
• Requested date range.
• To finish, indicate the requested time. Three ranges of indicative hours have been established, which will allow you to find a candidate with availability.
• You must accept the data protection clause.

6. Press accept to save your request.

7. Your requests will be displayed in the list. Select the Show Candidates option to access candidates who have availability.

8. A window will be displayed with two listings: one with offers totally matching your demand and the other with partially matching offers. Click the view button to see the details of the different options.

9. In the dialog box you can see the details of the bidder, as well as their hourly availability. In the legend the days requested and coinciding will be shown in green, in blue the days not requested but that the candidate is available and in red the days that have been requested and the bidder does not have available.

10. To contact the bidder, select some of the options shown in the dialog.