

TUTORIAL FOR THE ACCOMPANIMENT OFFERS

Creating an Accompaniment Offer

To create an Accompaniment offer, you need to first access the Contact Me Programme application via the webpage <http://sara.uma.es/encuentrame>. Once you have accessed the webpage, follow these steps:

1. Log in to DUMA with your University of Malaga email account.
2. In the application, select the option 'Acompañame' ('Accompany me') from the top menu.
3. From the left menu, select the option 'Ofertas Acompañamiento' ('Accompaniment Offers').
4. At the bottom of the window select the option 'Crear Oferta Acompañamiento' ('Create Accompaniment Offer')
5. A pop-up window will open in which you must provide the following information:
 - Availability: Please state the dates you are available to provide the service.
 - Vehicle ownership: Please state if you have your own vehicle.
 - Upload a copy of your D.N.I or N.I.E in PDF or image format.
 - Upload a copy of your Certificate of Sexual Offences in PDF format. You can obtain this certificate electronically using your digital certificate, from the [webpage: http://sede.mjusticia.gob.es/cs/Satellite/Sede/es/tramites/certificado-registrocentral](http://sede.mjusticia.gob.es/cs/Satellite/Sede/es/tramites/certificado-registrocentral).
 - Select the tasks you would like to carry out (You can select more than one option).
 - Click on 'Formas de contacto' ('How to contact') and choose how you would prefer the applicants to contact you.
 - Click on 'Protección de datos' ('Data protection') and accept the data protection clause.
 - Finally, please state the times you are available.
6. Click on 'Accept' to submit your request.
7. Your application is given a 'Pending' status. Once your application has been reviewed, you will receive an email telling you whether or not it has been accepted.