TUTORIAL ON HOW TO APPLY FOR ACCOMPANIMENT REQUESTS

Creating an Accompaniment Request

To create an Accompaniment Request, you must first access 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 'Acompáñame' ('Accompany Me') in the top menu.
3. In the left menu, select the option "Solicitud Acompañamiento" (Accompaniment Request').
4. At the bottom of the window, select the option 'Crear Solicitud Accompañamiento' ('Create an Accompaniment Request')
5. A pop-up window will open in which you must provide the following information:
   - Type of applicant.
   - Gender preference.
   - List of dates.
   - Person who wishes to be accompanied. Please provide details of the age of each person to be accompanied. If the person has a disability, please indicate the degree of disability.
   - Finally, please indicate the time range. There are three approximate time ranges, which will allow you to find a candidate who is available at these times.
   - You must accept the data protection clause.
6. Click on 'Accept' to save your request.
7. Your applications will be displayed in a list. Select the option 'Mostrar Candidatos' ('Show Candidates') in order to access candidates who are available.
8. A window with two lists will be displayed: one list contains offers which match your request, and another with partially matching offers. Click on the 'Ver' ('View') button to see the details of the different options.
9. In the dialogue box you will see the details of the offeror and the times they are available. The days which appear in green correspond to the days you requested and which coincide with the days the offeror is available. The days in blue correspond to days you have not requested but for which the offeror is available. The days in red correspond to the days you have requested, but for which the offeror is not available.
10. To contact the offeror, choose from the options shown in the dialogue box.