What does eProg do, and what are the benefits?

- eProg is the University’s online progression system to support you through the duration of your PGR programme.
- eProg allows you to break down the requirements of the programme into manageable goals and supports you in planning achievable targets.
- eProg enables you and your supervisory team to record and reflect on your progress against agreed objectives and deadlines.
- eProg provides you with an online interface so you, your supervisor and other academic staff and administrative staff can record and track your key progression milestones throughout your programme from the point of registration, through submission and examination, up to completion.
- It is an online tool which you can access and update at any time, from any location.
- It allows you to upload and manage documents to share with your supervisory team.

ACCESSING eProg

Where do I find eProg to log in?

- As a PGR student, you will be given automatic access to eProg and you will have your own profile area.
- You can log in to eProg from MyManchester: http://my.manchester.ac.uk.
- Your username and password are your main Manchester login details.
- If it is not already on your layout in MyManchester, select the ‘Customise’ drop-down and select ‘Add Stuff’. You can then choose eProg from the options available.

eProg DETAIL

What are the areas of eProg?

**Progression**

This page shows your completed and future milestones, which plot your progression through your programme from the point of registration to the point at which you submit your Notice of Submission form.

**Submission to Examination**

This page shows the steps you will take through submission to examination from the point at which you submit your Notice of Submission form to the point at which you receive your award. It is only available to you when you enter your final year when you will submit your thesis and attend your viva.

**Training Catalogue**

This page sits outside eProg and includes a catalogue of skills training and a booking system for you to reserve places on any available skills training. You can view forthcoming training and development events and any sessions you have booked on and / or attended. The training catalogue can only be accessed via My Manchester or via the ‘Related links’ tab on the left hand navigation.
My eProg Summary

My Profile - Summary information about you (update via MyManchester)

My Favourites - add the pages you visit most in eProg to your favourites to create a quick link

My Progression - Your personalised progression record, detailing all your progression milestones in one place

My Pathway - Personalised timeline for your pathway (shows all major milestones)

My Publications – add and view your publications in eScholar

My Document Store – add documents for your supervisor / PGR administrator to view

My Examination Summary – view the tasks completed and due once you move into the Examination period

eProg Services – You can access the Training Catalogue here under ‘Related links’

eProg Services > About eProg - an overview of the benefits on using eProg and a guide for students

My Profile

Your profile page contains summary information about YOU – your programme information, supervisor’s name etc

Your ‘Student expected end’ date is the latest date you can submit your thesis for examination.

If you have a query or wish to change any details displayed on this page please contact your School PGR administrator.
My Progression Summary (My eProg > My Progression)

This page gives an overview of the milestones and forms which need to be completed throughout your research programme.

Milestones will show as white initially, and then change to green if completed by the deadline and red or amber if the deadline has passed (depending on whether any work has been done on that form).

If you create and save an ‘Additional Meeting Form’, it will populate in the progression page in chronological order.
**My Pathway Summary**

This area gives a clear diagram showing your major milestones by year. This timeline is set-up by your School so may not automatically display if your pathway timeline has not been created yet.

![My Pathway Diagram](image)

**My Publications Summary**

Details any publications you have added to eScholar. It also allows you to add publications by linking to eScholar to build up an overview of your published material.
My Document Store

You can upload documents for your supervisor and/or PGR administrator to view using the document upload function.

Search for your uploaded documents – enter search parameters and click ‘Find’

Click to upload documents

Choose file and who needs to view the document

Click ‘Upload’ to add the document
My Examination Summary (for final year students only)

Your Notice of Submission form will be available for you to edit 6 months before your end date on the Examination summary page. If you have been granted permission to submit early, please contact your School PGR administrator. Once you complete the Notice of Submission form on your Examination summary page, the summary page will populate with the next tasks due in the process. You can keep track of your due dates and when tasks have been completed. Your supervisor can view your Examination Summary page.

Saving a form

Only a supervisor or administrator can submit a form. When you have finished inputting your comments onto a form in eProg you can save the form as a draft or save and notify your supervisor. Clicking on save and notify supervisor alerts the supervisor via email that you have inputted comments on the form and the form is now ready for their input. If you click return it takes you back to your progression page.
**eProg Frequently Asked Questions**

**Who do I contact if I am having any problems with using eProg?**

You can contact your School [PGR administrator](#) who should be able to help you with any eProg problems.

**How do I amend when I receive an alert email?**

Student alerts default to 5 working days prior to the milestone deadline, but you can edit your preferences by clicking on the link to ‘Edit Alert Preferences’ at the top of the ‘My Progression’ page.

**How do I submit a form?**

You can save the content of your form at any time by clicking ‘Save’ at the bottom of the form. In order to ‘complete’ the form / milestone, the form will need to be submitted by your Supervisor once you have completed it.

**I have completed a form, but it has not turned green on my progression page?**

The form may have an authorisation attached to it. All staff members who are listed as needing to authorise the form will need to complete this authorisation before it will turn green. If you are concerned that your form has not been updated, please contact your [PGR administrator](#) within your School.

**How long do I and my supervisors have access to my eProg record?**

You and your supervisors have access to your eProg record from registration until you complete or withdraw from the programme. When you are no longer a student at the University of Manchester, only your School Administrator has access to your eProg record.

**Who has access to my eProg record?**

Your supervisors, PGR Director, School Administrator, Faculty Administrators and staff in The Graduate Education Team. Also, some staff in the student support offices such as the team that process Doctoral Extension applications have access. All staff at the University of Manchester are obligated to comply with Data Protection laws and your information will only be accessed when required.

**Colour Coding – what does it mean?**

There are 4 colour codes used in eProg to denote when a student milestone has been completed.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Green</th>
<th>Amber</th>
<th>Red</th>
<th>White</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The form has been <strong>completed, attended or submitted</strong></td>
<td>The <strong>form is overdue</strong>, has been <strong>saved</strong> at least once, but it has not yet been submitted or has been submitted but not authorised by all roles</td>
<td>The <strong>milestone or form is overdue</strong> and has not yet been saved or submitted</td>
<td>The milestone or form has <strong>not yet been submitted</strong> and is not yet overdue</td>
</tr>
</tbody>
</table>