To set up your activity on the University Skills Portal, you must complete the following steps:

1

Activity Owner
- Fill in an activity setup form. Forms and examples are available at www.universityofgalway.ie\usp
- Email the form to USP@universityofgalway.ie

2

USP Admin
- Generates a sample badge and certificate output for review

3

Activity Owner
- Sign off on badge and output.

4

USP Admin
- Complete system setup.

5

Activity Owner
- When the activity has been completed upload your list of badge recipients to sharepoint, contact USP@universityofgalway.ie for more details.

6

USP Admin
- Updates the system, issues badges and records achievement on the University Skills Passport

7

Student
- Student receives link to badge and certificate on email
- The Achievement is also be visible on the students USP – University skills passport