Access to the tool:

- Access MySaint in your browser from the Staff webpage.
Once signed in, click on C-View tab

In the C-View activities box on the left, click on Programme requirements proofing

Click on Proof read Programme requirements
On the next screen, you will see a list of degrees associated to your School. If your School has several departments, the first screen will be a filter to allow the filtering of degrees per department and level.

To review the requirements for a degree, click on Review.
Click Proof now to proof the requirements (you will be able to proof the requirements for your subject only).

If you wish to see the full requirements, click the link above.

You will see the requirements for each year of the degree.
If all the requirements for every years are correct, click Submit proof OK at the bottom of the page.

If you do not wish to make a decision now, click Exit at the bottom of the page.

Any decision you make is not final and you can go back to the same programme as many times as you wish.
If you need to ask for a correction, click 'Enter correction'.

In the box appearing, state your correction and the reason for it as clearly as possible.

You can cancel the correction if necessary.
Once you are done with all your corrections, click Submit correction(s) at the bottom of the page.

After submitting a decision (Proof OK or corrections requested), the status will be updated for all degrees using the same requirements. This means you do not have to check every degree in your list.
If corrections have been requested for a degree, a list of corrections can be seen.

<table>
<thead>
<tr>
<th>Select a requirement grouping to proof</th>
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<tbody>
<tr>
<td>Biology (Single)</td>
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<tr>
<td>Corrections requested</td>
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<tr>
<td>[view corrections]</td>
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