University of Sussex

Governance Office

Instructions for Accessing Committee Agenda, Papers and Minutes on Sussex Direct

The following guidance is for accessing agenda, papers and minutes on Sussex Direct. The guidance explains:

- 1. How to log onto Sussex Direct.
- 2. How to access papers for a Committee (in this case for Council) .
- 3. How to search for documents.

If you have any questions please contact Alan Soutter (<u>A.Soutter@sussex.ac.uk</u>) Ext 3732.

Alan Soutter Deputy Secretary

April 2008



Access the main University of Sussex homepage.

If you are a student select the student page

If you are a member of staff select the student page

The following is the logon for staff members – the same procedures apply to the student homepage:



Type in your username and password.



Click on the Searches Banner, and then click on Committees in the menu which appears.

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This page displays the membership of Council with start and end dates and category of members. Click on the (-) icon to take you direct to the Committee papers.

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Select the meeting of Council you wish. For example the 193rd meeting. The papers for that meeting are set out in the right hand column. By clicking on the link the paper will open and you can read it or print it of the icon shows in red () this means that this paper is restricted to members of the Committee only. If the icon is grey () then you will be able to read and download it.

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Examples follow of what this produces:

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