During the Campus Closure, Engage Award participation forms will be digitally signed & stamped by facilitators remotely. All DCU facilitators have been informed of the new process & are happy to facilitate students in this. Facilitators will digitally sign/stamps for hours previously accrued & for any hours gained through participation in online formal & informal activities over the coming weeks.

The process for getting an Engage Participation form digitally signed & stamped is as follows:

1. Participants should email their certificate of participation form in **word format only** (so it can be edited) to the facilitator of the activity that they participated in. You can access the word version of the Engage participation form on dcu.ie/engage. If you do not have a facilitator's contact details then please look these up on the DCU or SU website where most emails are listed. Please ensure that you have typed in **all the relevant details** before sending your form through to them.

2. In the email, participants should ask the facilitator to digitally sign & stamp the form (in the case of SS&D workshops) or to just to digitally sign it (all non SS&D activities). Please also **cc engageaward@dcu.ie in this email** on this email.

3. The facilitator will then send the signed / stamped form **directly to Siofra Kenny (Engage Award Coordinator)** & she will stamp this (if it is not stamped already) & create a screenshot of the form.

4. **Participants will then receive this signed & stamped screenshot from Siofra via email** which they can then upload as an image to their Loop learning portfolio. Please note that the **facilitator will not send back** the signed/stamped form to participants.

5. For more information on how to create, add content to & submit your Loop Learning Portfolio see the list of resources on the Engage Award homepage under ‘My Courses’ on Loop.