Overview
The process below explains how to track Casual Academic Engagements. This includes how to view a completed or in-progress Casual Academic Engagement record.

Positions Responsible
School Administrators
Topic Coordinators
Dean/Approvers

View a Casual Academic Engagement Record
1. Login to FlindersPro
2. Go to the Records tab
3. Click on ‘Casual Academic Engagement Requests’

4. You can search by typing in the search bar to the left of screen and pressing enter. You can also filter the results by using the filter options on the left hand side.
5. To display the Engagement Record of a Casual, click on their name.

6. If you click on the ‘More Info’ button, additional information about each stage of the process will be displayed. The additional information which will be displayed includes all of the information about the engagement process, the details of everyone who has been involved in the process and any comments which have been added.