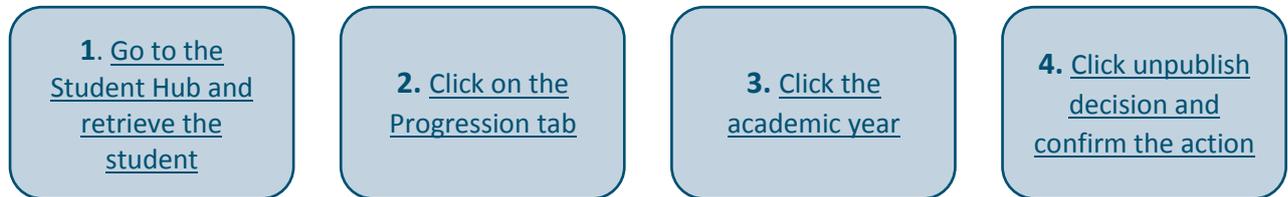


## How to unpublish a progression decision

### Process Overview



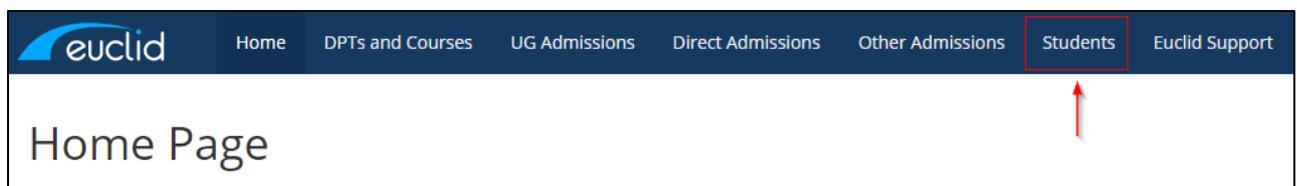
### Step by Step Instructions

#### 1. Go to the Student Hub and retrieve the student

##### 1.1 Log into EUCLID

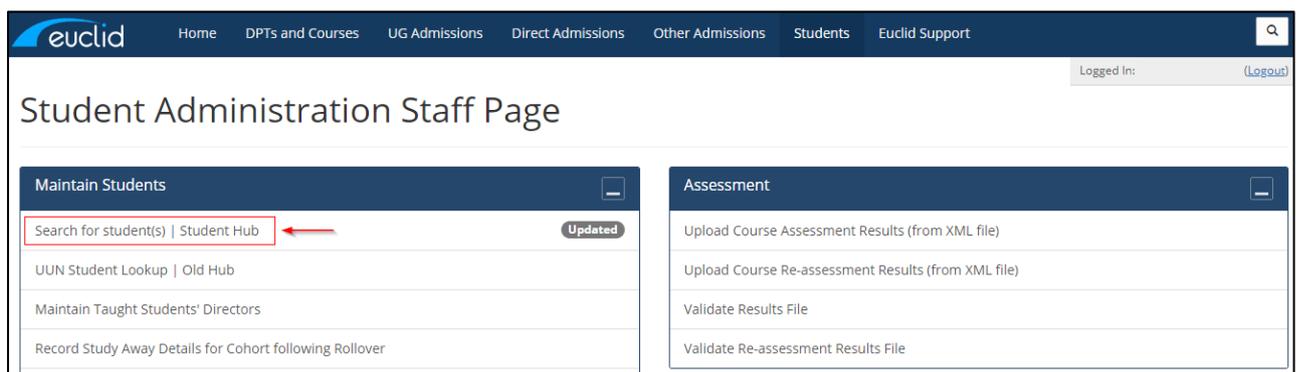
EUCLID is available from your MyEd account (EASE log in required). If you don't have EASE access, you'll need to [register here](#). You'll then need to register for a Student Systems staff account - register from the [Staff Accounts – Apply for an account](#) page.

##### 1.2 Click the “Students” tab

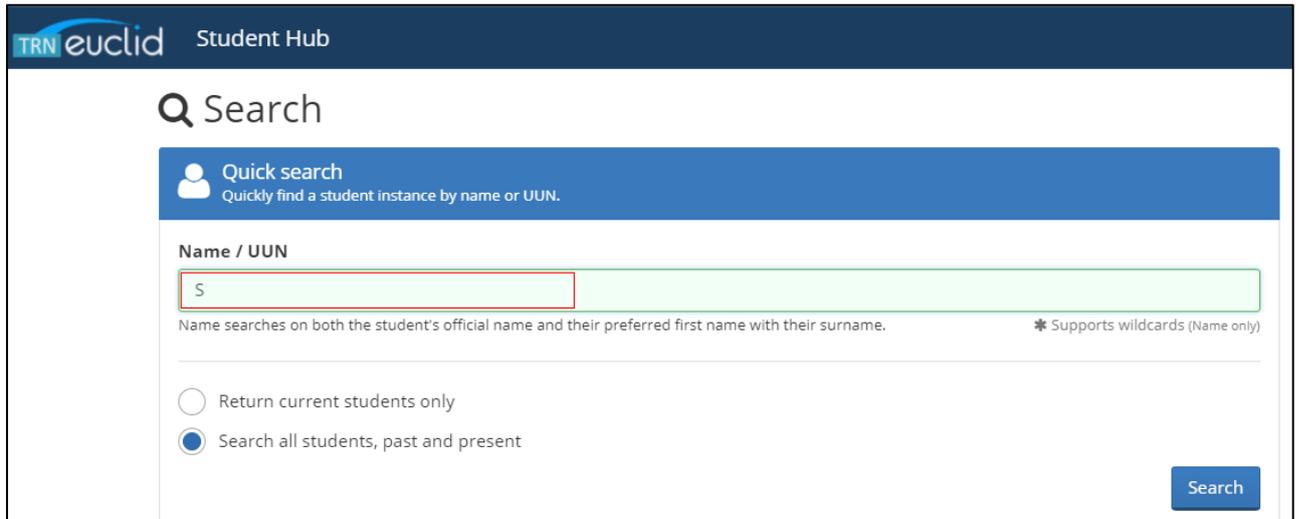


##### 1.3 Open the Student Hub

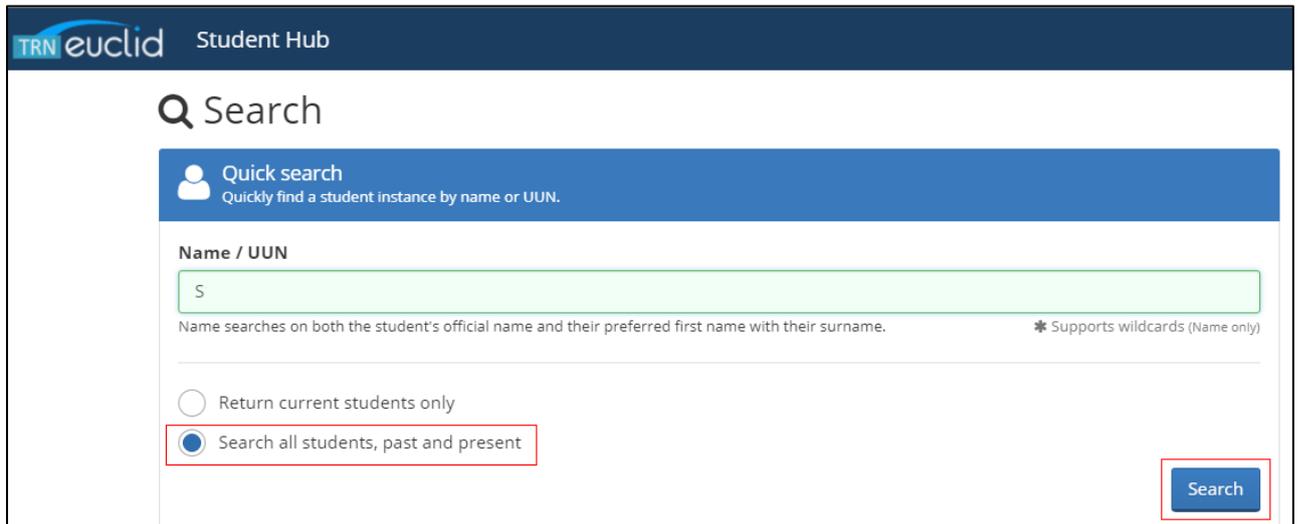
Click “Search for Students | Student Hub” under the Maintain Students section



**1.4 Enter the student’s name or UUN into the search box**

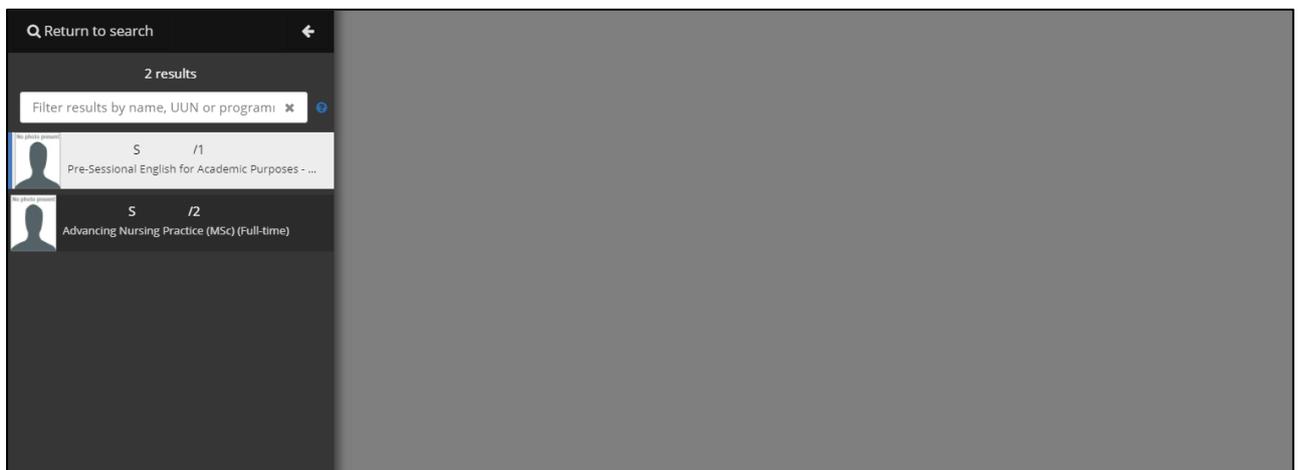


**1.5 Select Search all students, past and present and click Search**



**1.6 Select the instance if required**

If there is more than one instance of the student’s UUN (e.g. S...../1 and S...../2), you will need to select the relevant instance before you can view the record:





## 2. Click the Progression tab

Once in the student record, click the “Progression” tab on the menu on the left side of the page:

The screenshot shows a student record page. At the top, there is a profile picture placeholder (No photo present) and several status fields: UUN (with an envelope icon), CURRENT (Yes), STATUS (Fully matriculated), SUPERVISOR, TYPE (PGT), NATIONALITY (Overseas), and TIER 4 (Yes). Below this is a navigation menu on the left with options: Personal, Immigration, ADVANCING NURSING PRACTICE (MSC) (FULL-TIME) PTMSCADNUP1F (CURRENT), Programme, Assessment, Progression (highlighted with a red box and a red arrow), Engagement, Documents, Admissions, and Funding. At the bottom of the menu is 'Meetings & Notes'. The main content area is titled 'Personal' and 'Personal information'. Under 'Identity', there is a table with the following fields: UUN, Title, Official name, Forename(s), Preferred forename, Surname, and Previous surname (None).

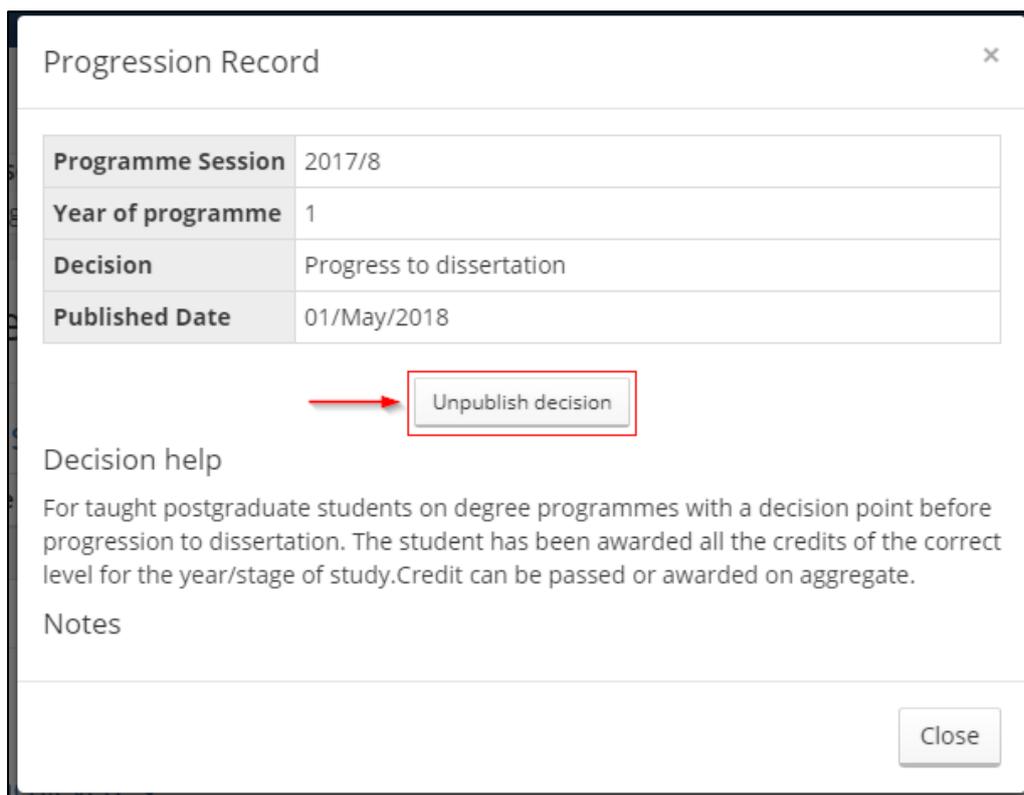
## 3. Click the academic year

Under the Programme Session, select the academic year you want to unpublish

The screenshot shows the 'Progression' tab selected in the left-hand navigation menu. The main content area is titled 'Progression' and contains a 'Progression history' table. The table has columns: Programme Session, Year of programme, Decision, and Published Date. The first row shows '2017/8' (highlighted with a red box and a red arrow), '1', 'Progress to dissertation', and '01/May/2018'. Below this is an 'Awards achieved' section with a table that has columns: Final/Interim, Session Year, Programme, Award, Classification, Completion Date, Conferred Date, Intent, Award Text, and Ceremony. The table is currently empty, showing 'No rows found.'.

This will open a Progression Record pop up box with more information about the decision.

4. Click unpublish decision and then confirm the action



Once you click that button you will be asked to confirm the action. Click unpublish decision again.

