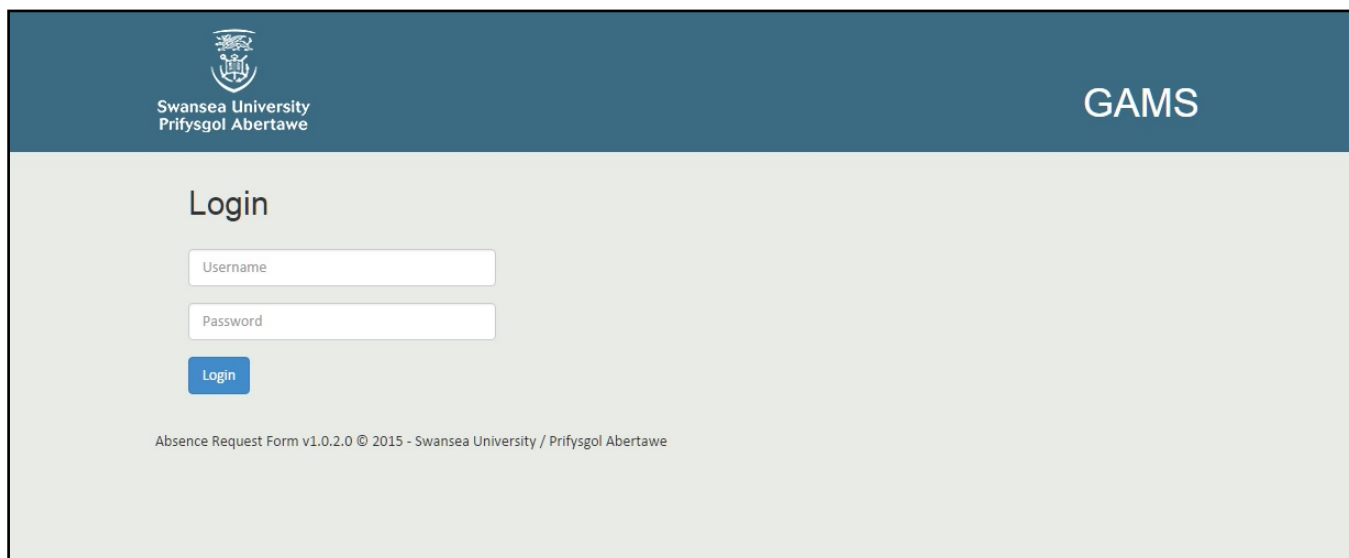


GAMS

How do I submit a GAMS Absence Request?

Navigate to <https://intranet.swan.ac.uk/GAMS>



The screenshot shows the GAMS login interface. At the top left is the Swansea University logo and name in Welsh. At the top right is the text 'GAMS'. The main area is titled 'Login' and contains two input fields: 'Username' and 'Password'. Below these is a blue 'Login' button. At the bottom of the form area, there is a small copyright notice: 'Absence Request Form v1.0.2.0 © 2015 - Swansea University / Prifysgol Abertawe'.

Login using your intranet username and password



Request Absence

Student Number

123456

Student Name

John Doe

Absence Date From

« August 2015 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Absence Date To

« August 2015 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Reason For Absence

-- Please Select --

Statement

Please provide a statement detailing the reasons for the absence

Submit

GAMS

Select the absence dates by clicking on the relevant date in the calendar. For a single days absence, select the same date in From and To fields.

Select the reason category from the Reason of Absence field

Enter a short description of your absence in the Statement text box.

GAMS

Absence Date From

« August 2015 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

10 August 2015

Absence Date To

« August 2015 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

14 August 2015

Reason For Absence

Medical ▼


Statement

I had tonsillitis and have been on antibiotics all week.

Submit

Absence Request Form v1.0.2.0 © 2015 - Swansea University / Prifysgol Abertawe

Click Submit



Swansea University
Prifysgol Abertawe

GAMS

Absence Request Submitted

Thank you John Doe for submitting your absence request for the 10 Aug 2015 - 14 Aug 2015. You will receive an email when the request has been processed.

[Request Another Absence](#)

Absence Request Form v1.0.2.0 © 2015 - Swansea University / Prifysgol Abertawe

Your absence request has now been submitted to the relevant contact.

If you need to make another request, click Request Another Absence and repeat the process.

Unique solution ID: #1375

Author:

Last update: 2015-09-02 10:41