

# Endeavor: Creating New Agreements

## Step 1: Access the System

1. Go to the website:  
<https://endeavor.auburn.edu/>.
2. Login using your AU Access username and password.
  - **Note:** The page shown in **Figure 1** should appear once you log in.

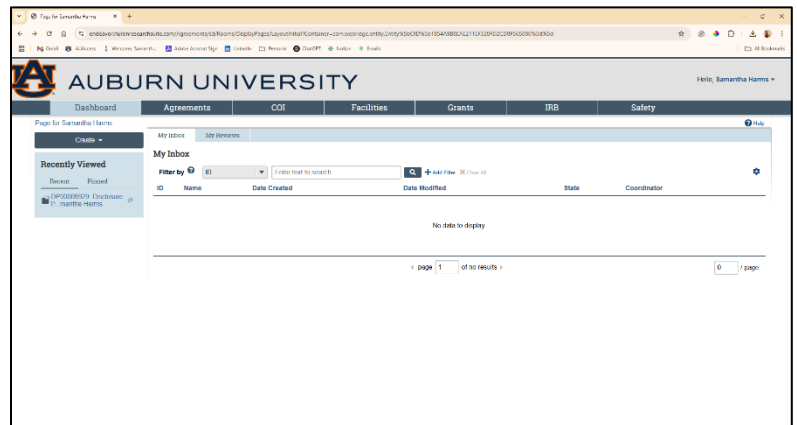


Figure 1

## Step 2: Create an Agreement

You have two options on how to access this page:

### Option 1:

**Note:** Use **Figure 2** as a reference

1. Click the dropdown menu titled “Create”.
2. Under the **Agreements** section in the dropdown menu, click “Click Agreement”.
3. This will begin the agreement creation process.

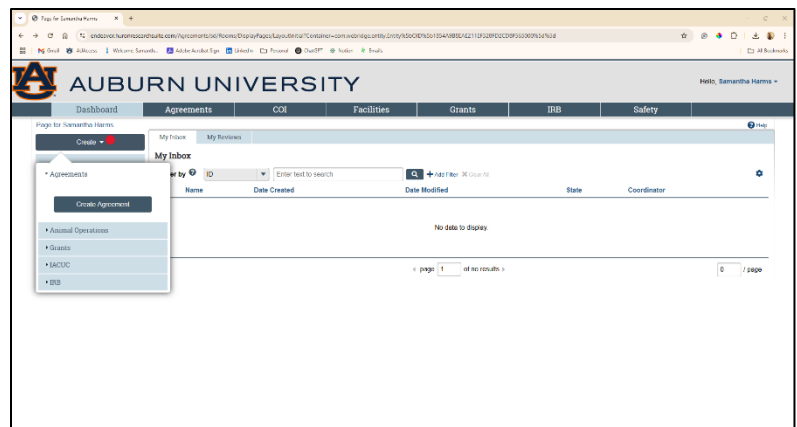


Figure 2

### Option 2:

**Note:** Use **Figure 3** as a reference

1. Click the tab labeled “Agreements”.
2. Once in the **Agreements** tab, click the button labeled “Create Agreement”.
3. This will also begin the agreement creation process.

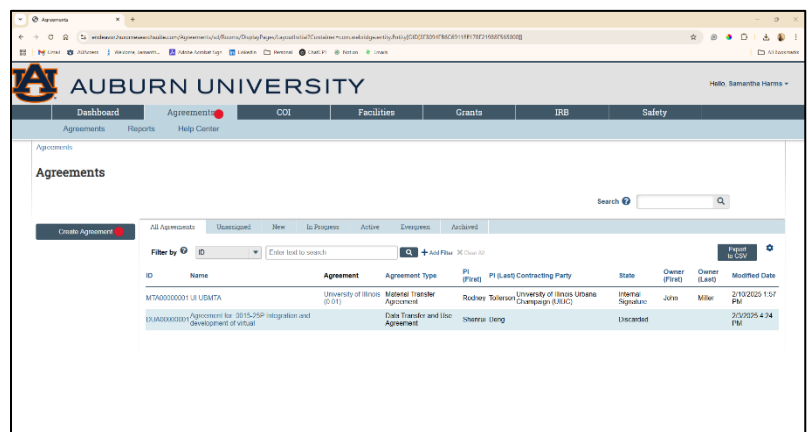


Figure 3

## Step 3: Fill out the information required in the Creating New: Agreement page then click Continue

**Step 4:** Once you have finished filling out the agreement information, please click the **“Submit”** button on the left-hand side

**Note:** Use **Figure 4** as a reference

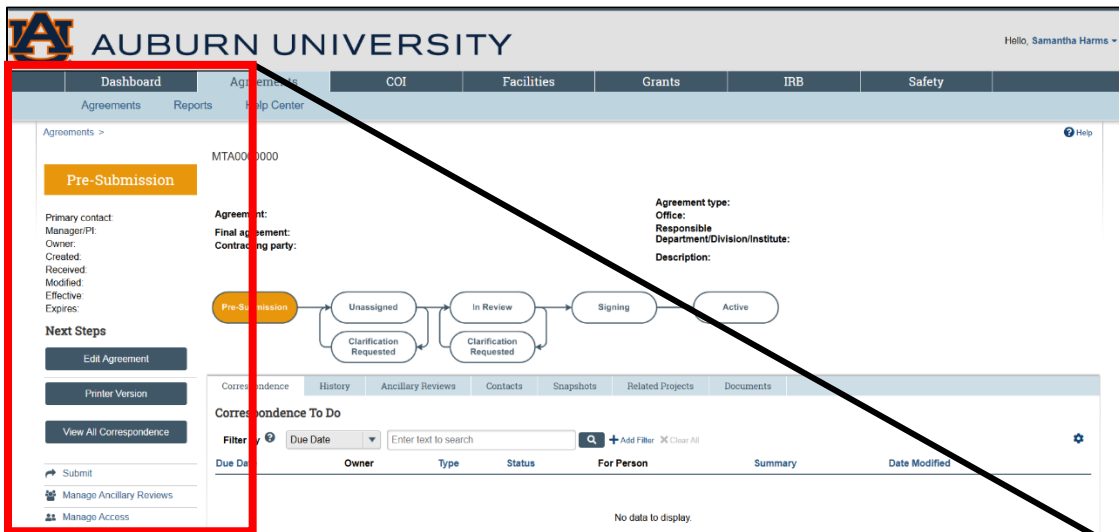


Figure 4

