



User Guide

University of Leeds

LUBS Postgraduate Buddy Scheme



Thank you for your interest in joining the LUBS Postgraduate Buddy Scheme on Vygo!

Vygo Platform Functionality.

- Secure registration and logging in.
- Profile creation.
- Student ability to contact their peers directly through the chat functionality.
- Matching with other students based on study area and interests.
- Events and Workshops
- Online Vygo video sessions and support.

Vygo Platform Benefits.

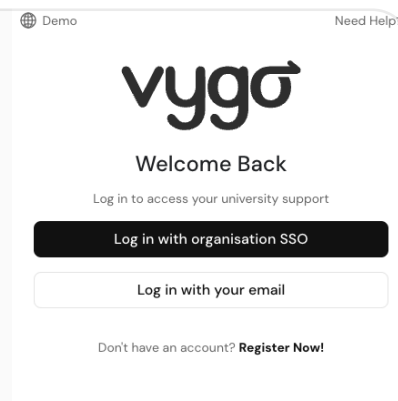
- Start building your support network & make new friends
- Develop – increase your self-esteem & confidence.
- Connect – meet your University peers and feel part of your University.
- Personal development including increased self-awareness and communication skills.

How to become a buddy?

Sign into your University portal on the Vygo platform using SSO

Ensure you are in the correct region and select **Log in with Single Sign-On (SSO)**.

Select the **University of Leeds** from the organisation drop-down menu and enter your university credentials to create your account.



Demo Need Help?

vygo

Welcome Back

Log in to access your university support

Log in with organisation SSO

Log in with your email

Don't have an account? **Register Now!**

Once you log in using SSO, you'll be redirected to continue registering.

Register

Already have an account? [Login](#)

Organisation

Select your organisation

First name

First name



Last name

Last name



Email

Select **"Student"** and answer the questions. Once you make your selections, click **Next** to proceed to the next screen.

You're in! Let's setup your profile together.

Which of these best describes you?

Student

Industry expert

Alum

Staff

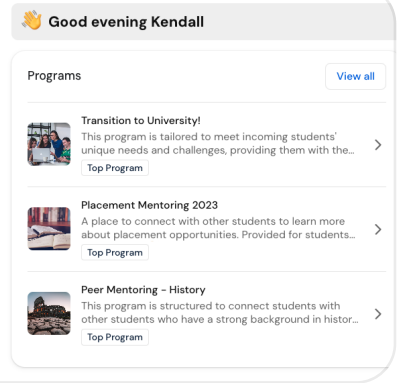
You can sign up to the platform here: <https://web.vygo.app/login>

Once you complete the questions, you will be taken into the Vygo platform where you will be able to join the **LUBS Postgraduate Taught Buddy Scheme**.



[Click here to register](#)

Once you complete the questions, you will then be redirected to the University **Dashboard** on the Vygo platform. This is where you will arrive each time you log in.

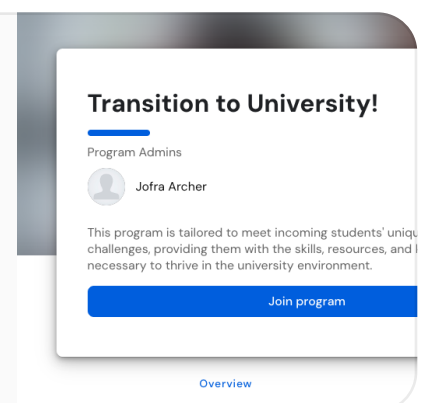


[How to register and complete your Vygo registration](#)



Joining the LUBS Taught Postgraduate Buddy Scheme

Once you have selected the **LUBS Taught Postgraduate Buddy Scheme**, you would be taken to the homepage of the program where you can see an overview and click **Join program**.



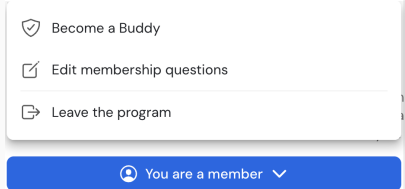
You will then be prompted to answer the **membership questions**. Make your selections and click **Next** to move on to the next screen.

You've now joined the program as a member...Your next step is to **become a buddy!**

Become a Buddy!

Create a standout buddy profile

Now become a buddy: click on the blue **'You are a member'** button and select **'Become a Buddy'**.



You will then be guided through the various stages to create a buddy profile.

Please see further guidance on each stage below.

As a buddy, new students joining the program will be able to see your profile to reach out to you to connect.

You will also be able to see other buddy profiles and will be recommended connections based on your answers to the membership questions.

You can also engage in conversations with other buddies and share your learnings and knowledge with each other.

Profile Picture

We recommend using a nice, clear/professional photo of your face – perhaps the same one you use for LinkedIn, or a friendly selfie.

If you're not comfortable using a picture of your face, feel free to choose an image that represents you.

Check out [this article](#) from the Vygo help-centre for top tips on taking a great profile picture.

About Me

In your about me, you may want to include the following information:

- Your course.
- Experience with course subject/Interest in any specific areas of study.
- Special Interests and hobbies / affiliation to any societies / student groups.

Here is an example:

I am a 1 year IBM student looking for like-minded students to chat to!

I'm new to Leeds so I'm interested to talk about how you are finding being a postgrad in general; your studies, accommodation, what you think of the local area... What you are liking – and perhaps not liking – so much.

I enjoy yoga, outdoor adventures, reading and dance music. If you want to make a new friend drop me a message anytime!

Availability

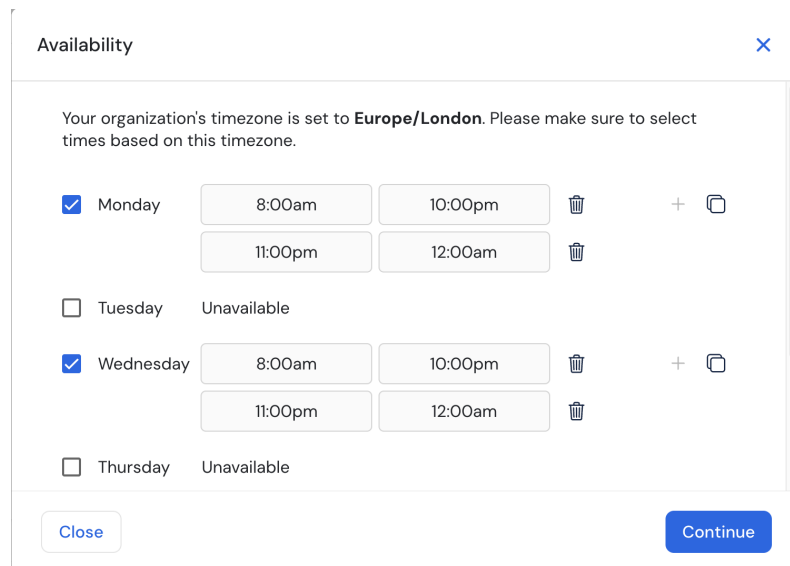
You need to set your availability to continue, it is set to the time zone you are based in, and can be as open or limited as you need.

Select your preferred dates and add in time slots depending on your availability.

Have a look at the example below:

You could also consider adding the note below to your "About Me" section:

["Flexible Availability - but I'm normally very busy during the week. Please message to arrange a mutually convenient time to connect."](#)



The screenshot shows a modal window titled "Availability" with a close button (X) in the top right corner. Below the title, a message states: "Your organization's timezone is set to **Europe/London**. Please make sure to select times based on this timezone." The interface lists days of the week with checkboxes and time slots:

Day	Availability	Time Slots	Actions
<input checked="" type="checkbox"/> Monday	Available	8:00am - 10:00pm 11:00pm - 12:00am	Trash, +, Copy
<input type="checkbox"/> Tuesday	Unavailable		
<input checked="" type="checkbox"/> Wednesday	Available	8:00am - 10:00pm 11:00pm - 12:00am	Trash, +, Copy
<input type="checkbox"/> Thursday	Unavailable		

At the bottom of the modal, there are two buttons: "Close" and "Continue".

Languages

Please select your first language as well as any additional languages you speak as this may be something that helps another student find.

[How to become a Buddy](#)



Connecting with a Buddy!

Under your “**Recommended Buddies**” or “**All buddies**” section, you can browse through multiple profiles.

To engage via **chat**, you can select the ‘**Send Message**’ option and proceed accordingly.

There is a ‘**Request session**’ option, but most conversations will happen via the chat.



Hi, I'm Matthew M

Send message

Accepting, rescheduling & completing a session!

If another requests a session, you will can decline, reschedule or accept it depending on your availability.

This can be managed from your account dashboard.

Respond now ▾

✓ Accept

🕒 Suggest another time

✗ Decline

[For more assistance, please click this link on how you can access and manage bookings.](#)



Useful Help Centre Articles

- [What is Vygo & How does it work?](#)
- [Where can I access the Vygo Platform?](#)
- [What web browser works best with Vygo?](#)
- [How do I join a program?](#)
- [Vygo buddy Profile Approval Requirements](#)

For any additional questions or queries,
Contact [**s.l.gent@leeds.ac.uk**](mailto:s.l.gent@leeds.ac.uk)