# 5 Attaching a Person to a Student Position

1. With the University of Cambridge selected, click on the Positions menu in the Action Pane.
2. In the search window, select to search by Position ref no, enter the required Position reference number in the search field and click on the magnifying glass icon (or press return).
3. Open the Mini Explorer
4. With the position selected that is to receive the new person, click on Attach person in the action pane and enter the effective date when they should be attached from.
   Trent opens the Attach person page in the display pane.
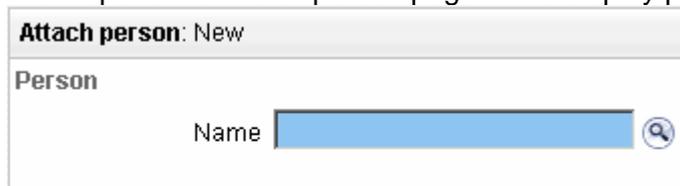
5. Click the search icon to search for the person by name or search by personal reference number. Once the person has been selected further details on the attach person page are displayed.

6. Don't enter anything in the Create a contract field, this will create a contract with the same name as the position

7. Click the [Save] button.

5.1 Occupancy Details

As a student is appointed to a position temporarily you also need to enter an occupancy end date.

1. With the person and position visible in the navigation trail, select position details and then occupancy details
2. Enter the expected occupancy end date.

Occupancy details: Research Student (No permission status)

Current status	Live
Occupant	Miss Joy Sumner
Occupancy start	01/10/2004
Occupancy end	
Occupancy type	Standard
Position occ. reference	40002363
Expected occupancy end date	30/09/2007
Expected occupancy end reason	
End occupancy?	☐

Save   Delete

3. Click the Save button.