Launching Euclid

Instructions for representatives

• Go to https://www.myed.ed.ac.uk/
• Enter your given University Username and Password

Your University Username (eg. V1asmith)

Password: this will have been set when you first logged in

• You will also be asked have a 'memorable word'.

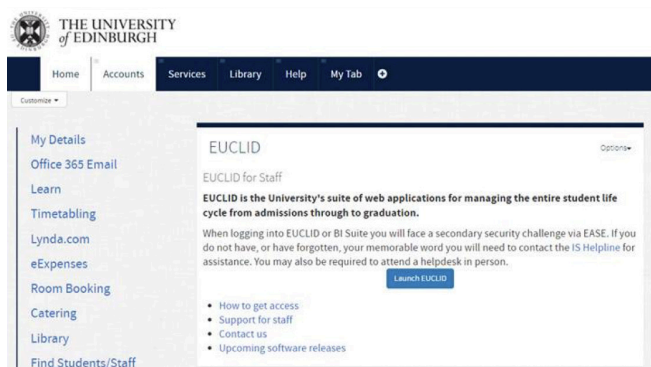Once logged in, if you do not see the 'launch Euclid' button, then please do the following:

• click on the customise button on your MyEd portal (this is in the top left under the University logo)
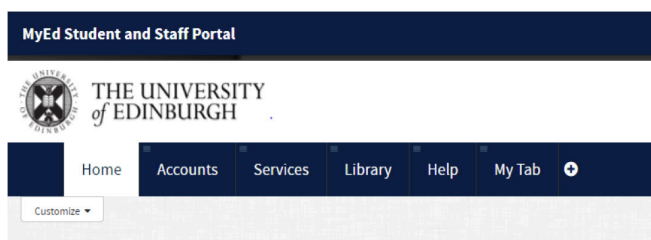
• click on the customise button on your MyEd portal (this is in the top left under the University logo)
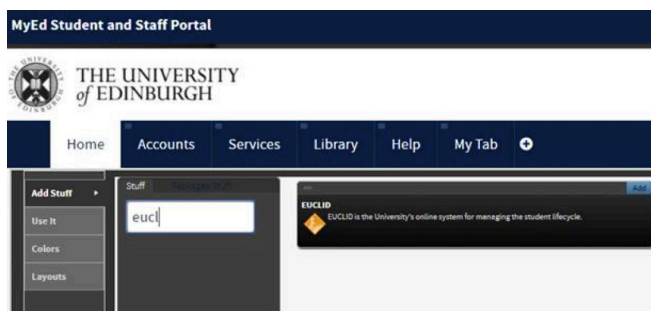
• Search for Euclid
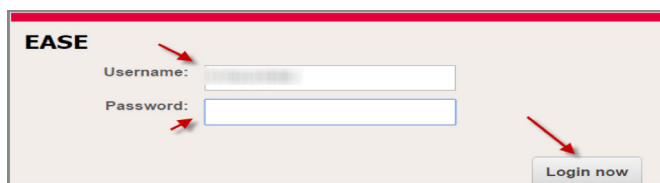• Click on 'add' in the top right of the Euclid result.

The launch Euclid button should now appear on your MyEd home page.

• Click 'Launch EUCLID'.
• The next screen will ask you to provide three letters from your memorable word.
• Click 'Login now' to enter your agent account.

From now on each time you want to log into EUCLID you will first need to log into EASE and then you will be able to launch EUCLID.
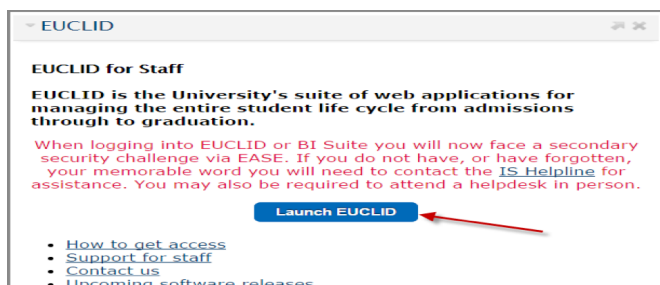
Managing Applications

Log in with EASE from https://www.myed.ed.ac.uk/
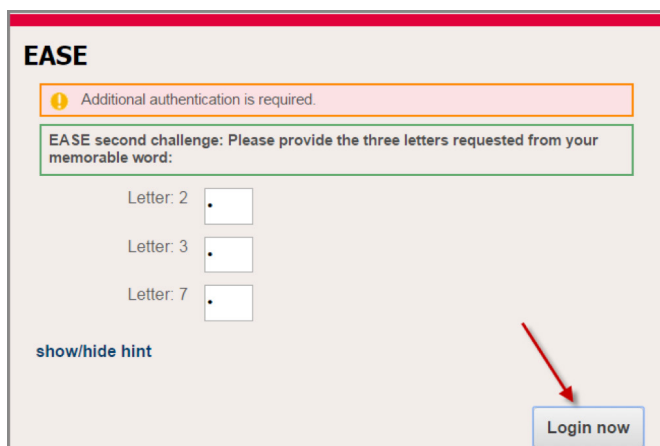

Look through your MyEd pages for EUCLID. Click 'Launch EUCLID'.
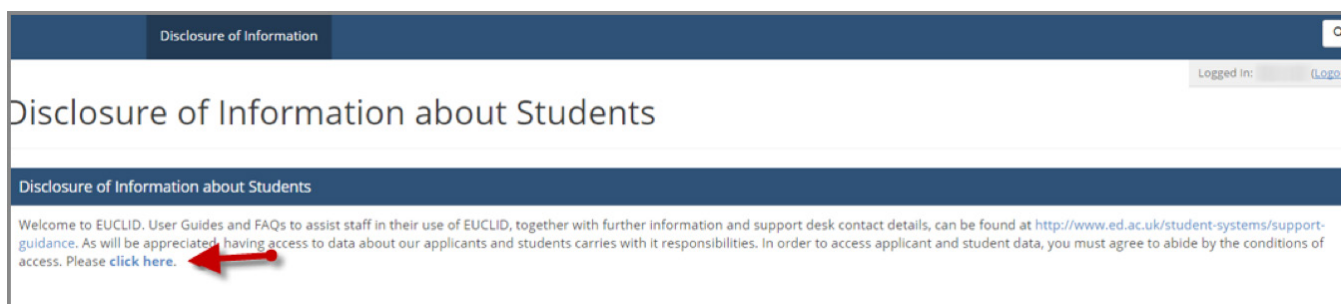
Enter the three digits from your memorable word as requested and click 'Login now'.

The next screen will be headed 'Disclosure of Information about Students'. This will appear when you log into EUCLID for the first time only.
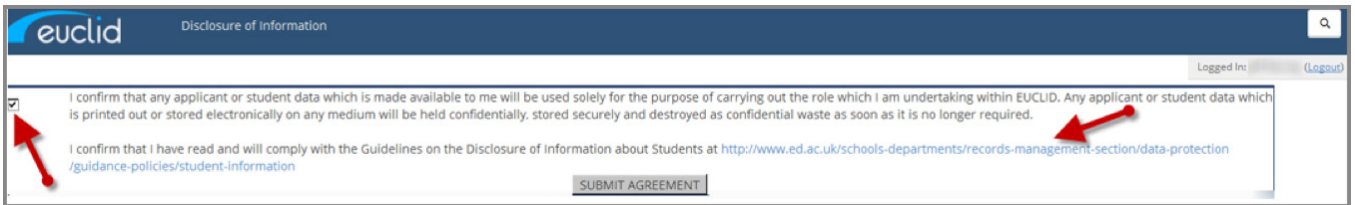
Follow the instructions on the screen confirming that you have read and will comply with the Guidelines on the Disclosure of Information about Students at the following.
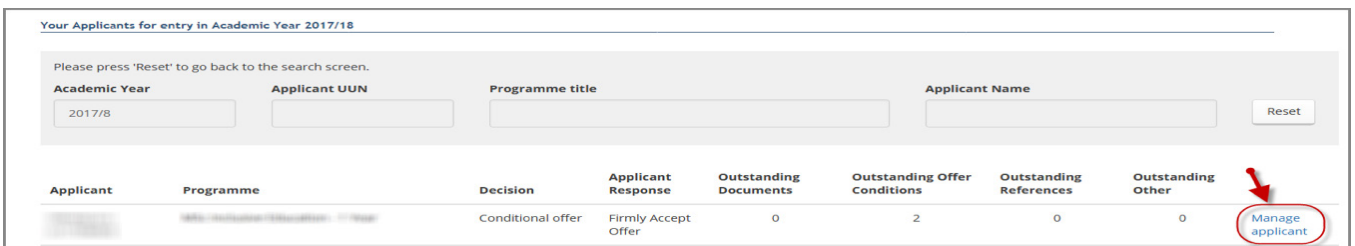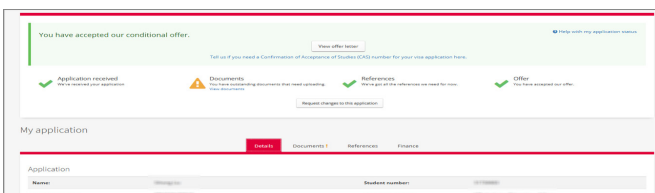
http://www.ed.ac.uk/schools-departments/records-management-section/data-protection/guidance-policies/student-information

Follow the instructions on the screen confirming that you have read and will comply with the Guidelines on the Disclosure of

The Representative's Applicants Search Screen will open.
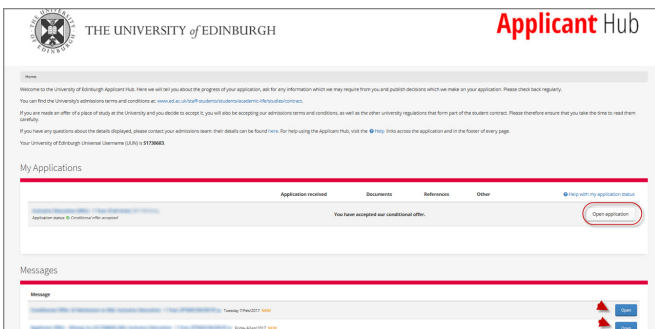
The agent can view messages and open the application.

The agent has the ability to upload documents

to manage references

and respond to offers.