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)

MyEd Student and Staff Portal Image: Service state Home Accounts Services Library Help My Tab Customize •	 click on the customise button on your MyEd portal (this is in the top left under the University logo)
MyEd Student and Staff Portal THE UNIVERSITY of EDINBURGH Home Accounts Services Library Home Services User Services User Services Colors Exclib the University's unline system for managing the student Effective.	• Search for Euclid • Click on 'add' in the top right of the Euclid result.
End accounts Services Library Help My Tab Outcome Home Accounts Services Library Help My Tab Outcome My Details Office 355 Email EUCLID for Staff Ductor of the University's suite of web applications for managing the entire student life cycle from admissions through to graduation. Upto accom When logging into EUCLID or B Suite you will face a secondary security challenge via EASE. If you do not have, or have forgother word you will need to contact the IS Helplane for assistance. You may also be required to attend a helpdesk in person. Room Booking How to get access Support for staff How to get access Support for staff Upcoming software releases Upcoming software releases Upcoming software releases My coming software releases <li< th=""><th> 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. </th></li<>	 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

EASE Username: Password:	Log in with EASE from <u>https://www.myed.ed.ac.uk/</u>
EUCLID A × EUCLID for Staff EUCLID is the University's suite of web applications for managing the entire student life cycle from admissions through to graduation. When logging into EUCLID or BI Suite you will now face a secondary security challenge via EASE. If you do not have, or have forgotten, your memorable word you will need to contact the IS Helpline for assistance. You may also be required to attend a helpdesk in person. Launch EUCLID How to get access Support for staff Contact us Upcoming software releases	Look through your MyEd pages for EUCLID. Click 'Launch EUCLID'.
EASE Additional authentication is required. EASE second challenge: Please provide the three letters requested from your memorable word: Letter: 2 Letter: 3 Letter: 3 Letter: 7 . show/hide hint Login now	Enter the three digits from your memorable word as requested and click 'Login now'.
Disclosure of Information Disclosure of Information about Students Disclosure of Information about Students Welcome to EUCLID. User Guides and FAQs to assist staff in their use of EUCLID, together with further int guidance. As will be appreciated having access to data about our applicants and students carries with it access. Please click here.	Cogged in: (Logged

The next screen will be headed 'Disclosure of Information about Students'. This will appear when you log into EUCLID for the first time only.

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	Logged Inc	(Logout)
is is /g	i confirm that any applicant or student data which is made available to me will be used solely for the purpose of carrying out the role which I am undertaking within EUCLID. Any applicant or student data w is printed out or stored electronically on any medium will be held confidentially. stored securely and destroyed as confidential waste as soon as it is no longer required. I confirm that I have read and will comply with the Guidelines on the Disclosure of Information about Students at http://www.ed.ac.uk/schools-departments/records-management-section/data-protection /guidance-policies/student-information SUBMIT AGREEMENT	hich

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

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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.

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fou can find the University's admissions terms and conditions at: www.ed.ac.uk/staff-students/toutents/academic-life/touties/contract			
f you are made an offer of a place of study at the University and you decide to accept it, you will also be accepting our admissions term carefully.	ns and conditions, as well as the other university regulations th	het form part of the student contract. Please the	refore ensure that you take the time to read then
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to manage references

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Application received We've received your application	Documents You have outstanding documents that need uploading. View documents Request changes to this application	Offer We've made you an offer and are awalting your response.

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