

Launching Euclid

Instructions for representatives

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

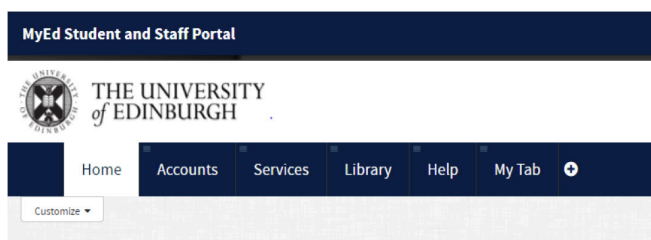
Your University Username (eg. V1asmith)

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

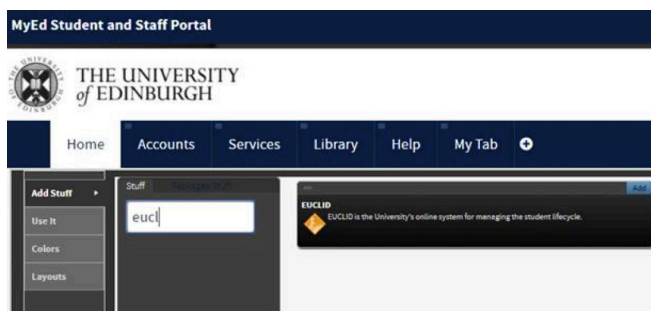
- You will also be asked have a 'memorable word'.

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

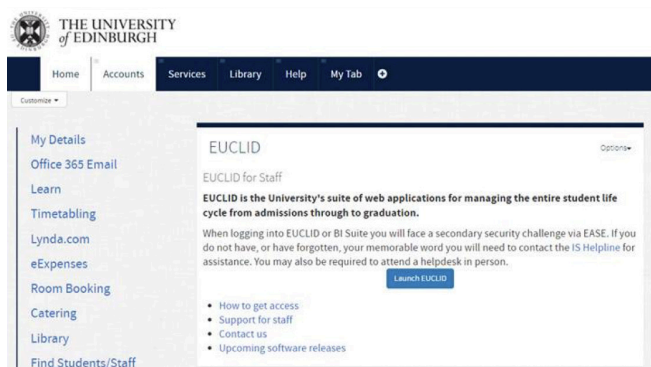
- click on the customise button on your MyEd portal (this is in the top left under the University logo)



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- Search for Euclid
- Click on 'add' in the top right of the Euclid result.

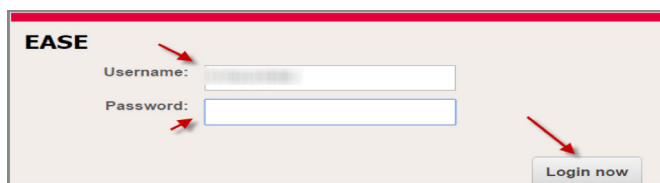


The launch Euclid button should now appear on your MyEd home page.

- 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

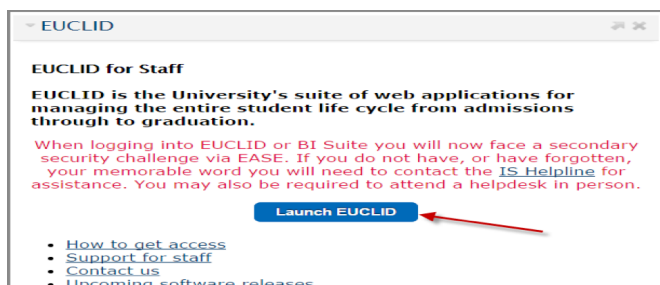


EASE

Username:

Password:

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



EUCLID

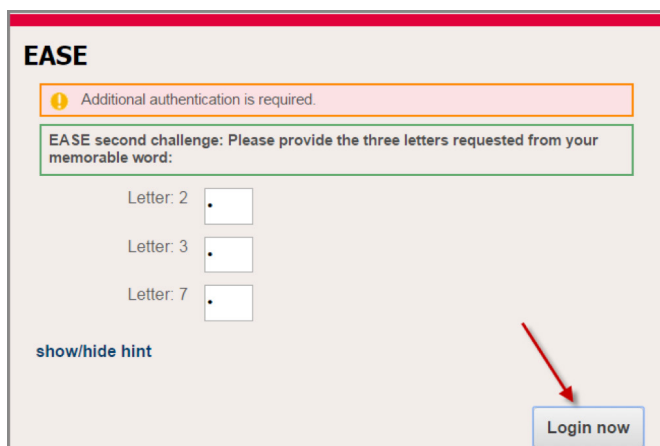
EUCLID for Staff

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.

- [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:

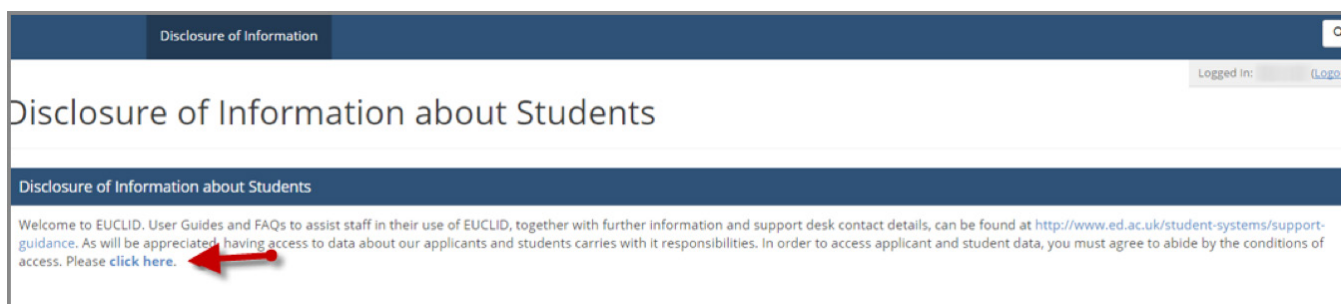
Letter: 2

Letter: 3

Letter: 7

[show/hide hint](#)

Enter the three digits from your memorable word as requested and click 'Login now'.



Disclosure of Information

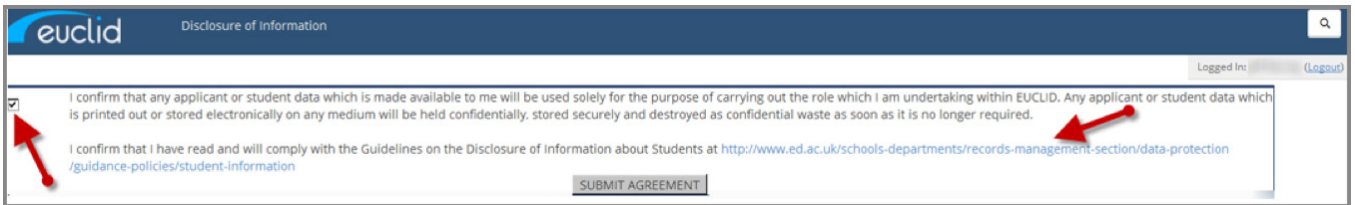
Logged In: [Logout](#)

Disclosure of Information about Students

Disclosure of Information about Students

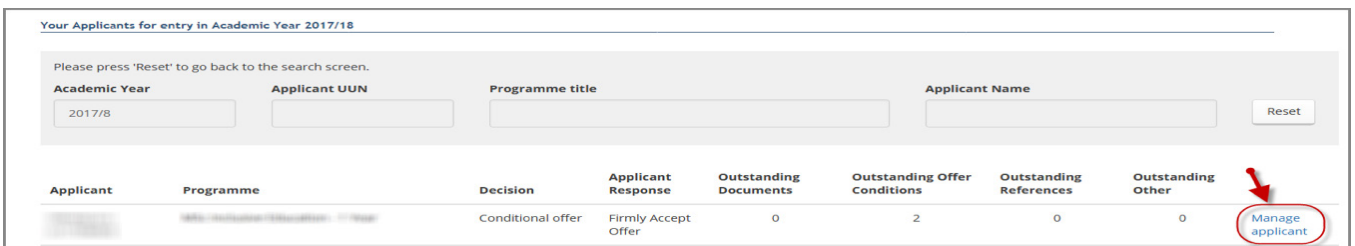
Welcome to EUCLID. User Guides and FAQs to assist staff in their use of EUCLID, together with further information and support desk contact details, can be found at <http://www.ed.ac.uk/student-systems/support-guidance>. As will be appreciated, having access to data about our applicants and students carries with it responsibilities. In order to access applicant and student data, you must agree to abide by the conditions of access. Please [click here](#).

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

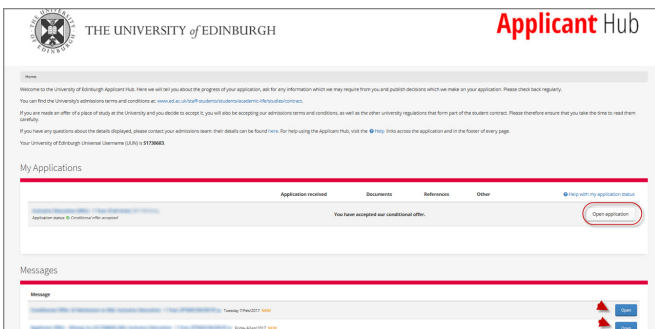


Follow the instructions on the screen confirming that you have read and will comply with the Guidelines on the Disclosure of Information about Students at the following.

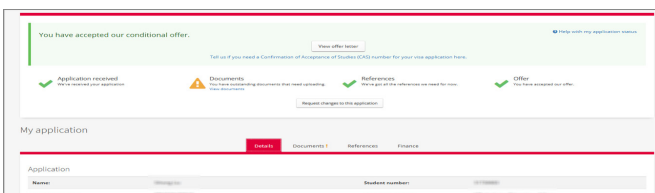
<http://www.ed.ac.uk/schools-departments/records-management-section/data-protection/guidance-policies/student-information>



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.



My application

Details Documents **References** Finance

Documents Help with documents

Status	Document	Action
Not yet uploaded	Conditional offer (Personal Statement)	Upload document
Not yet uploaded	Conditional offer (English language)	Upload document

The agent has the ability to upload documents

My application

Details Documents **References** Finance

References Help

Referee 1	Referee 2
Title	
Name	
Surname	
Institution	
Country	
Email address	
References	
Status	

Re-request Reference Edit Referee

to manage references

Application status Help with my application status

We have made you a conditional offer and are awaiting your response.
 Offer received: 20/Feb/2017. Response required by: 20/Mar/2017. **Please respond to our offer or it may be withdrawn.**

View offer letter **Respond to offer**

<p>✓ Application received</p> <p>We've received your application</p>	<p>⚠ Documents</p> <p>You have outstanding documents that need uploading.</p> <p>View documents</p>	<p>✓ References</p> <p>We've got all the references we need for now.</p>	<p>⚠ Offer</p> <p>We've made you an offer and are awaiting your response.</p>
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[Request changes to this application](#)

and respond to offers.