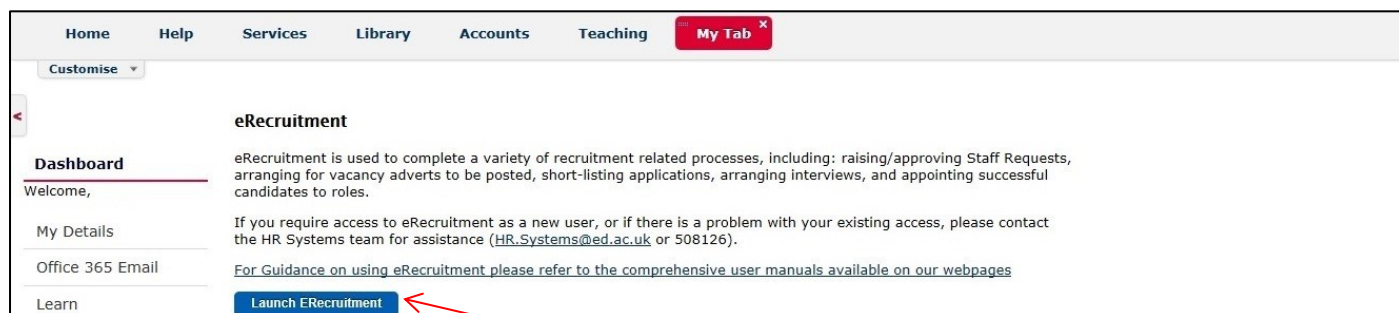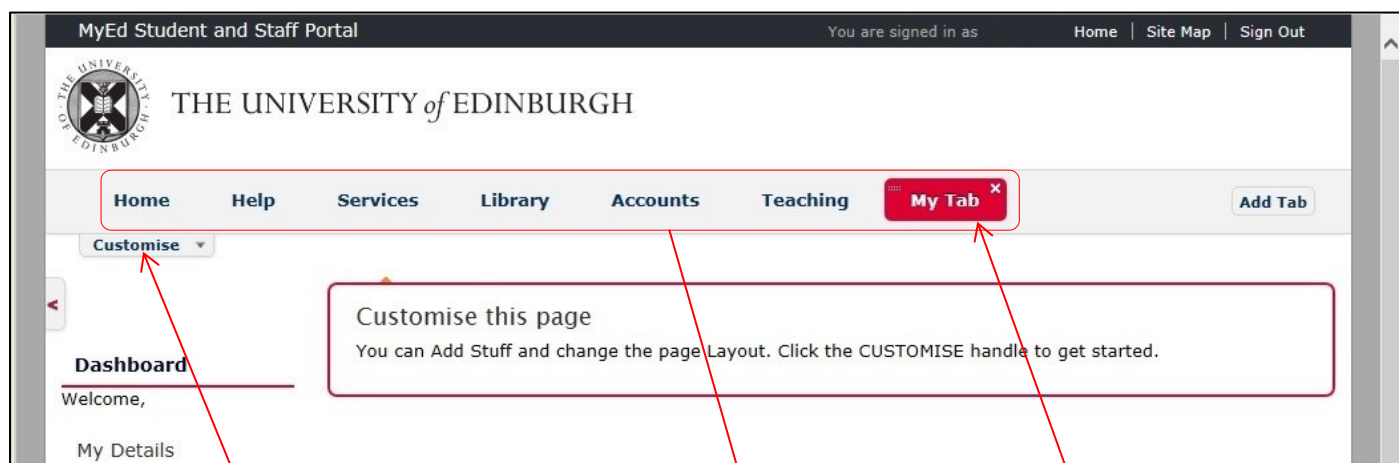# How to access the eRecruitment system

Log in to MyEd   www.myed.ed.ac.uk and open the eRecruitment channel.

Click on the **Launch eRecruitment** button.

If you are unable to locate eRecruitment in MyEd, you can add the eRecruitment channel.
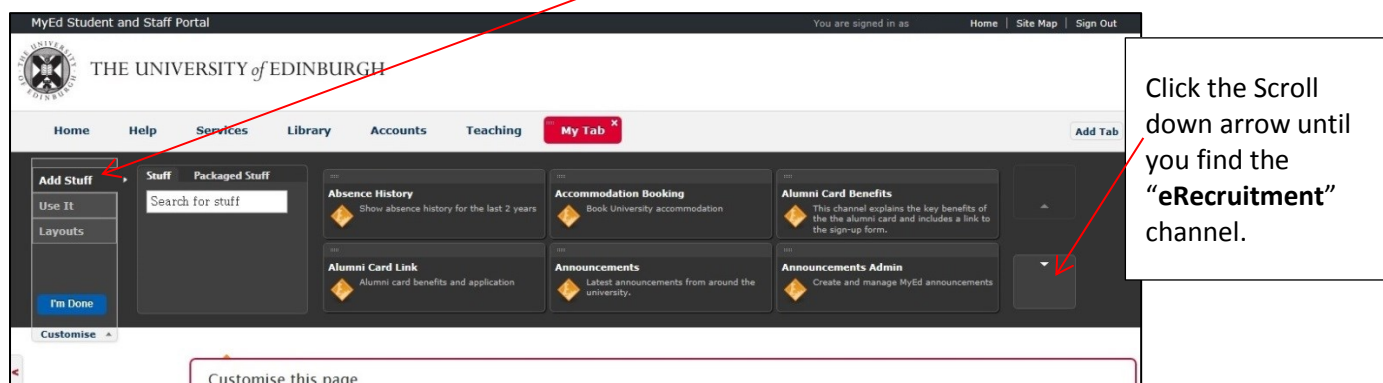

1. Click on a Tab

2. "**My Tab**" has been clicked on.
(NB: To indicate it has been clicked on, the tab background colour is red.)
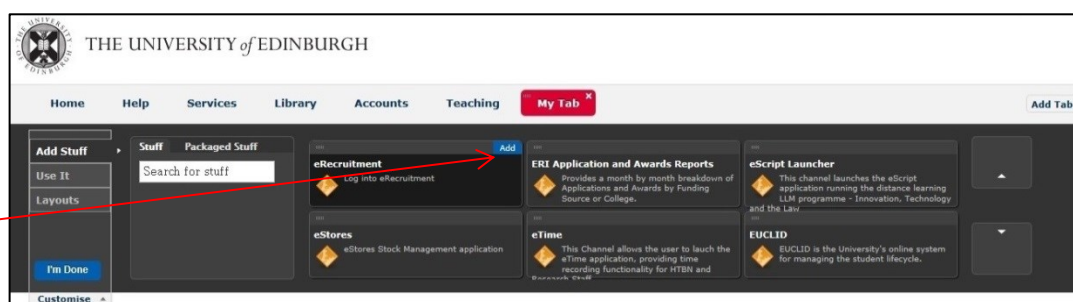
3. Click on **Customise**

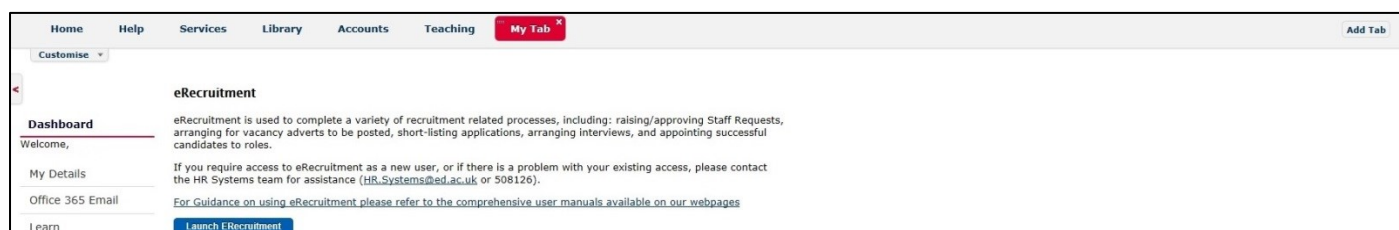A drop down panel will open, which will allow you to "**Add Stuff**"

Click the Scroll down arrow until you find the "**eRecruitment**" channel.

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Hover your mouse over the "**eRecruitment**" channel and then click on **Add**
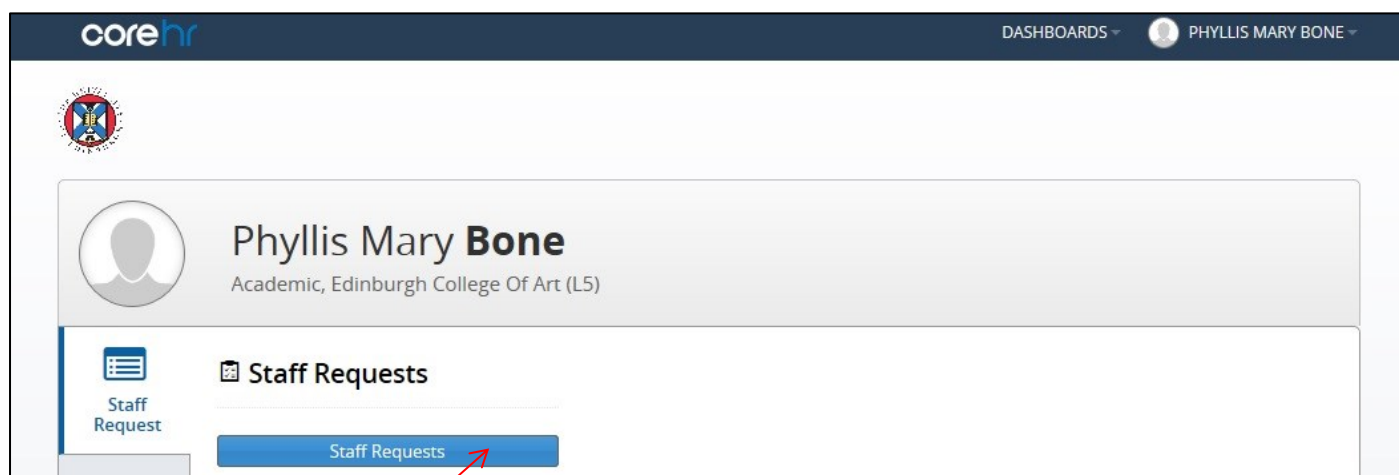
This will add the "**eRecruitment**" channel into your "My Tab" space.

This is available in video tutorial, called "Customising your layout" and can be viewed at:
http://www.ed.ac.uk/schools-departments/information-services/computing/comms-and-collab/myed-portal/using-myed

When you click on the **Launch ERecruitment** button in MyEd, you will be directed to this screen:

Click on the **Staff Requests** button.