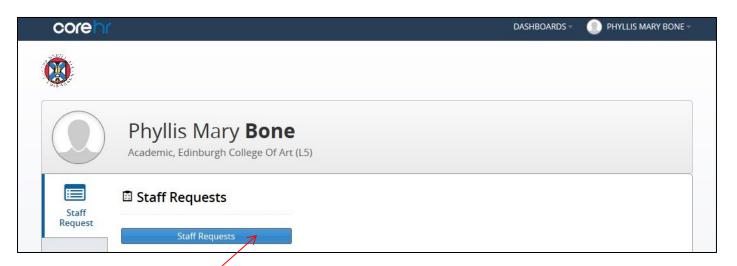# How to print a Staff Request

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

Click on the **Launch eRecruitment** button.
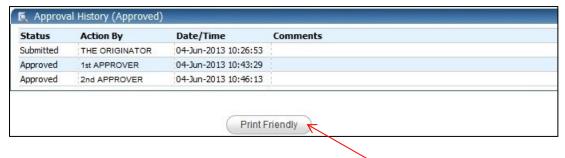

Click on the **Staff Requests** button.

Open your staff request by clicking on the 🖼 icon.

Scroll to the bottom of the staff request.

Page 1 of 2

Status	Action By	Date/Time	Comments
Submitted	THE ORIGINATOR	04-Jun-2013 10:26:53	
Approved	1st APPROVER	04-Jun-2013 10:43:29	
Approved	2nd APPROVER	04-Jun-2013 10:46:13	

Print Friendly

Click the Print Friendly button

A new window will open showing the Staff Request.
Scroll to the bottom of the opened window.

Approval History (Approved)

Status	Action By	Date/Time	Comments
Submitted	THE ORIGINATOR	04-Jun-2013 10:26:53	
Approved	1st APPROVER	04-Jun-2013 10:43:29	
Approved	2nd APPROVER	04-Jun-2013 10:46:13	

Print

Click the Print button

This will open the print window to allow you to choose which printer you want to print to.