# How to search for a specific Staff Request

You can use the Search Criteria box at the top of the screen to find a particular Staff Request or category of Staff Requests if you know which status they fall under.

Log in to MyEd [www.myed.ed.ac.uk](http://www.myed.ed.ac.uk) and open the eRecruitment channel.



Click on the **Launch eRecruitment** button.



Click on the **Staff Requests** button.



Select a status from the drop down list

You must always select a status in order to use the **Search Criteria** facility.

After the status is selected, you can search by keyword. If you know the Staff Request number, type this in the **Search Text** box.

As well as using keyword search, you can search by using a date range.

Type the date in dd/mm/yy format, or click the icon to pick from the calendar.



Once you have entered your search criteria, click Search.

Alternatively, click on **All**.



This will list all of your Staff Requests regardless of their status.

You can scroll up and down to find your vacancy and the click the  icon to view the request.