

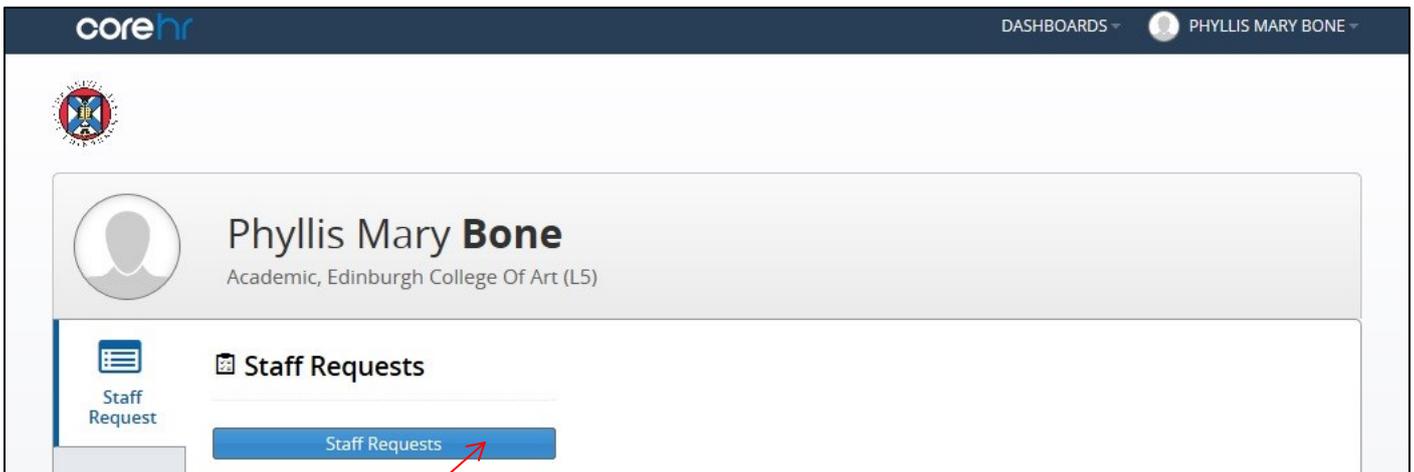


How to access a Staff Request once it has been saved or submitted

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



Click on the **Launch eRecruitment** button.

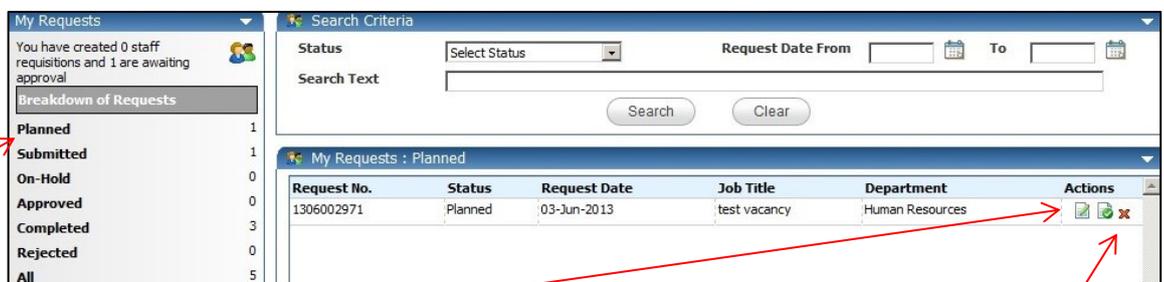


Click on the **Staff Requests** button.

The default screen will be **My Requests: Planned**

If you have any staff requests that have been started and not yet submitted, then they will show in this screen

If for any reason these do not display automatically, click on **Planned**



To view / edit your staff request, click the  icon. The Staff Request will then open and you will be able to view/ edit as required.

To delete a Staff Request which is partially completed or yet to be submitted, then click the  icon.

Click **OK** and then **OK** again.