# How to access the eRecruitment system

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.

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.)

1. 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.



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.