

## How to Book an Appointment for International Check-in

1. Login to MyEd – [www.myed.ed.ac.uk](http://www.myed.ed.ac.uk)

The screenshot shows the MyEd Student and Staff Portal. At the top, there is a dark blue header with the text "MyEd Student and Staff Portal". Below this is the University of Edinburgh logo and name. The main content area is titled "MyEd Login" and includes a sub-header: "MyEd, the University's web portal, is available to applicants, students, staff and visitors. You can login to MyEd using your University Login." A blue button with a white arrow icon and the text "Login to MyEd" is highlighted with a red box. Below the button is the text "Set up your University Login". To the right, there is a sidebar with the heading "About" and three links: "About MyEd", "MyEd Help", and "About your University Login".

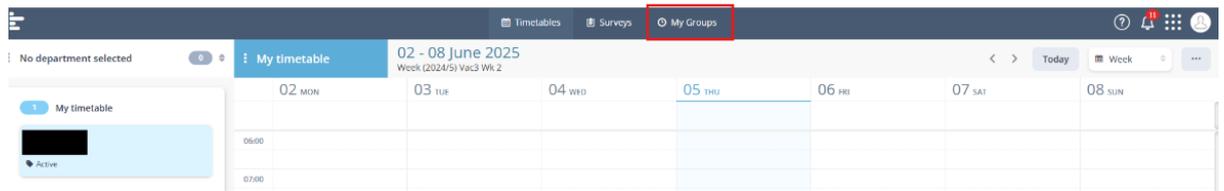
2. Fill in your University Username and Password and click Log in

The screenshot shows the "Log in" form. It has a title "Log in" at the top left. There are two input fields: "Username" and "Password \*". The "Username" field has a "change" link to its right. The "Password" field is masked with dots. Below the password field is a "Help" link. A dark blue "Log in" button is highlighted with a red box. Below the button, there is a disclaimer: "By using this service, you agree to abide by the University Computing Acceptable Use Policy and you understand how the University uses your personal information." Below this are two links: "The University Computing Acceptable Use Policy" and "Privacy Statement".

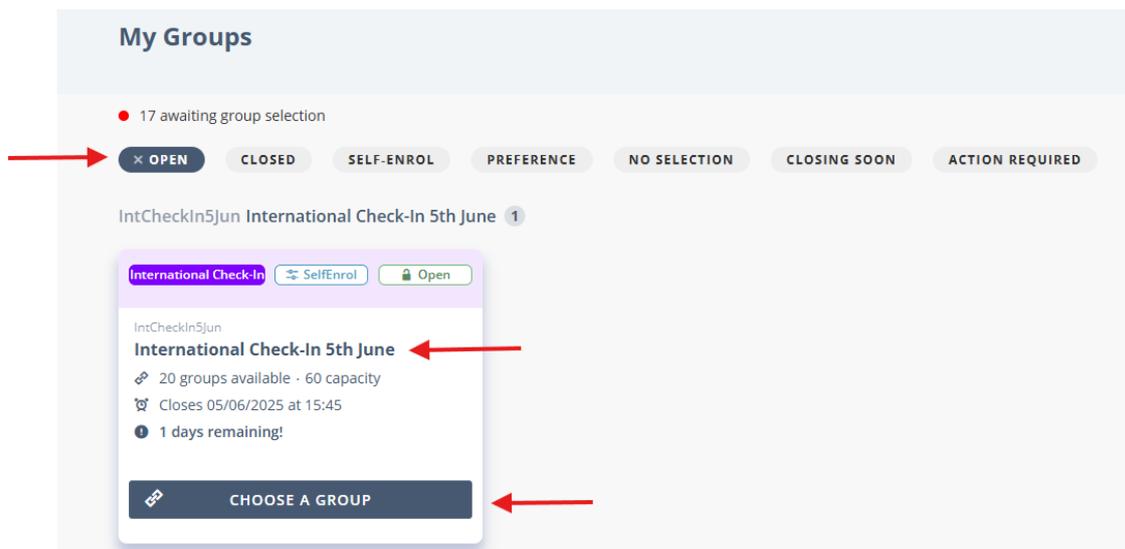
3. Click on Teaching and Research and then select Timetables from the drop down menu. The Timetables app will launch.

The screenshot shows the MyEd navigation menu. At the top, there is a dark blue header with the text "MyEd Student and Staff Portal". Below this is the University of Edinburgh logo and name. A search bar is located on the right. The main navigation bar is dark blue and contains several items: "Home", "My Information", "Teaching and Research" (highlighted with a red box), "Staff Resources", and "News and Events". Below the navigation bar, there are four columns of links. The "Administration" column contains a link "Timetables" which is highlighted with a red box. Other links in the "Administration" column include "EUCLID", "Prospective student enquiries", "Student attendance recording", "Student case management", "Extensions and exceptional circumstances", "Course timetable browser", "Degree regulations and programmes of study", "Path", "Time allocation survey (TAS)", and "External Examiner Reporting System (EERS)".

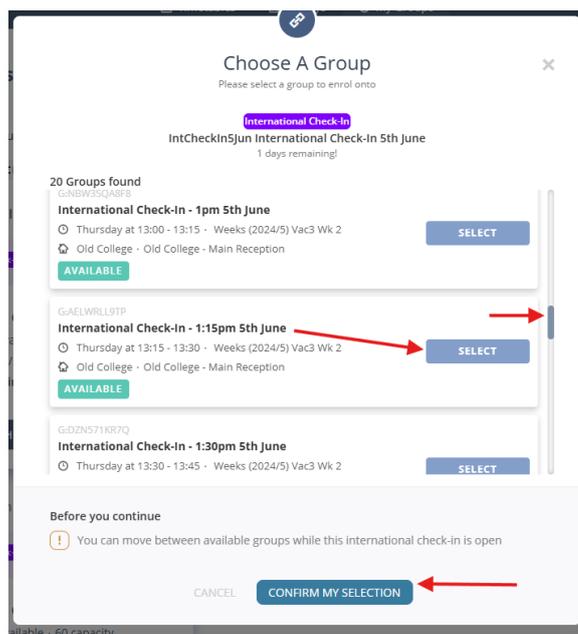
4. At the top of the page, click on My Groups



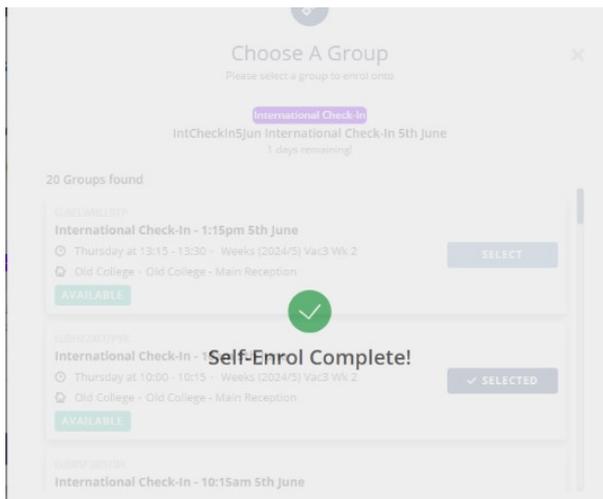
5. Click Open to see available bookings. Scroll down to the date you want to book and click 'Choose a Group'. A pop-up window will appear with all of the times available on that day.



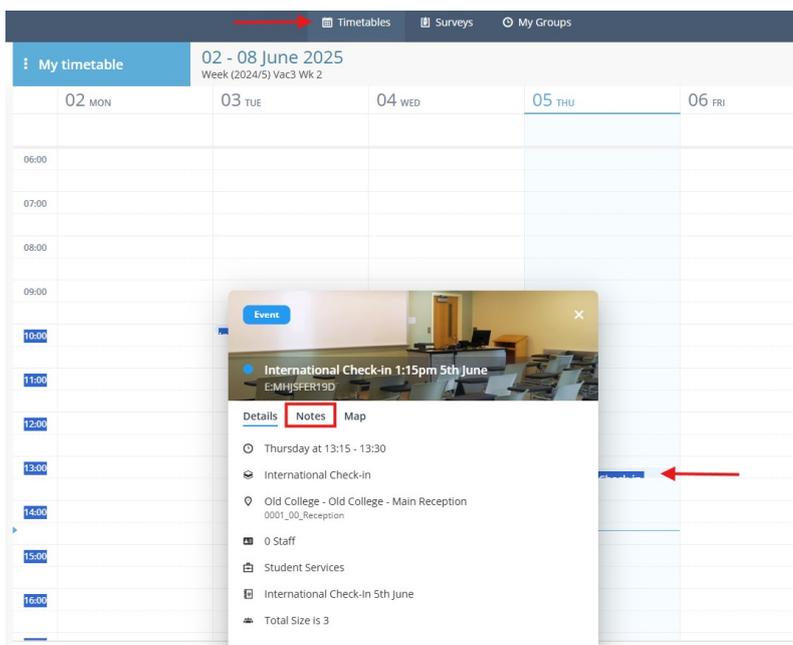
6. Scroll down to the time slot you would like to book and click 'Select'. At the bottom of the pop-up page, click 'Confirm my Selection'



7. You will see a message to confirm 'Self-Enrol Complete'



8. To view your booking, click on Timetables at the top of the page and navigate to the date of your booking. You should see a small line, at your booking time. Click this and a pop-up page will appear. This displays the details of your appointment and any relevant notes.



Your booking will also be visible in our Outlook/Microsoft 365 calendar.