THE UNIVERSITY of EDINBURGH

How to access the Progression & Awards System

Process Overview

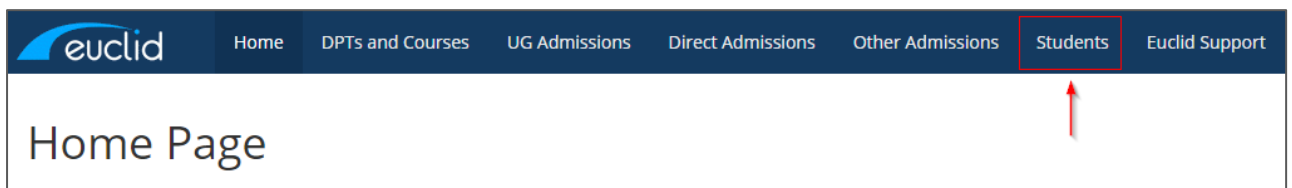|			
1. Log into EUCLID	**2.** Click the "Students" tab	**3.** Locate the Assessment & Progression section	**4.** Click on Progression & Awards
5. Enter your programme details	**6.** Click continue	You'll now see the main student list screen	
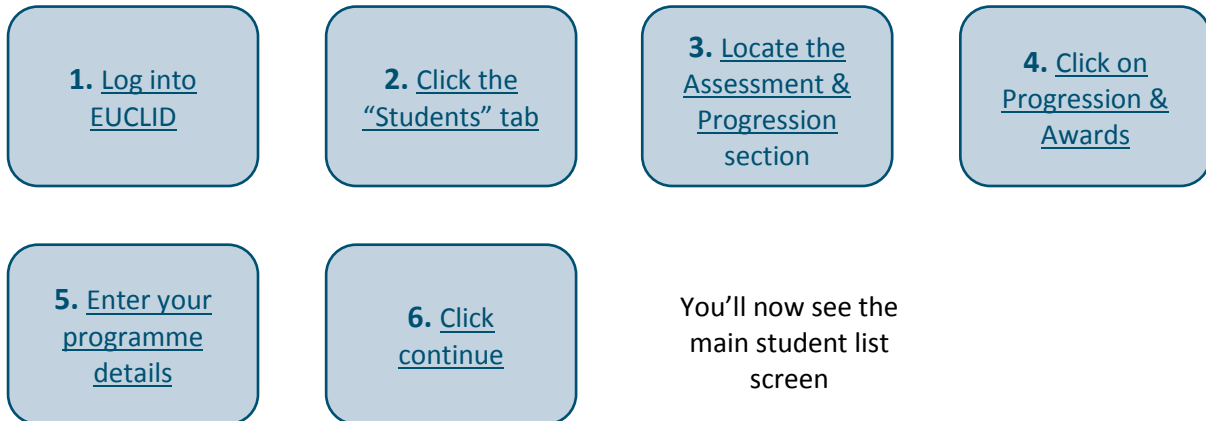
Step by Step Instructions

1. Log into EUCLID

EUCLID is available to all staff via the University's EASE login authentication system.
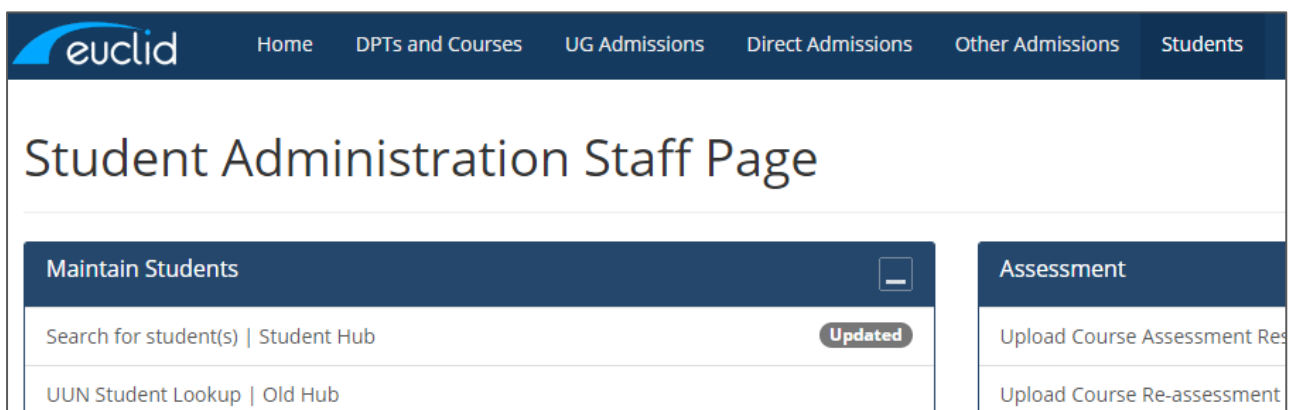
If you don't have EASE access, you'll need to register here. You'll then need to register for a Student Systems staff account - register from the Staff Accounts – Apply for an account page.

You can access EUCLID through MyEd.

2. Click the "Students" Tab

euclid | Home | DPTs and Courses | UG Admissions | Direct Admissions | Other Admissions | Students | Euclid Support

Home Page

This will take you to the Student Administration Staff Page:

euclid | Home | DPTs and Courses | UG Admissions | Direct Admissions | Other Admissions | Students

Student Administration Staff Page

Maintain Students		Assessment
Search for student(s)	Student Hub	Updated	Upload Course Assessment Res
UUN Student Lookup	Old Hub		Upload Course Re-assessment

3. Locate the Assessment and Progression section

The exact location of this on your page will be different for each user as it depends on your role:

If you can't see this anywhere on the page, you may need to request access to the Assessment and Progression Tools. Go to Staff Accounts – Apply for an account to request access.

4. Click on Progression & Awards

5. Enter your programme details

Enter your programme name or code. You can begin typing the name/code in the search box and select from the options in the drop down list:

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Once you have selected your programme, the programme years will be updated to reflect what is available.

Select the academic year and year of programme:

6. Click continue

You'll now see the main student list screen: