

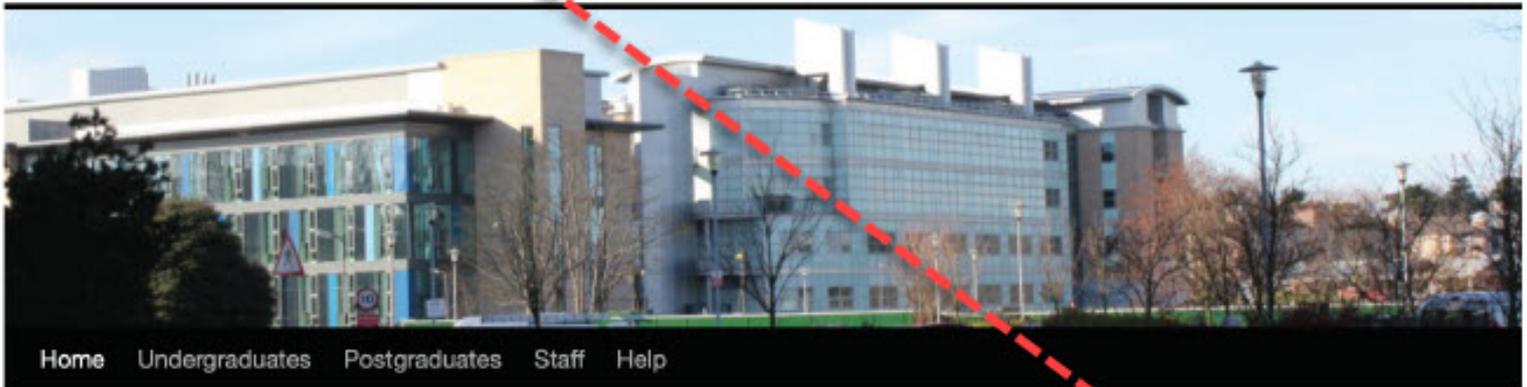
Getting Started

Go to the Memos WordPress website: <https://memos.wp.st-andrews.ac.uk/>
and Login:

 Search

- Memos
 University website

Memos



[Home](#) [Undergraduates](#) [Postgraduates](#) [Staff](#) [Help](#)

Current memos appear here

Post a memo

- [Login](#)

Undergraduates

Select Month

Postgraduates

Select Month

Staff

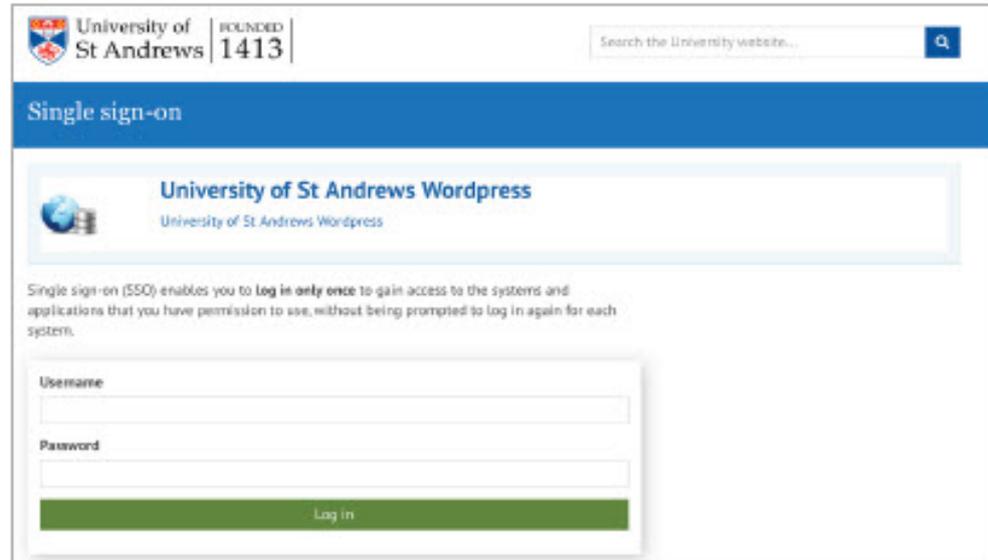
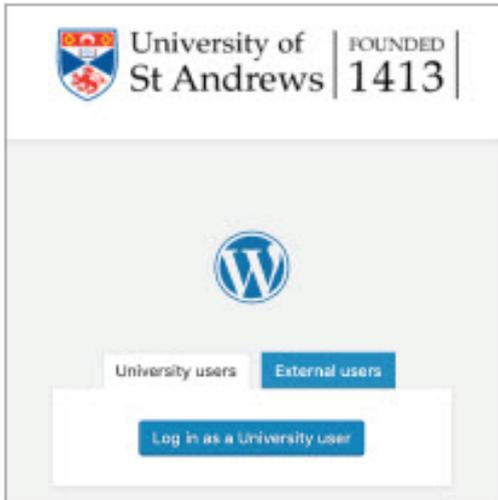
Select Month

RSS feed

-  [All memos](#)
-  [Undergraduate](#)
-  [Postgraduate](#)
-  [Staff](#)

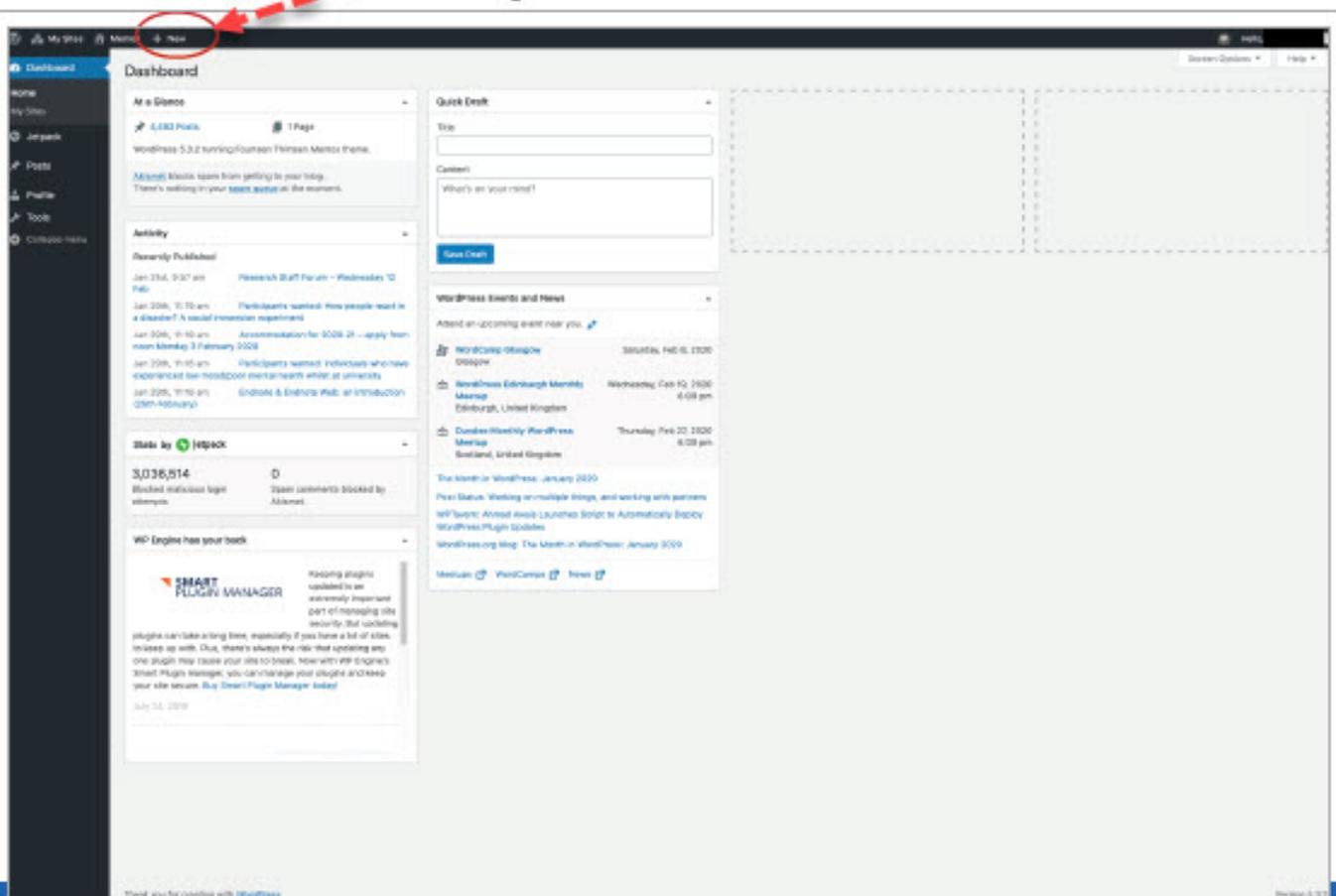


This is operated as an SSO (single sign on). Enter your University username and password when prompted:

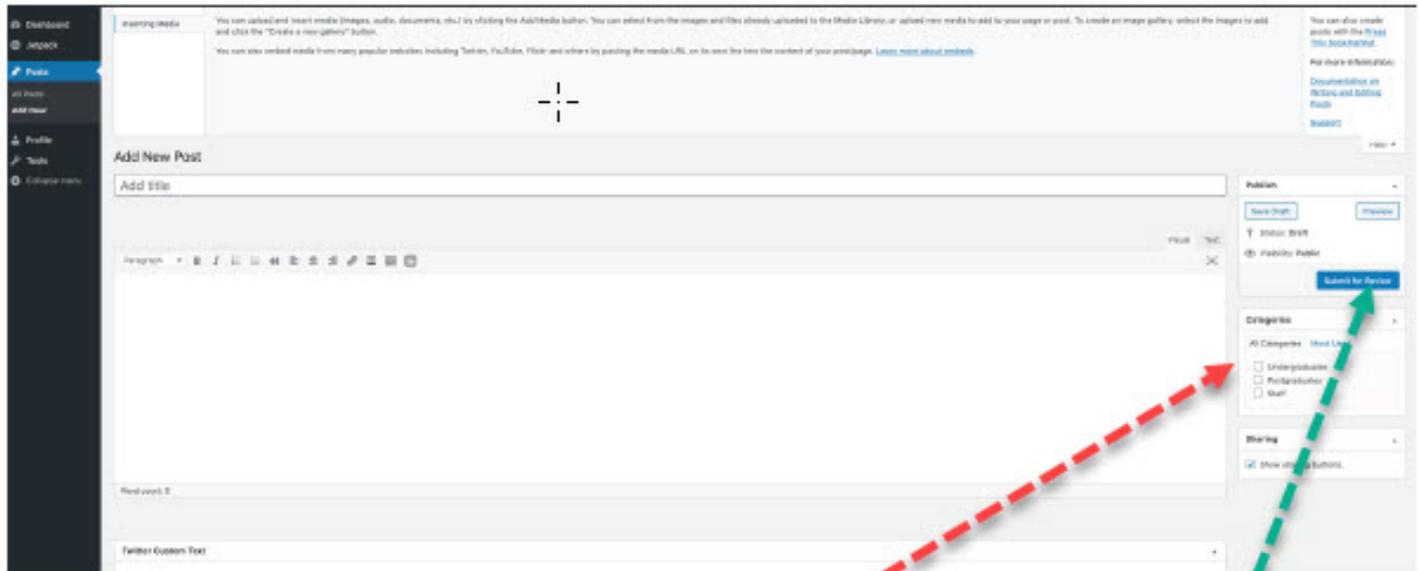


Once signed in you will be presented with the Memos home page. This screen allows you to navigate around the Memos site from posting a memo, viewing current memos and there is also a Help page.

To post a memo click on +New at the top left of the screen.



The following screen will appear.



Then post your memo under 'Add New Post'. Complete the following fields:

- Enter a Title
- Write your Memo in the box provided - ensure that any hyperlinks you wish to include are linked. It is not possible to include attachments to your memo.
- Under Categories select the audience – Undergraduates and/or Postgraduates and/or Staff. You can select more than one category.
- Once your Memo is ready and you have proofread it - 'Submit for review'.
- Once you have submitted your memo, it is sent to Publications, who moderate all memos. If your memo is approved it will be posted onto the Memos automated site: <http://memos.wp.st-andrews.ac.uk> and you will receive an email confirmation.
- However, if for any reason your memo does not meet the criteria, then you will receive an email to advise you that your memo has not been approved and a brief reason behind this decision.