Getting Started:

Go to the Memos WordPress website: [https://memos.wp.st-andrews.ac.uk](https://memos.wp.st-andrews.ac.uk) and Login:
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 WordPress 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 of the screen.
The following screen will appear.

Then create 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 you have your memo ready and you have proofread it – ‘Submit for review’.
- Your submitted memo will be moderated by Publications. If your memo is approved, it will be posted onto the Memos WordPress site: https://memos.wp.st-andrews.ac.uk and you will receive confirmation via an automated email from Publications.
- However, if for any reason your memo does not meet the criteria, then you will receive an email from Publications to advise you that your memo has not been approved and why.