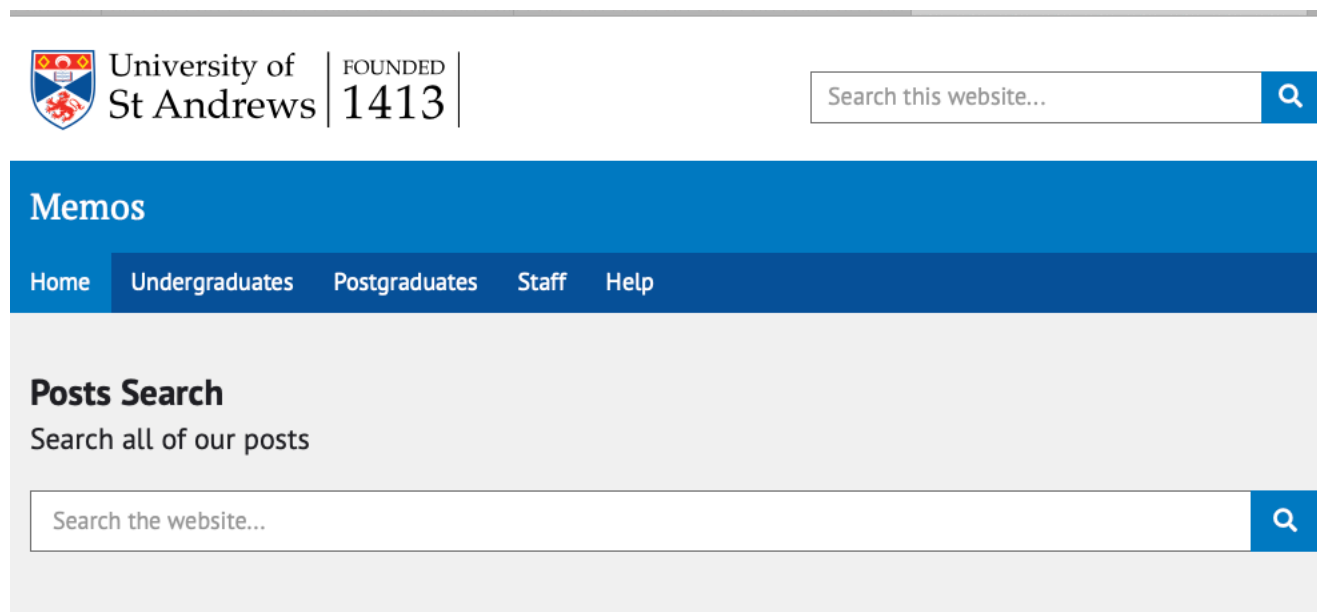


Getting Started:

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



The screenshot shows the top navigation bar of the Memos website. On the left is the University of St Andrews logo and the text 'University of St Andrews | FOUNDED 1413'. To the right is a search bar with the placeholder text 'Search this website...'. Below this is a blue navigation menu with the following items: Home, Undergraduates, Postgraduates, Staff, and Help. Below the navigation menu is a 'Posts Search' section with the text 'Search all of our posts' and another search bar with the placeholder text 'Search the website...'.

1450 articles found

[Dissertation and Thesis printing and binding during Covid-19](#)

For the duration of the Covid-19 crisis, all dissertations (Undergraduate and Postgraduate) and theses will be submitted electronically only. For PG Research students: If your end date or your intended submission date...

📅 17 March 2020 📁 [Undergraduates](#) [Postgraduates](#) [Staff](#)

[Participants wanted \(online\): 10 min online survey on financial decision-making.](#)

Do you want to help international research and learn more about the psychology of financial decisions? Are you between 18 and 27 years of age? If so, this is the study for you! We are an international team of...

📅 9 July 2020 📁 [Undergraduates](#) [Postgraduates](#) [Staff](#)

Post a memo

- [Login](#)

Undergraduates

Select Month 

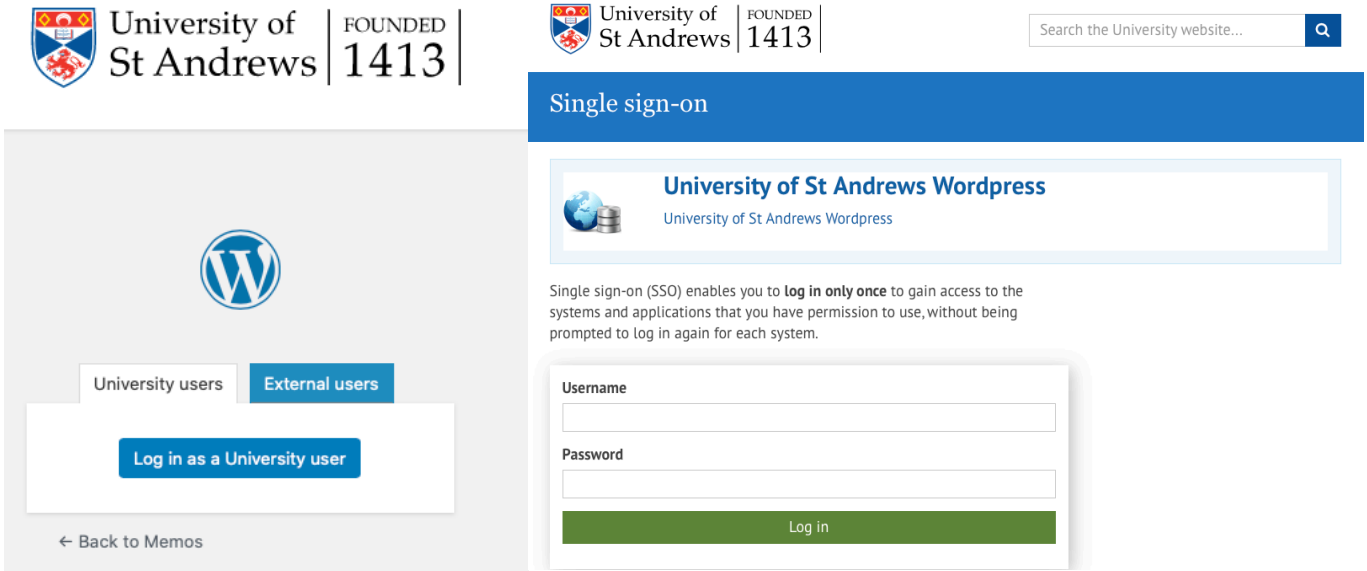
Postgraduates

Select Month 

Staff

Select Month 

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



University of St Andrews | FOUNDED 1413

Search the University website...

Single sign-on

University of St Andrews Wordpress

University of St Andrews Wordpress

Single sign-on (SSO) enables you to **log in only once** to gain access to the systems and applications that you have permission to use, without being prompted to log in again for each system.

Username

Password

Log in

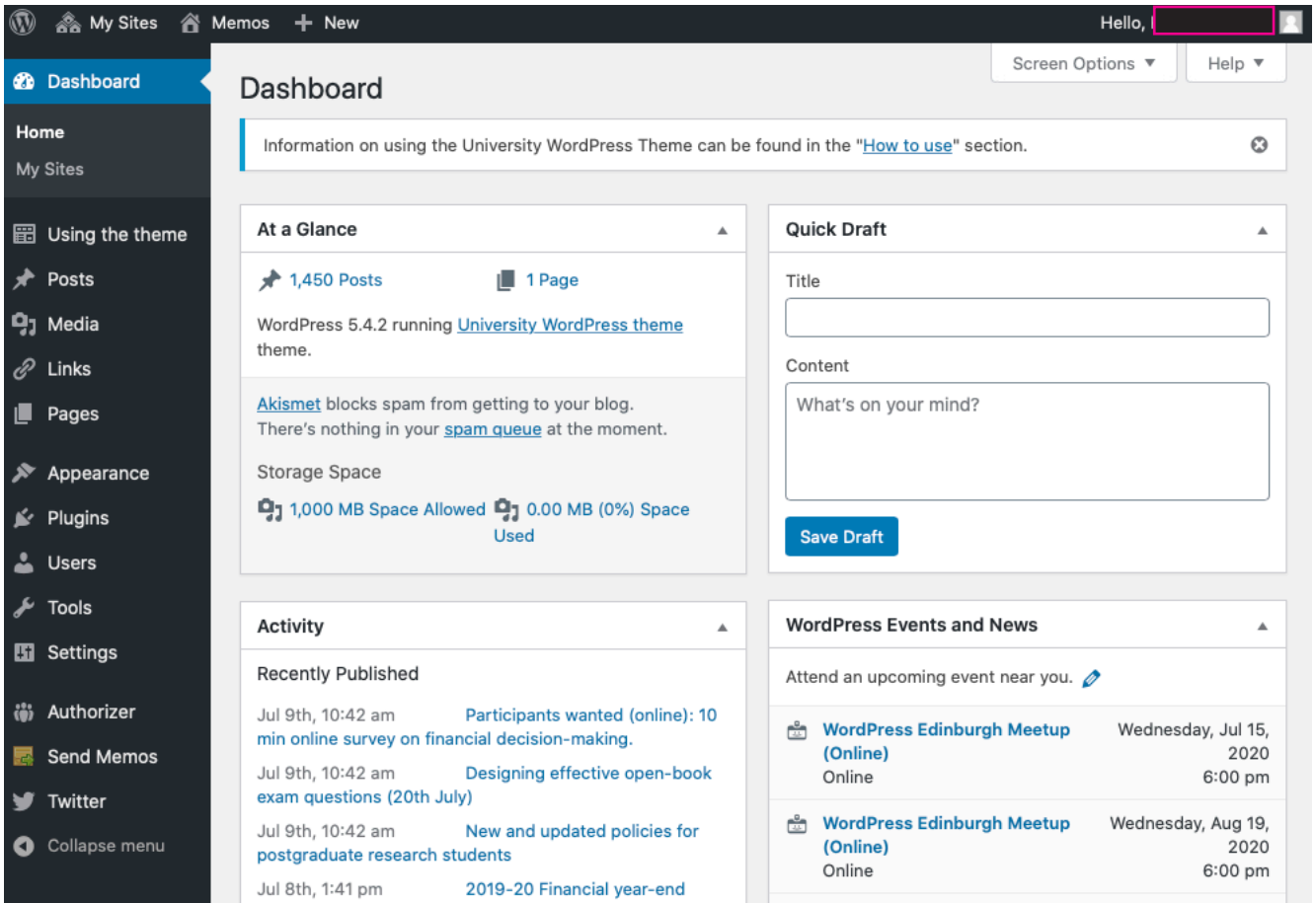
University users | External users

Log in as a University user

← Back to Memos

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.



My Sites | Memos | + New | Hello, [User Name]

Screen Options | Help

Dashboard

Information on using the University WordPress Theme can be found in the ["How to use"](#) section.

At a Glance

1,450 Posts | 1 Page

WordPress 5.4.2 running [University WordPress theme](#) theme.

[Akismet](#) blocks spam from getting to your blog. There's nothing in your [spam queue](#) at the moment.

Storage Space

1,000 MB Space Allowed | 0.00 MB (0%) Space Used

Quick Draft

Title

Content

What's on your mind?

Save Draft

Activity

Recently Published

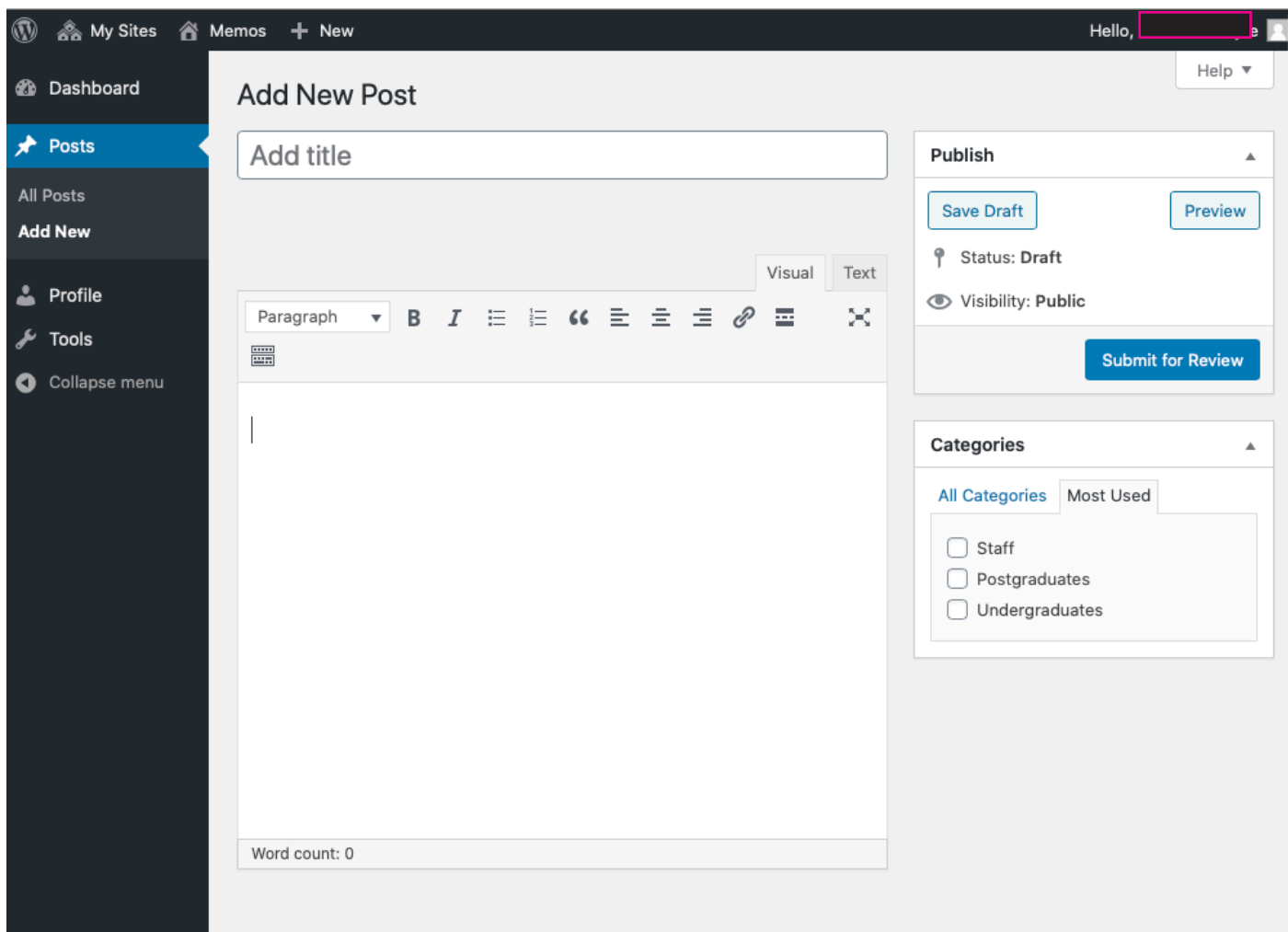
- Jul 9th, 10:42 am Participants wanted (online): 10 min online survey on financial decision-making.
- Jul 9th, 10:42 am Designing effective open-book exam questions (20th July)
- Jul 9th, 10:42 am New and updated policies for postgraduate research students
- Jul 8th, 1:41 pm 2019-20 Financial year-end

WordPress Events and News

Attend an upcoming event near you.

- WordPress Edinburgh Meetup (Online)** | Wednesday, Jul 15, 2020 | Online | 6:00 pm
- WordPress Edinburgh Meetup (Online)** | Wednesday, Aug 19, 2020 | Online | 6:00 pm

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.

