

## **Access Guide: Agent Information Hub**

We have created an information hub for you to access all the important information you may need in the recruitment of students considering Bournemouth University.

The SharePoint page is for BU representatives use only, and we have given you access based on the details registered in our database. If someone from your organisation has not received the link, they can ask for access, and we will approve or reject their request after verifying their details. Please see access instructions below.

### **1. If access has not been given**

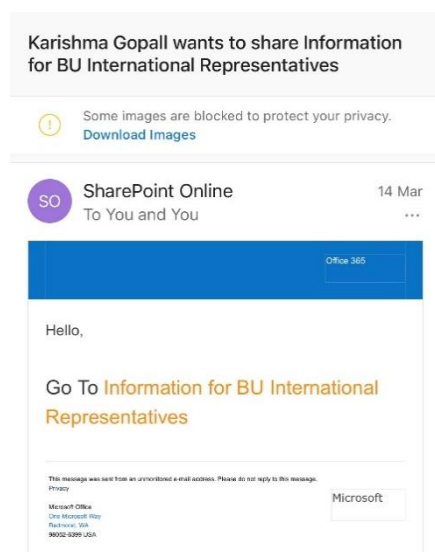
If you have not been given access, received the link or for any issues, please email [international@bournemouth.ac.uk](mailto:international@bournemouth.ac.uk)

Once access has been provided, please follow steps 1-4 as below.

### **2. If access has been given**

#### **Step 1**

If you were given access, please check your inbox for an email with the access link as the image below. Make sure to check your junk/spam folder if it is not in your main inbox. If you have not received the link move to **page 3** (If access has not been given) for further instructions.



## Step 2

Click on the link 'Information for BU International Representatives' to access the new SharePoint site.

Go To [Information for BU International Representatives](#)

Click here



## Step 3

When you get to the below page click on 'Microsoft account' and use the email address associated with that account to log in; this can either be a gmail, yahoo, outlook or other Microsoft account but you can log in using your work account e.g. [johnb@studyin-uk.com](mailto:johnb@studyin-uk.com) or [bellab@edukas.com.tr](mailto:bellab@edukas.com.tr) which is recommended.



Click here



### Sign in

Email, phone or Skype

No account? [Create one!](#)

Next



Sign-in options



jxxx@atlasedu.com

Enter password

.....

[Forgotten your password?](#)

Sign in

If you have forgotten your password, please click on 'Forgotten your password' and you will be taken through the steps to set up a new password before having to sign in again.

You can choose to stay signed-in, to not go through the above steps again.



jxxx@atlasedu.com

## Stay signed in?

Stay signed in so you don't have to sign in again next time.

☐ Don't show this again

No

Yes

## Step 4

You now have access to the SharePoint site and can navigate the home page or access other information under the documents tab.

