

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

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.



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 or bellab@edukas.com.tr which is recommended.

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Welcome to SharePoint Online To accept your invitation, sign in with a Microsoft account or an account assigned to you by your organization. By signing in you allow livebournemouthac.sharepoint.com to use your basic profile (name and email address) in accordance with their privacy statement. livebournemouthac.sharepoint.com has not provided links to their terms for you to review. You can remove these permissions at myapps.microsoft.com.	Click here
LIVE, Outlook.com, or other Microsoft services. Organizational account Sign in with the account provided by your work or school to use with Office 365 or other Microsoft services. Don't have either account? Create a Microsoft account, it's quick and easy! Legal Privacy	
Sign in	Microsoft
Email, phone or Skype	jxxx@atlasedu.com
No account? Create one!	Enter password
	•••••
	Forgotten your password?
Sign-in options	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



Step 4

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

