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1. When you have been nominated to become an External Examiner at the University of Central Lancashire, you will receive an email from [noreply@uclan.ac.uk](mailto:noreply@uclan.ac.uk) with the heading of "External Examiner – Information Request".
2. Within this email you will be asked to click on a link to complete the necessary information.
3. The link will take you to the University of Central Lancashire Resourcing Hub where you will be required to register for a password.
4. Under the area named "Not Registered?" it will ask you to proceed to the registration process to do this you need to click on the button named "Register".
5. You will then be taken to the Email Verification page, here you will be required to enter your email address and under "verification" you need to check the box to confirm "I'm not a robot", then click on the "Send email" button.
6. You will receive another email from Jobs at UCLan asking you to verify your email address. In this email there will be a link to click on.
7. Once you have clicked on the link you will be taken to the Registration page where you will need to enter your details ie. Title, Forenames and Surname and then you will be required to create a password. Under "Terms and Conditions" check the box to confirm that you have

you meet our criteria for appointment, you will receive an email from [noreply@uclan.ac.uk](mailto:noreply@uclan.ac.uk) containing an offer of appointment

14. There is a link in the email which you will need to click on to review the offer and to accept or decline it.
15. When you click on this link you may be asked to sign into the system again, if this is the case a Login/Register page will appear, you will need to enter your email address and password (which you set up when you registered onto the system) in the "Already Registered" area.
16. You will then be taken to the "My Recruitment" page. On this page you will see an External Examiner section, in this section it will advise that "1 contract requires an action", click on this and it will take you to your contract letter.
17. At the end of the contract letter there will be three buttons named Accept, Decline and Cancel.
18. If you are happy with all the details in the contract letter click on the accept button and a pop up signature box will appear