

Quick Start Guide

Get started at mercer.cr8.io with your Mercer credentials and MFA.

Follow these seven steps to complete your first useful conversation.

- 1 Sign in.** Open mercer.cr8.io. Sign in with your Mercer credentials and complete multifactor authentication.
- 2 Complete first sign-in.** Review and acknowledge the required terms and guidance when prompted.
- 3 Start a chat.** Select New Chat. Start with the default model or choose a model suited to your task. Keep reasoning Low or Off.
- 4 Add a source if needed.** Select the plus sign to upload a file. Wait for the green check before sending your prompt.
- 5 Write your request.** State the task, add useful context or source material, then specify the format and any limits.
- 6 Use Web Search only when needed.** Turn on the globe control when you need web information. Select the send arrow to submit.
- 7 Review and keep your work.** Read the answer, ask follow-up questions, and verify important information. Save or download work you need to keep.

TRY A SIMPLE FIRST PROMPT

"Summarize these meeting notes in five bullets and list the action items. Use only the notes. Mark missing names or deadlines as not specified."

Paste the notes after the prompt or upload an authorized source file.

BEFORE ENTERING INFORMATION

Amplify AI is not FERPA compliant. Follow Mercer privacy guidance before entering student or sensitive information.