



System User Guide

Employee Guide – How to access and log into People and Money

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Contents

Introduction	2
In Brief.....	2
Access People and Money on your device.....	2
Save People and Money to your Apple home screen.....	2
Save People and Money to your Android home screen	2
How to log in and out of People and Money	3
In Detail.....	3
Access People and Money on your device.....	3
Save People and Money to your Apple home screen.....	5
Save People and Money to your Android home screen	7
How to log in and out of People and Money	9
Version History	12
Reviewers & Approvers	12

Introduction

This guide covers key tasks for **employees** in 'How to access and log into People and Money' system process.

Before you start, make sure you know how to log into MyEd from your PC or laptop.

This guide covers how to

- access People and Money
- save People and Money to your Apple home screen
- save People and Money to your Android home screen
- log in and out of People and Money

Before you start, make sure you know how to access the internet on your device.

In Brief

This section is a **simple overview** and should be used as a reminder. More detailed information, screenshots and tips is provided within the 'In Detail' section.

Access People and Money on your device

1. Open your internet browser app on your device.
2. Open the log in screen for People and Money. You can access the log in screen by following [this link](#).
3. Click **Company Single Sign-On**.
4. You may need to log in.
5. This will take you to the home page of People and Money.

Save People and Money to your Apple home screen

1. Click the **ellipsis** icon at the bottom of the screen and click **Share**.
2. Click the **ellipsis** to show more options. Select '**Add to Home Screen**'.
3. **Edit the name** of the link before saving to your home screen if you wish and then click **Add**.

Save People and Money to your Android home screen

1. Click the **ellipsis** on the top right corner of your device's screen.
2. Select '**Add to home screen**' from the dropdown menu that appears.

3. In the new screen that appears, you may **edit the name** of the link before saving to home screen and then click **Add**.
4. You now have the option to **touch and hold** the icon to manually place the link on your home screen. If you don't want to do this, select **Add**.

How to log in and out of People and Money

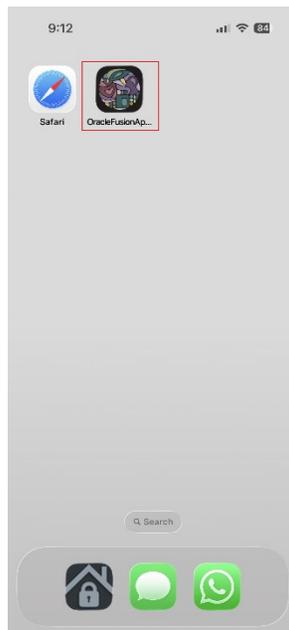
1. Once logged into **MyEd** select **Staff Resources** then **People and Money**.
2. Select the **Company Single Sign-On** button.
3. To log out choose the **Sign Out** option from the menu at the top right of the home page.

In Detail

This section provides the detailed steps and includes relevant screenshots from the system.

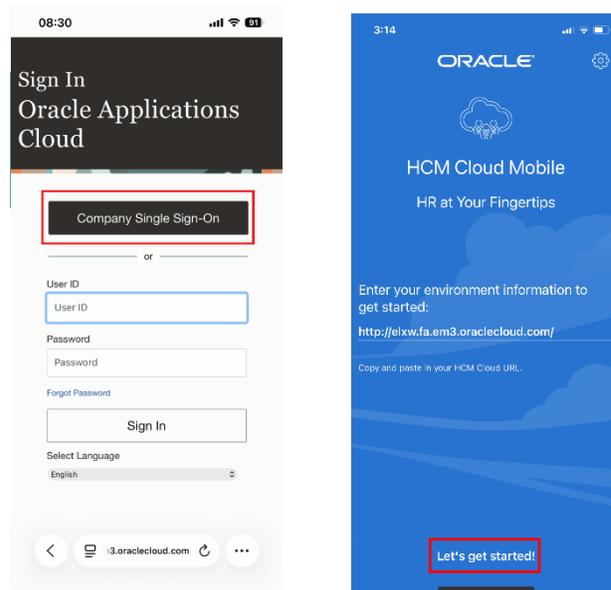
Access People and Money on your device

1. Open internet browser app on your device. Alternatively, open the Oracle Fusion Applications app, which can be downloaded from the App Store or Google Play Store on your device.

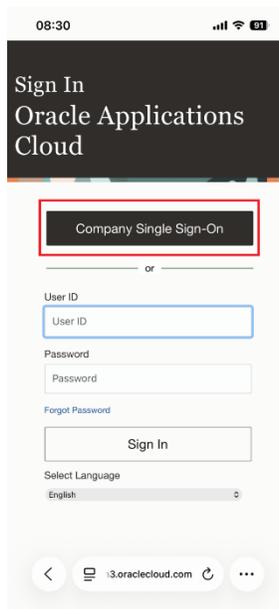


2. Open the log in screen for People and Money.
If you are using the internet browser app, you can access the log in screen by following [this link](#).

Alternatively, you can access this log in screen through the Oracle Fusion Applications app by inserting this link (elxw.fa.em3.oraclecloud.com/) into the correct field the first time you launch the app, and tapping the ‘Let’s get started!’ at the bottom of the screen.



3. Click **Company Single Sign-On**.

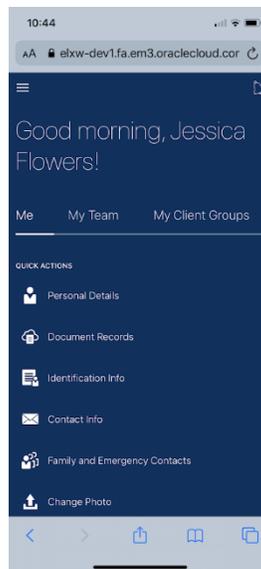


4. You may need to log in.

Note: if you need to enter an email address it should be in the format uun@ed.ac.uk.



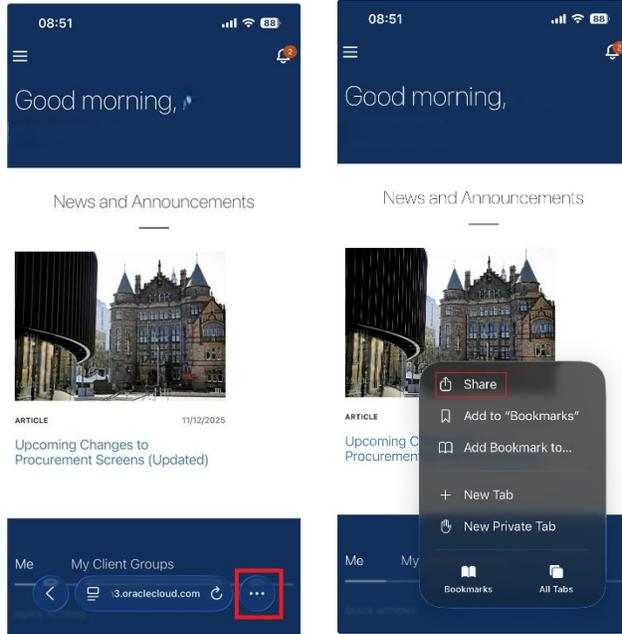
5. This will take you to the home page of People and Money.



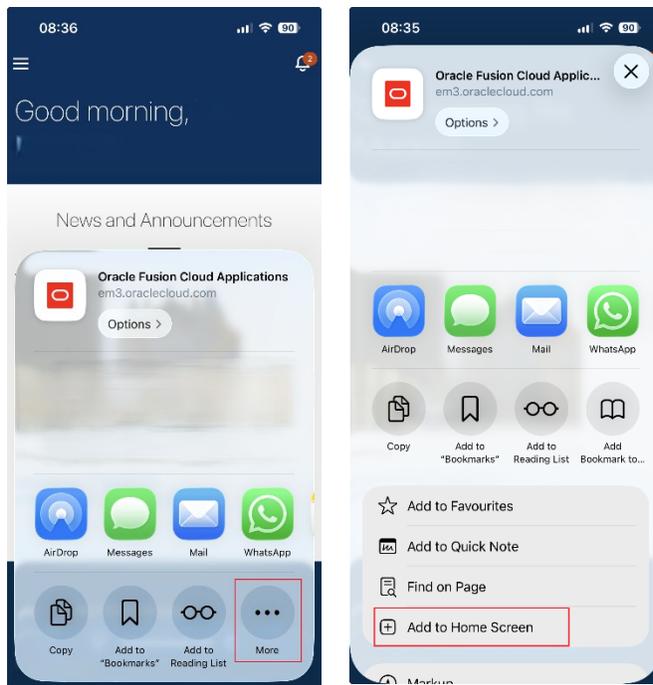
Save People and Money to your Apple home screen

1. Click the **ellipsis** icon at the bottom of the screen and click **Share**.

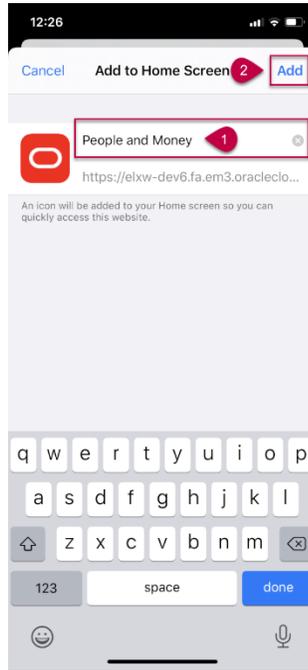
Note: depending on your device, you may not be able to see all tabs you usually have access to.



2. Click the **ellipsis** to show more options. Select **'Add to Home Screen'**.



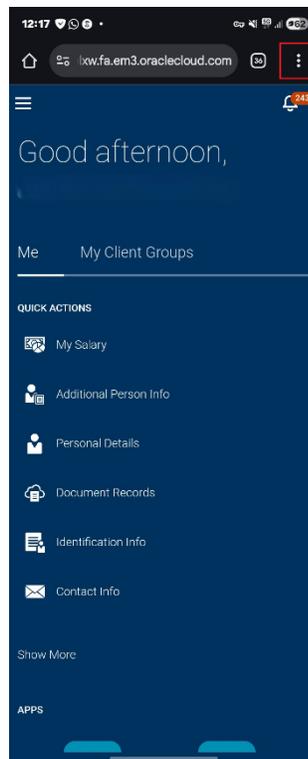
3. **Edit the name** of the link before saving to your home screen if you wish and then click **Add**.



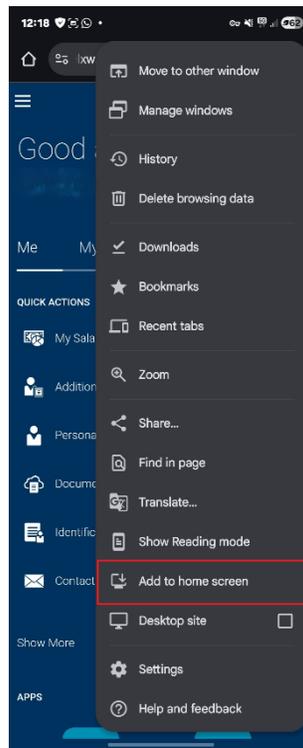
Save People and Money to your Android home screen

1. Click the **ellipsis** on the top right corner of your device's screen.

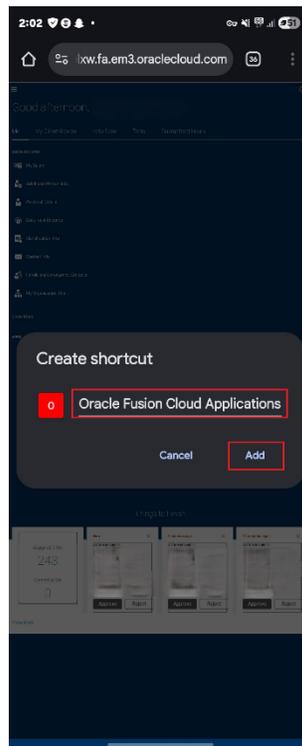
Note: depending on your device, you may not be able to see all tabs you usually have access to.



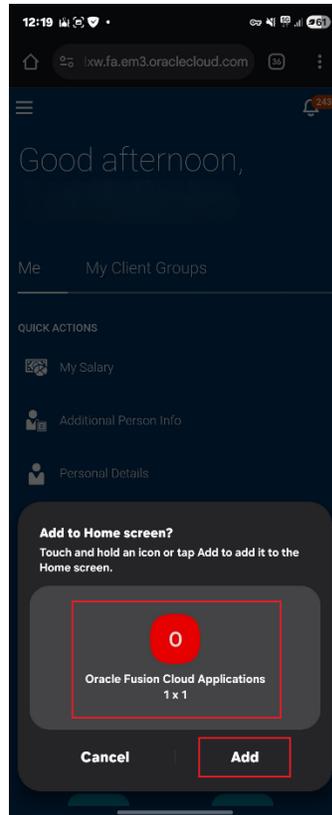
2. Select **'Add to home screen'** from the dropdown menu that appears.



3. In the new screen that appears, you may **edit the name** of the link before saving to home screen and then click **Add**.

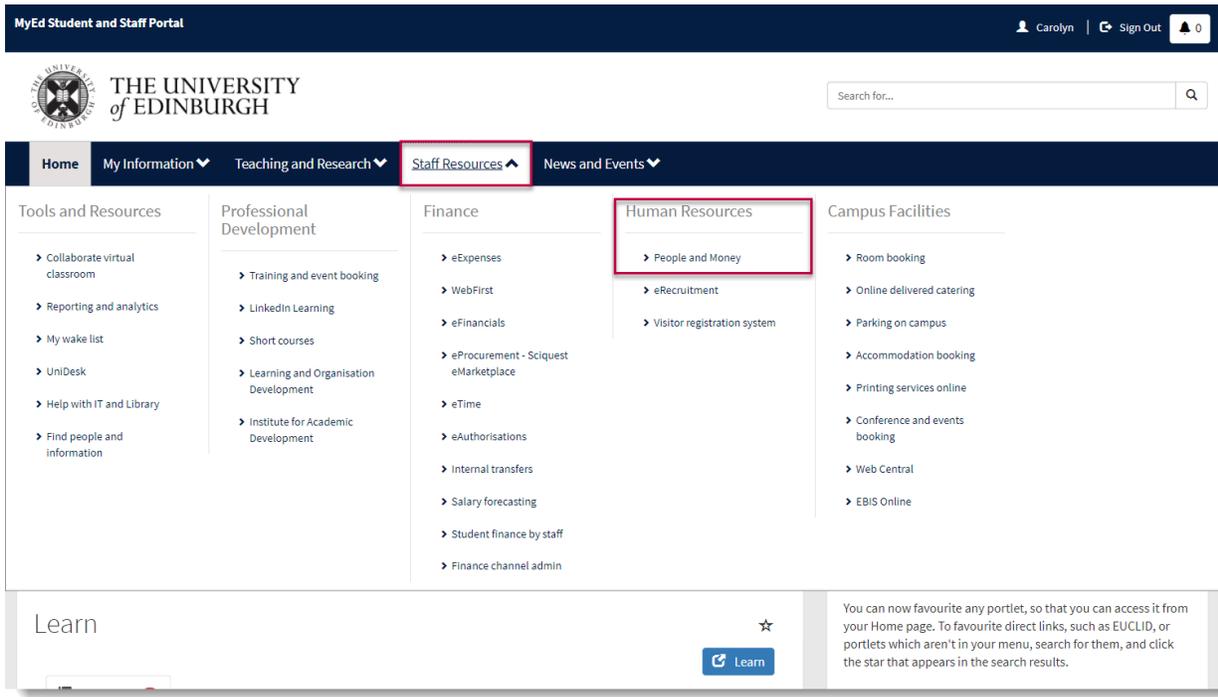


4. You now have the option to **touch and hold** the icon to manually place the link on your home screen. If you don't want to do this, select **Add**.

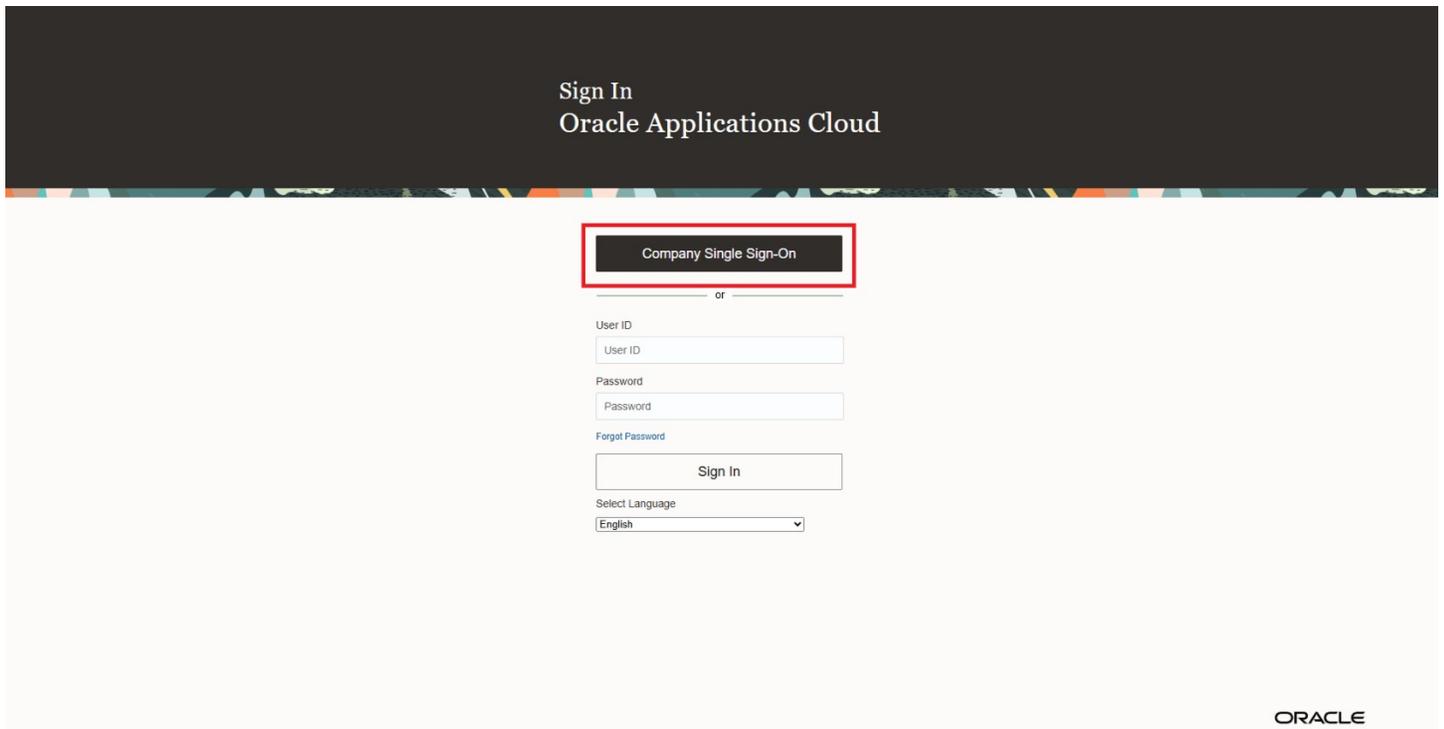


How to log in and out of People and Money

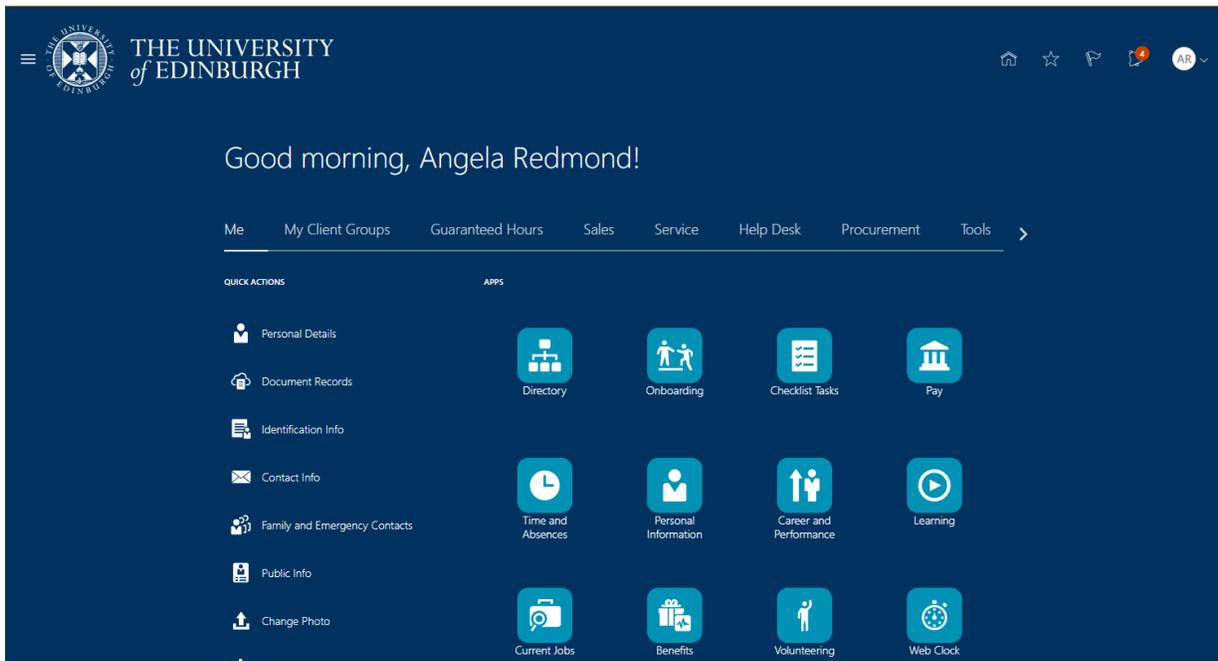
1. Once logged into **MyEd** choose the Staff Resources option and select **People and Money** from **Human Resources**.



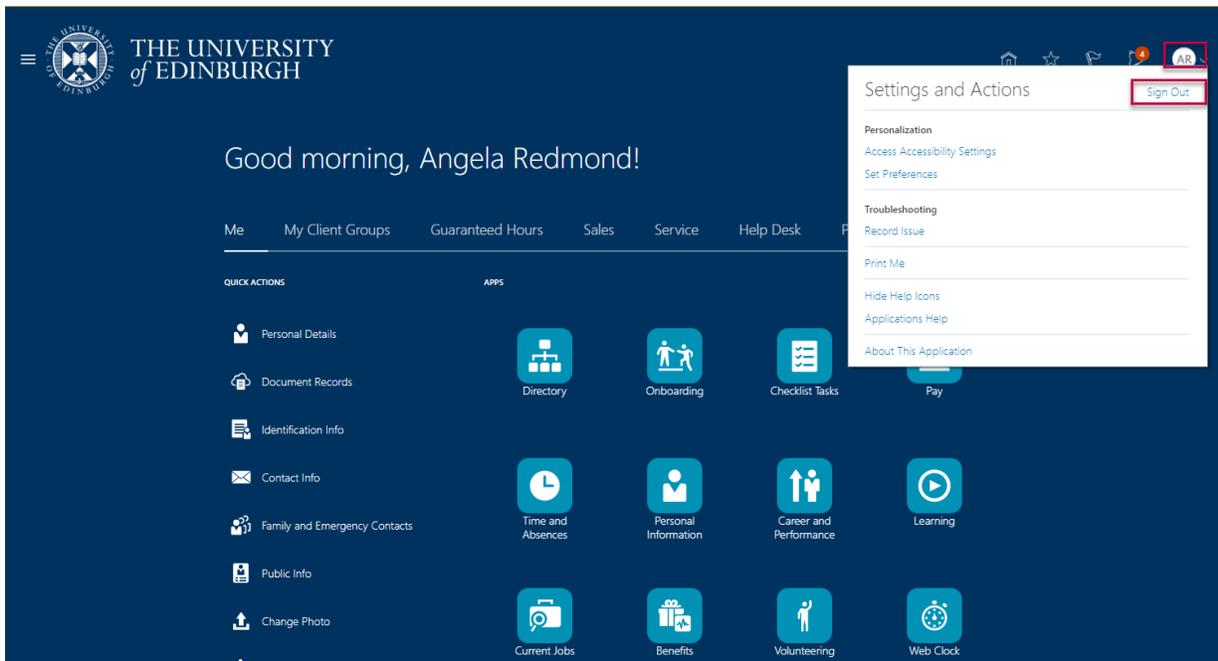
2. You will be presented with the log in screen. Select the **Company Single Sign-On** button.



3. The screen will change and the home page for People and Money will populate.



4. To log out, select the circle at the top right of the screen that contains your initials. From the drop down menu choose **Sign Out**.



Version History

Version	Date	Description	Approved By
1.0	February 2026	<ul style="list-style-type: none">• Updated guide to new format• Combined how to log in and out of People and Money guide with How to Access People and Money from any device guide• Updated screenshots	RM

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.