



System User Guide

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

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Introduction

This guide covers how to access and log in to People and Money for **employees**. The University's HR and Finance services can be accessed through the People and Money system. Further information is available on the [People and Money System](#) webpage.

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

All employees can access People and Money via My Ed or via the direct link. It can be accessed from any 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.

How to log in and out of People and Money from a University desktop or device

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

Access People and Money on another 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 **Sign in with UoE**.
4. You may need to log in.
5. This will take you to the home page of People and Money.

How to 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**.

How to save People and Money to your Android home screen

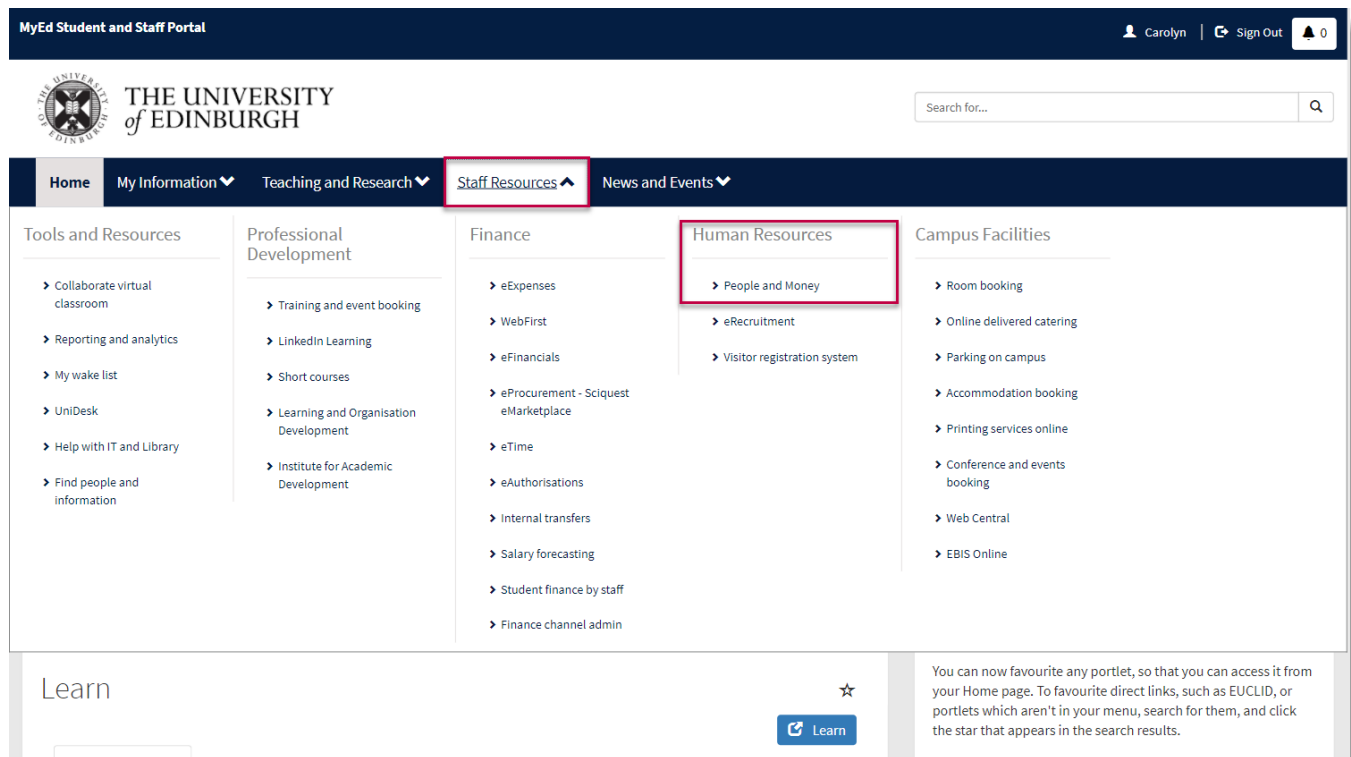
1. Click the **ellipsis** on the top right corner of your device's screen.
2. Select '**Add to home screen**' from the dropdown menu that appears.
3. In the new screen that appears, you may **edit the name** of the link before saving to home screen and then click **Add**.
4. You now have the option to **touch and hold** the icon to manually place the link on your home screen. If you don't want to do this, select **Add**.

In Detail

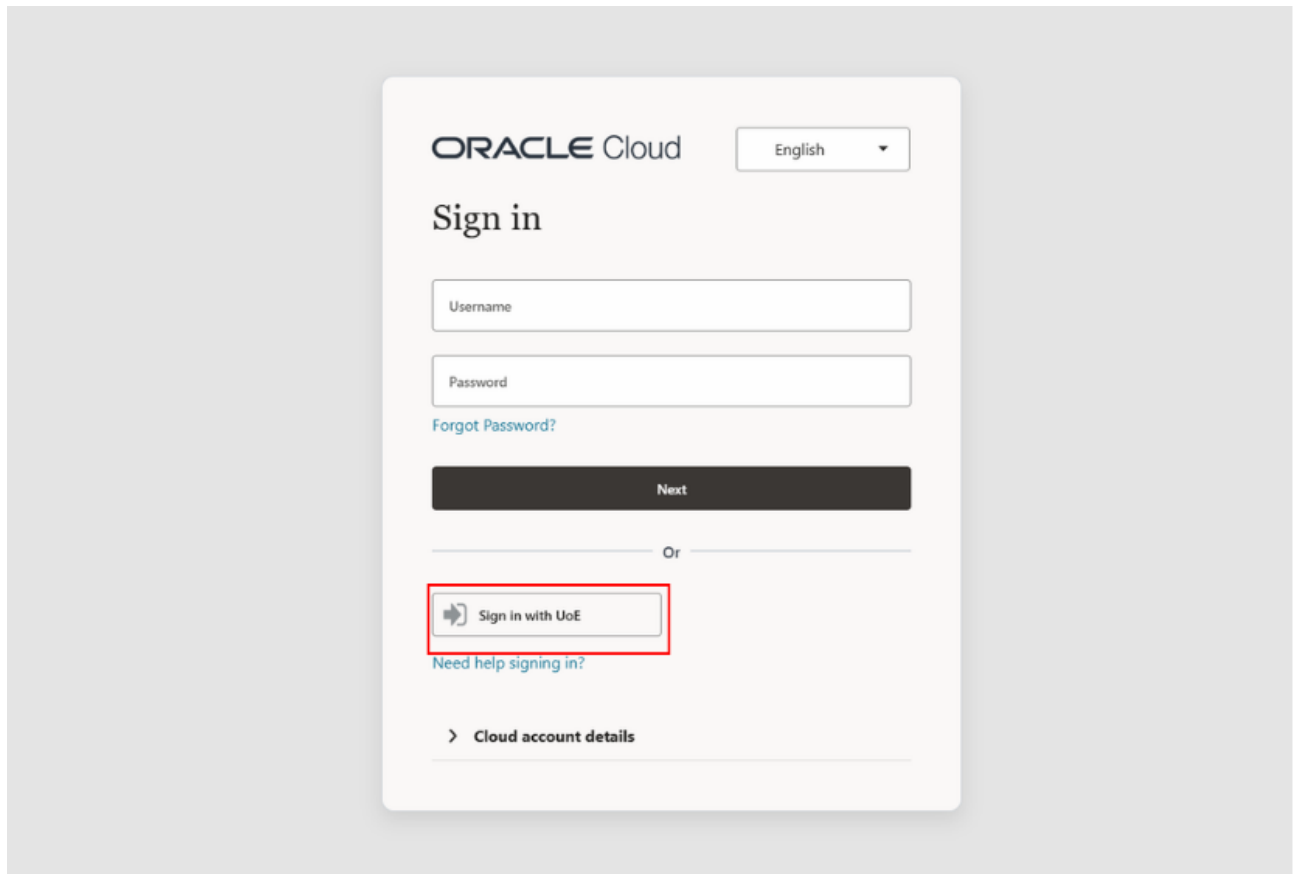
This section provides the detailed steps and includes relevant screenshots from the system.

How to log in and out of People and Money from a University desktop or device

1. If you are logging in to People and Money from a University desktop/laptop you should first log in to that device with your username and password.
2. Once logged in, you can navigate to to **MyEd** choose the Staff Resources option and select **People and Money** from **Human Resources**.



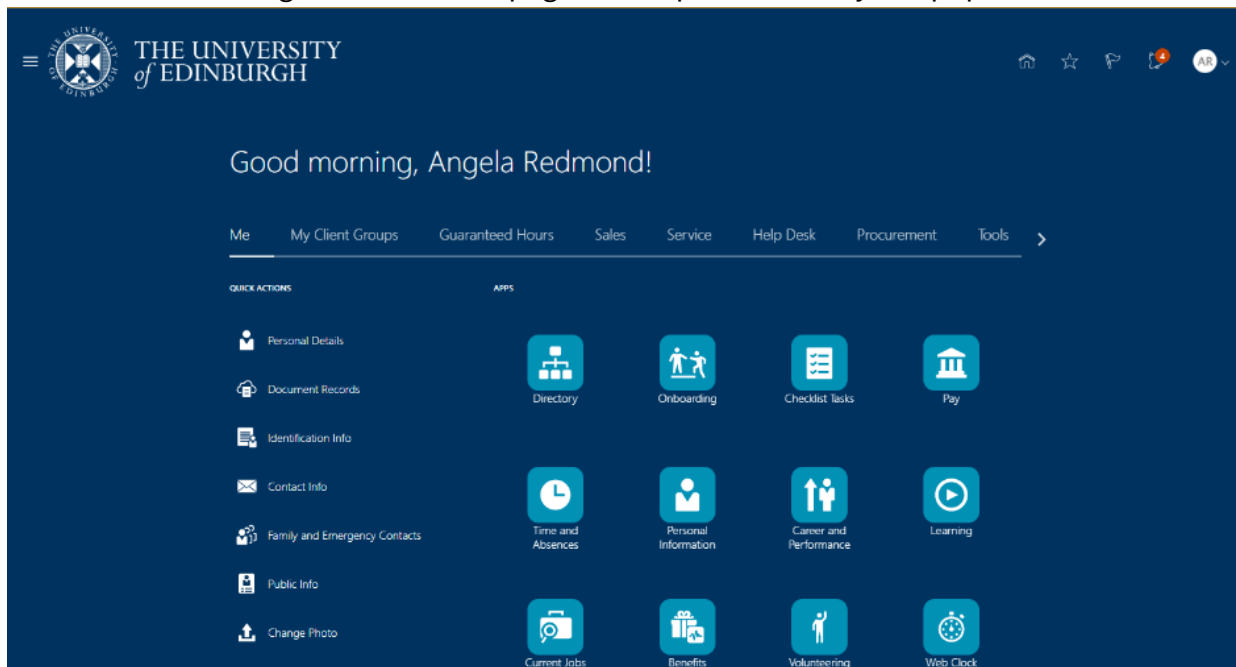
3. You will be presented with the log in screen. Select the **Sign in with UoE** button.



Alternatively you can log in by using this link:

<https://elxw.fa.em3.oraclecloud.com/homePage/faces/FuseWelcome>

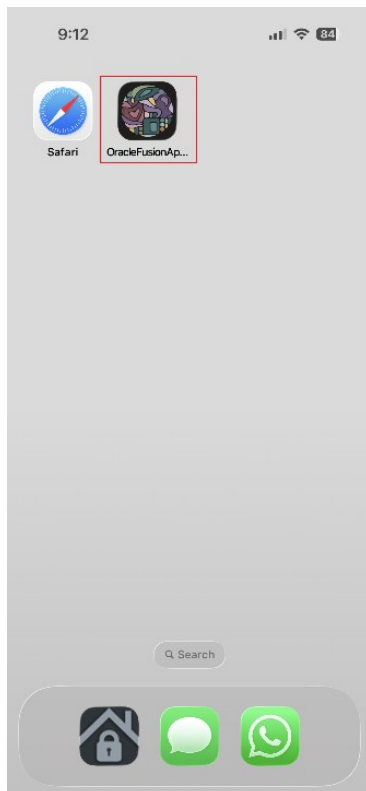
4. The screen will change and the home page for People and Money will populate.



5. 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**.

Access People and Money from another 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 (available from the app store/google play store) 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 **Sign in with UoE**.

15:22

ORACLE Cloud

English

Sign in

Username

Password

[Forgot Password?](#)

Next

Or

 **Sign in with UoE**

[Need help signing in?](#)

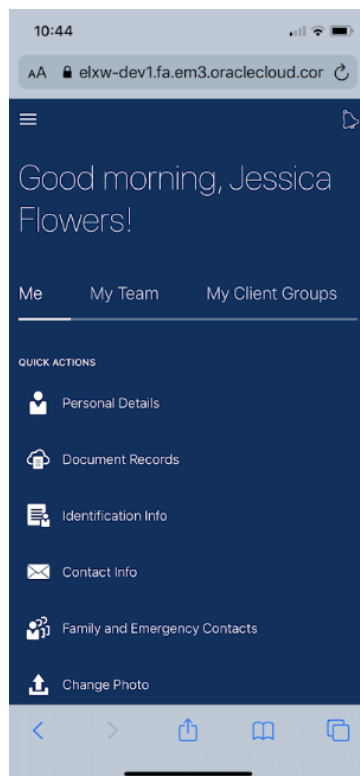
> Cloud account details

< y.oraclecloud.com >

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.



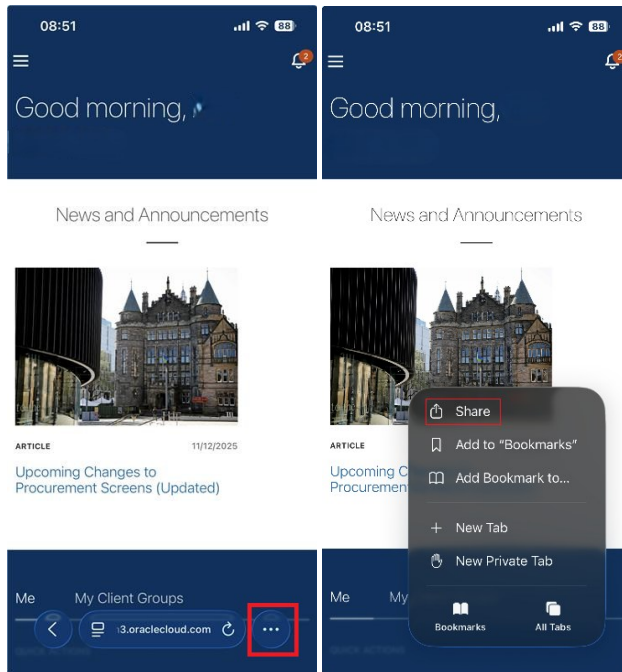
5. This will take you to the home page of People and Money.



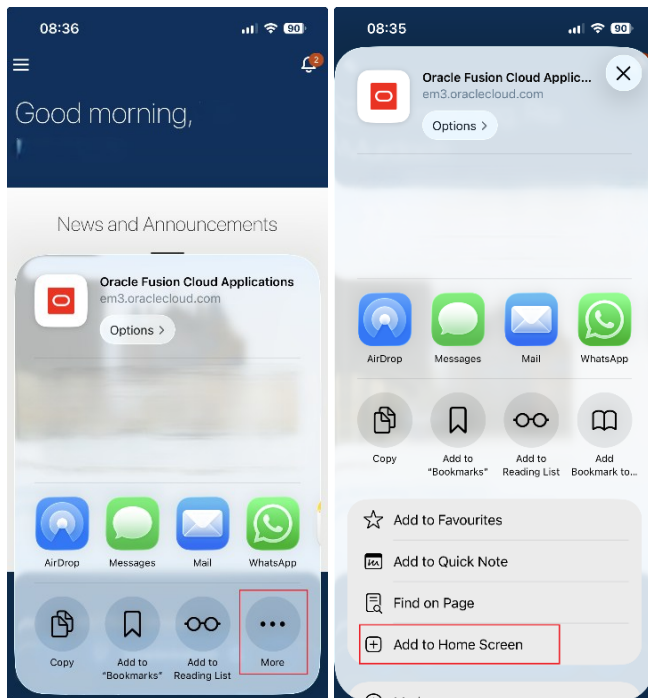
How to save People and Money to your Apple home screen

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

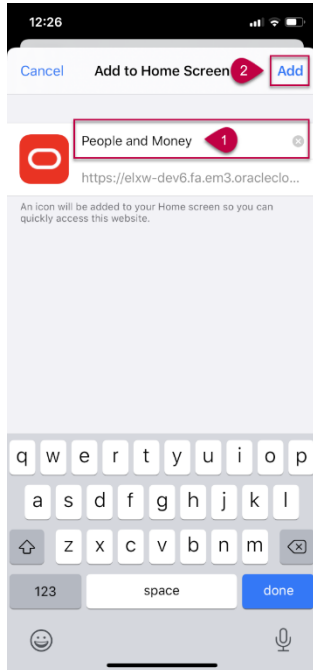
Note: depending on your device, you may not be able to see all tabs you usually have access to.



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



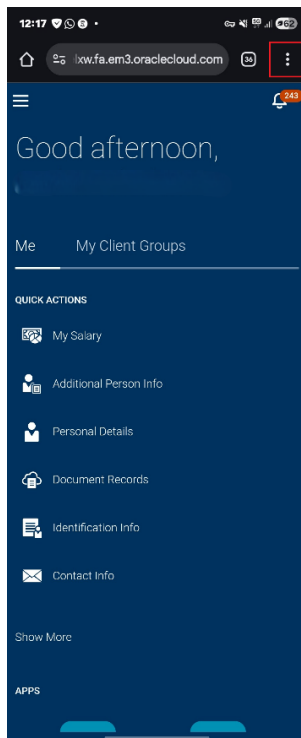
3. **Edit the name** of the link before saving to your home screen if you wish and then click **Add**.



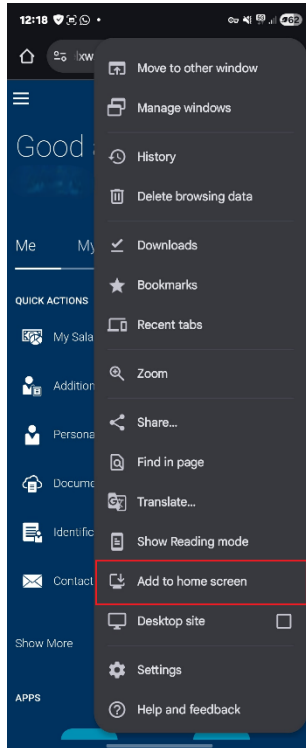
How to save People and Money to your Android home screen

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

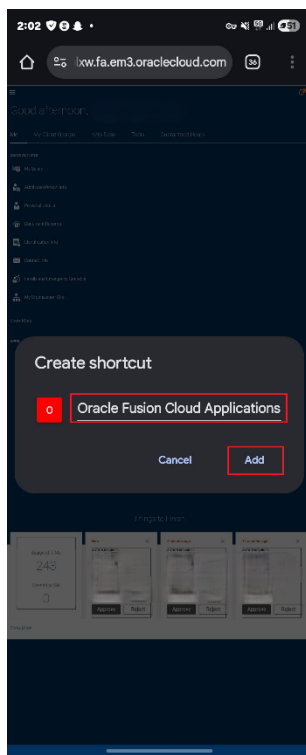
Note: depending on your device, you may not be able to see all tabs you usually have access to.



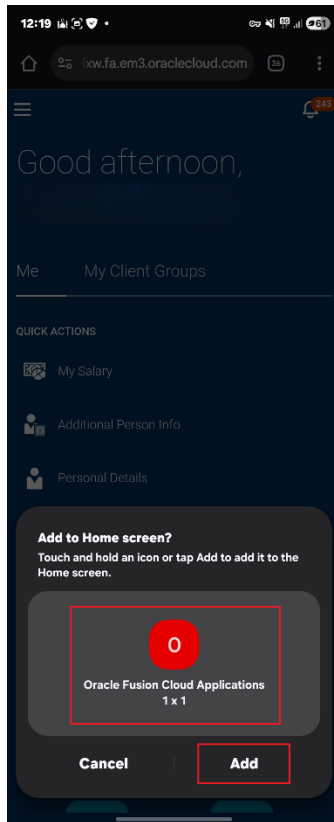
2. Select **'Add to home screen'** from the dropdown menu that appears.



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**.



Version History

Version	Date	Description	Approved By
1.0	February 2026	• 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
2.0	July 2026	• Updated screenshots • Changed order of how to log in with university devices and personal devices • Replaced old links	SK

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.