



## People and Money system

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### Employee Guide- How to log in and out of People and Money

Employee

Estimated time to complete: 2 minutes

Before you start, make sure you know...

1. How to log into MyEd from your PC or laptop.

### In Brief...

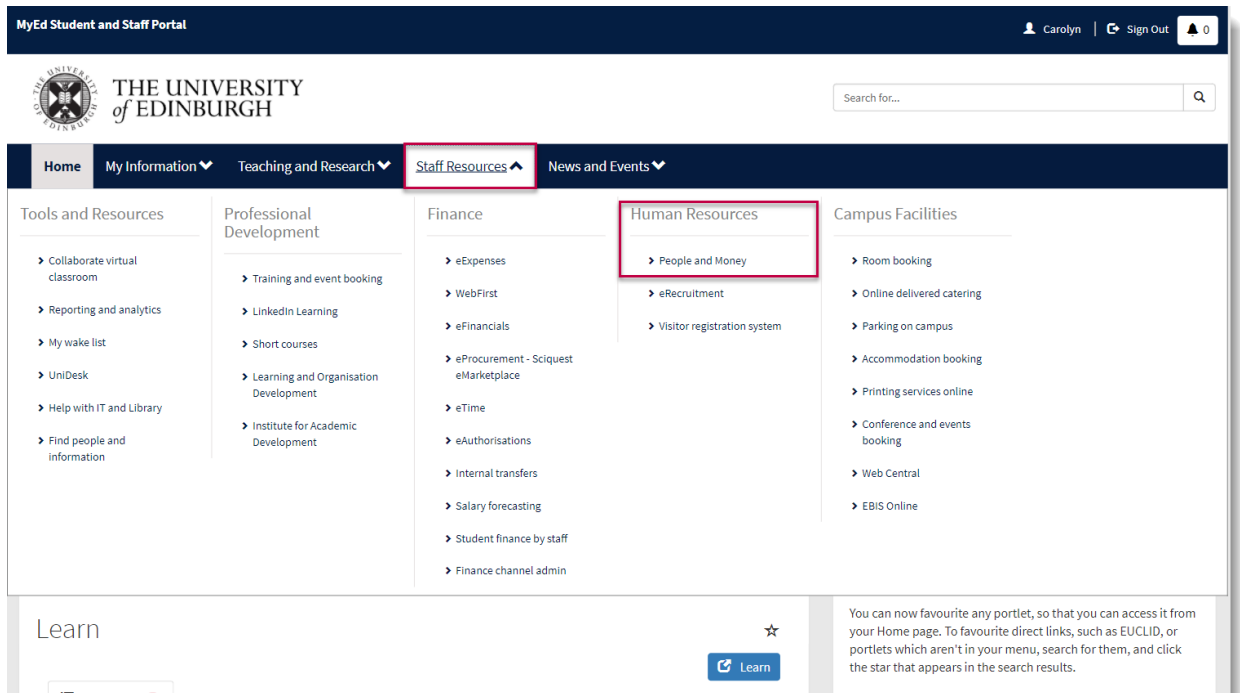
1. Once logged into **MyEd** select **Staff Resources** then **People and Money**.
2. Select the **Company Single Sign-On button**.
3. To log out choose the **Sign Out** option from the menu at the top right of the home page.

For detailed guidance, see the [next section](#).

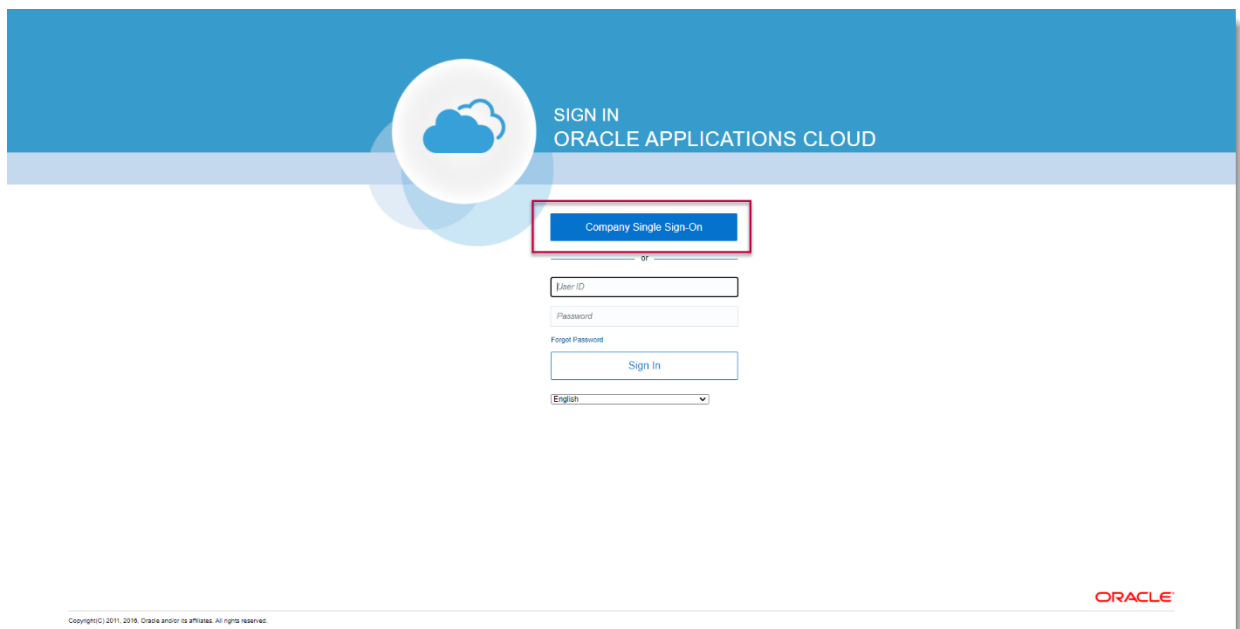
### In Detail...

#### Access People and Money on your PC or Laptop

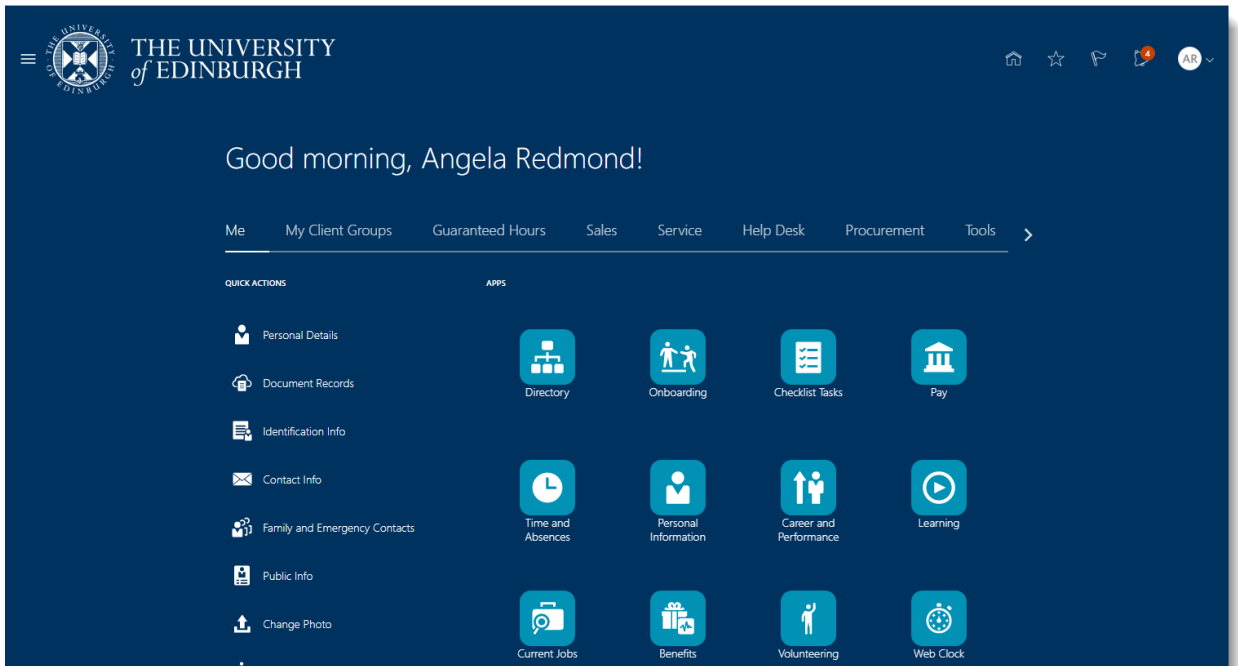
1. Once logged into **MyEd** choose the Staff Resources option and select **People and Money** from **Human Resources**.



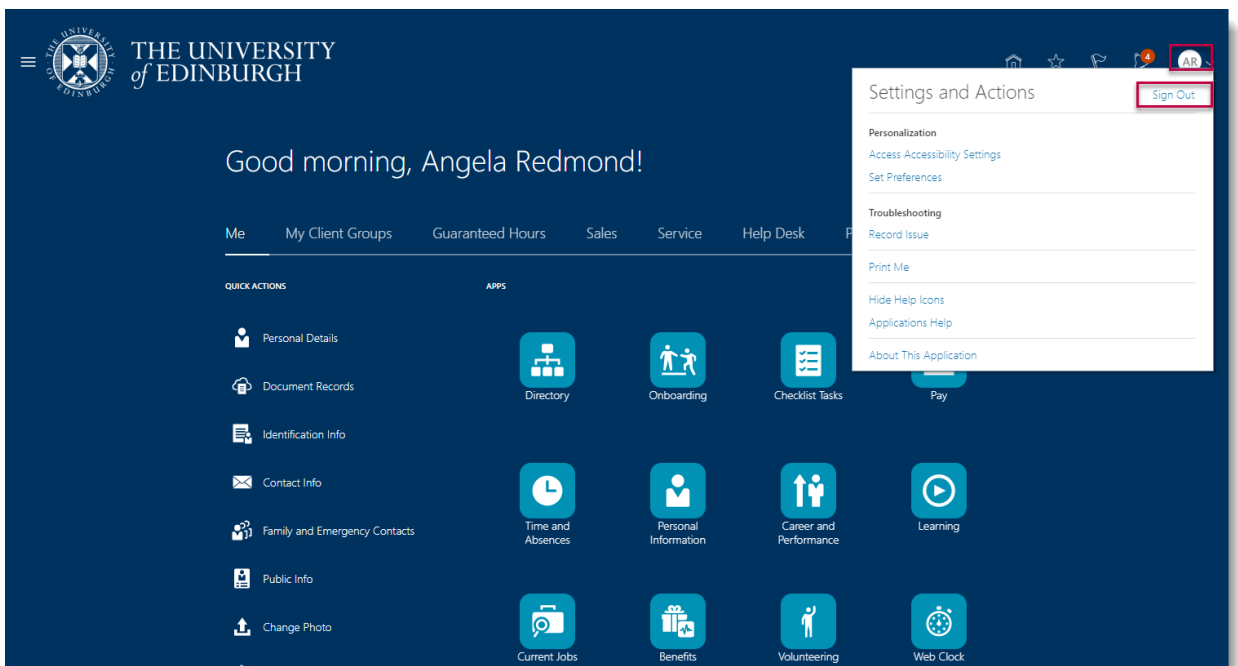
2. You will be presented with the log in screen. Select the **Company Single Sign-On** button.



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**.



To see this process in brief [click here](#)

## Glossary

Please refer to Glossary