

# Getting your staff IT account

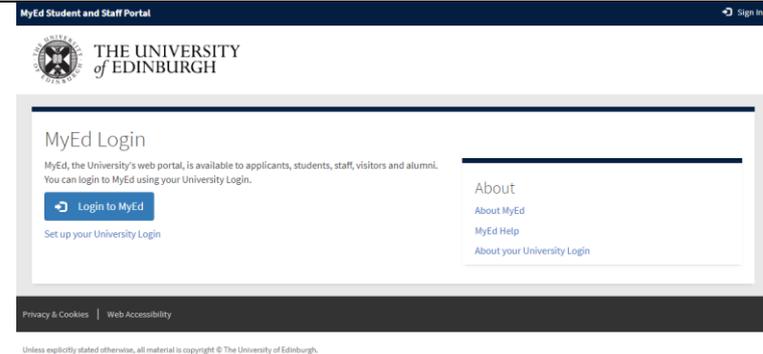
You need your University staff IT account because:

- You need it to accessing your University email, People and Money, etc.
- Please note that we will use your University email address for all communications

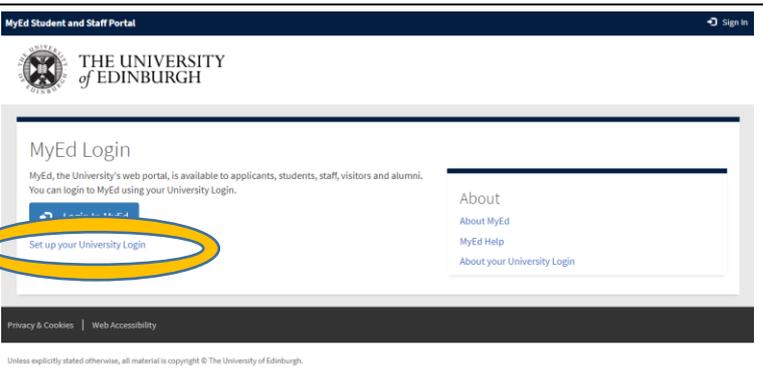
Once you have your University login name (UUN from here on) and the associated password, go to:

<https://www.myed.ed.ac.uk/>

This opens up[ a page which looks like this:

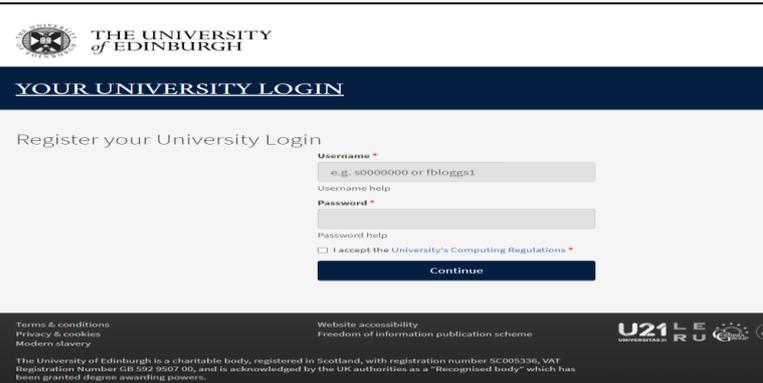


Do not use the Login box as this is your first time using the system. Instead, select "Set up your University Login"



Enter your UUN and password and check the box to accept the University computing regulations.

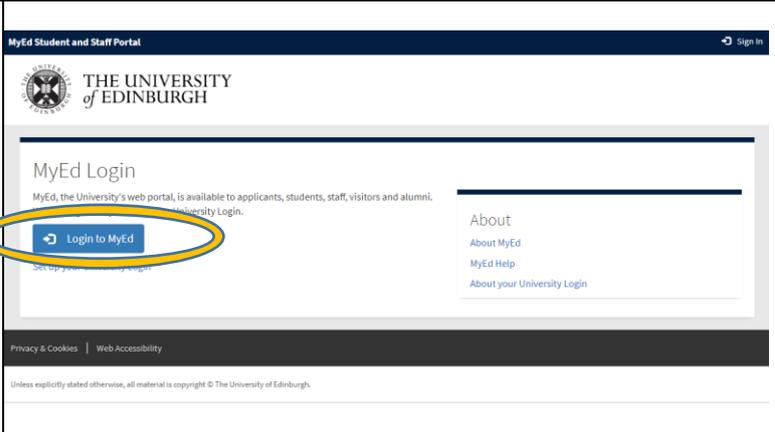
You will then be prompted to set a new password.



Once this is done, go back to the front page:

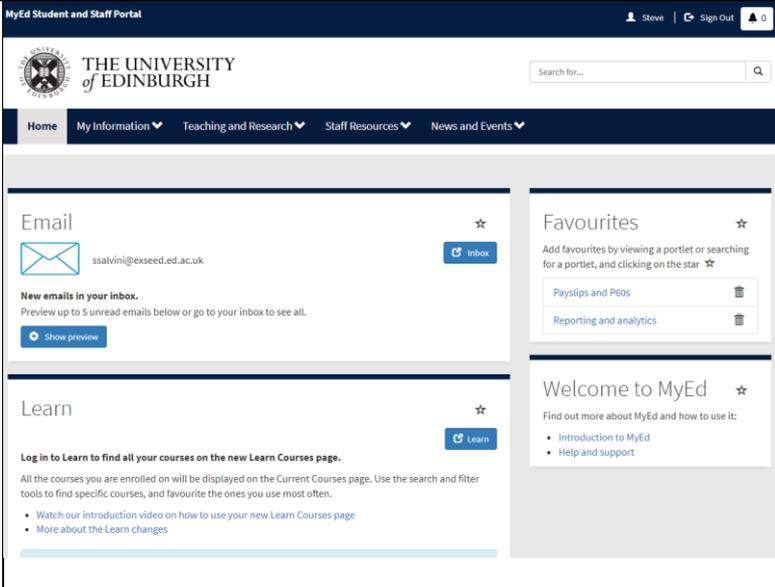
<https://www.myed.ed.ac.uk/>

Now you can simply click Login to MyEd

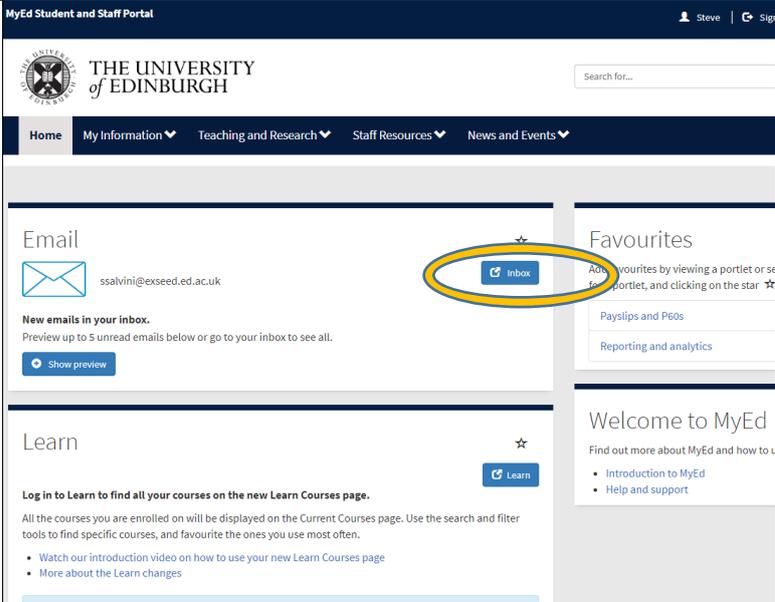


...and this will take you to this screen.

There is a lot on it which you can explore over time but for now you will want to use the Email section and the My Information section. We will start with the email part...



Here you can read your University email by clicking Inbox as shown:



Once you have had a look at this, go back to the front page:

<https://www.myed.ed.ac.uk/>

To see your payslips, click on My Information:

MyEd Student and Staff Portal

THE UNIVERSITY of EDINBURGH

Search for...

Home **My Information** Teaching and Research Staff Resources News and Events

Email

ssalvini@exseed.ed.ac.uk

Inbox

New emails in your inbox.  
Preview up to 5 unread emails below or go to your inbox to see all.  
Show preview

Learn

Log in to Learn to find all your courses on the new Learn Courses page.

All the courses you are enrolled on will be displayed on the Current Courses page. Use the search and filter tools to find specific courses, and favourite the ones you use most often.

- Watch our introduction video on how to use your new Learn Courses page
- More about the Learn changes

Favourite

Add favourites by for a portlet, and d

Payslips and Pe

Reporting and s

Welcome

Find out more abo

- Introduction to
- Help and supp

Then click here:

MyEd Student and Staff Portal

Steve | S

THE UNIVERSITY of EDINBURGH

Search for...

Home My Information Teaching and Research Staff Resources News and Events

Personal Details

- People and Money
- Card PIN
- Card Photo Submission
- Change your University Login password

My Tools

- My wake list
- Email
- Calendar
- Print account
- Notifications

My Finances

- Payslips and P80s**
- My account

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Welcome to MyEd

Find out more about MyEd and how to

- Introduction to MyEd
- Help and support

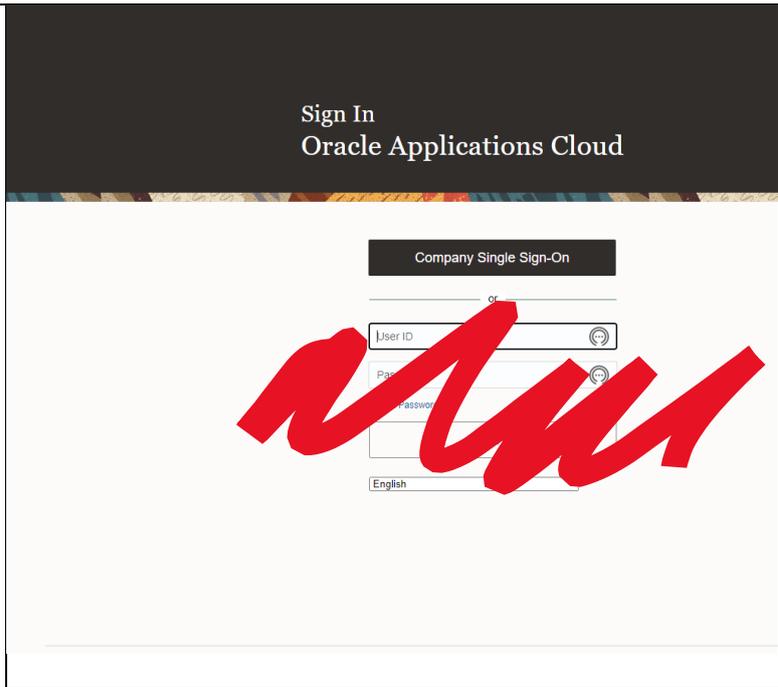
Now click on My Payslips:

The screenshot shows the 'MyEd Student and Staff Portal' for The University of Edinburgh. The header includes the university logo and name. A navigation menu contains 'Home', 'My Information', 'Teaching and Research', 'Staff Resources', and 'News and Events'. The main content area is titled 'Payslips and P60s' and includes the text 'Access your payslips and year-end documents in People and Money'. Two buttons are visible: 'My Payslips' (circled in yellow) and 'P60s and year-end documents'. At the bottom, there are links for 'Privacy & Cookies' and 'Web Accessibility', and a copyright notice for The University of Edinburgh.

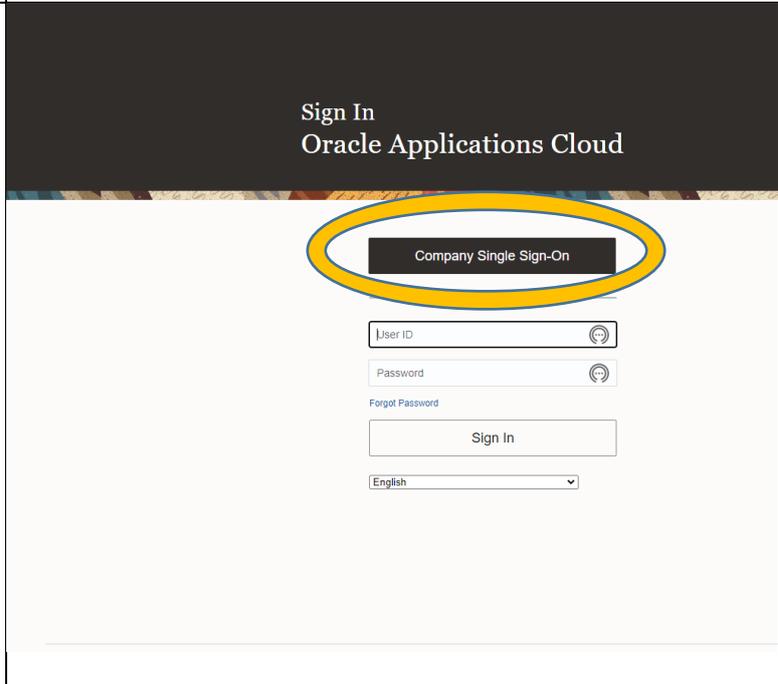
This brings up the following screen:

The screenshot shows the 'Sign In Oracle Applications Cloud' screen. It features a 'Company Single Sign-On' header, a separator line with 'or' in the middle, and two input fields for 'User ID' and 'Password'. Below these fields are links for 'Forgot Password' and a 'Sign In' button. At the bottom, there is a language dropdown menu set to 'English'.

Do not enter your User ID here!



Instead click on Company Single Sign-On button



This will bring up the following screen showing your payslips:

The screenshot shows the 'Payslips' page for Steve Salvini. At the top, there is a navigation bar with the University of Edinburgh logo and name. Below this, a header section includes a back arrow, a profile picture of Steve Salvini, and the text 'Payslips Steve Salvini'. The main content area is titled 'Details' and features a dropdown menu set to 'Last 3 Months'. Below the dropdown, there is a table listing three payslips:

Date	Payslip ID	Currency
28/11/2022	PAYSLIP_28/11/2022_	GBP
1/11/2022 to 30/11/2022		
28/10/2022	PAYSLIP_28/10/2022_	GBP
1/10/2022 to 31/10/2022		
28/09/2022	PAYSLIP_28/09/2022_	GBP
1/09/2022 to 30/09/2022		

# Onboarding Tasks

Let's go back to <https://www.myed.ed.ac.uk/> and we will look at your onboarding tasks.

**MyEd Student and Staff Portal**

THE UNIVERSITY of EDINBURGH

Home My Information Teaching and Research Staff Resources News and Events

**Email** ☆  
 ssalvini@exseed.ed.ac.uk Inbox

**New emails in your inbox.**  
 Preview up to 5 unread emails below or go to your inbox to see all.  
Show preview

**Learn** ☆  
Learn

**Log in to Learn to find all your courses on the new Learn Courses page.**  
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- Watch our introduction video on how to use your new Learn Courses page
- More about the Learn changes

**Favourites**  
 Add favourites by clicking on the star icon for a portlet, and click on the star icon to remove it.  
Payslips and P60s  
Reporting and Analytics

**Welcome to MyEd**  
 Find out more about MyEd and how to use it:  

- Introduction to MyEd
- Help and support

Click on My Information.

**MyEd Student and Staff Portal**

THE UNIVERSITY of EDINBURGH

Home **My Information** Teaching and Research Staff Resources News and Events

**Payslips and P60s**  
 Access your payslips and year-end documents in People and Money

My Payslips  
P60s and year-end documents

Privacy & Cookies | Web Accessibility

Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh.

This page appears:

**MyEd Student and Staff Portal**

THE UNIVERSITY of EDINBURGH

Home My Information Teaching and Research Staff Resources News and Events

**Personal Details**

- People and Money
- Card PIN
- Card Photo Submission
- Change your University Login password

**My Tools**

- My wake list
- Email
- Calendar
- Print account
- Notifications

**My Finances**

- Payslips and P60s
- Cashless catering

**Learn** ☆  
Learn

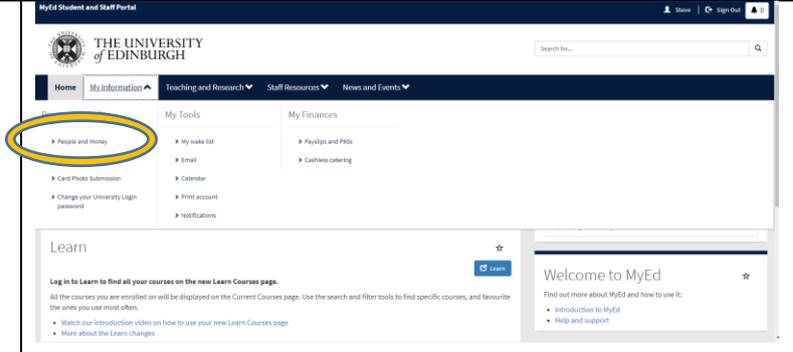
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**Welcome to MyEd** ☆  
 Find out more about MyEd and how to use it:  

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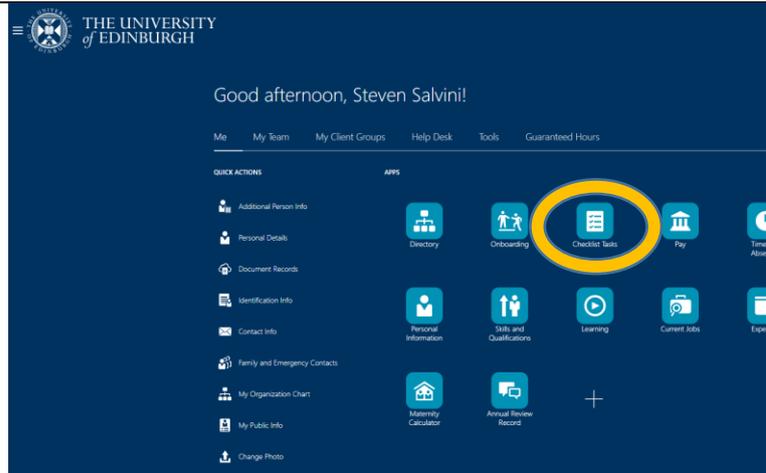
Click on People and Money



This screen appears



Click on Onboarding Tasks



...and this brings up this rather long screen:

NB you may have more, fewer, or different tasks.

Completed Tasks

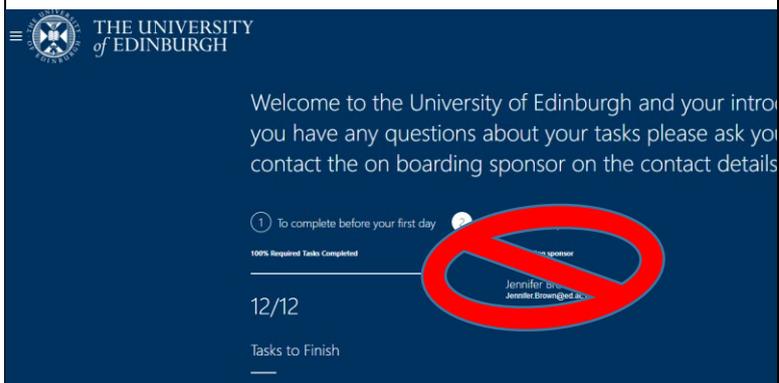
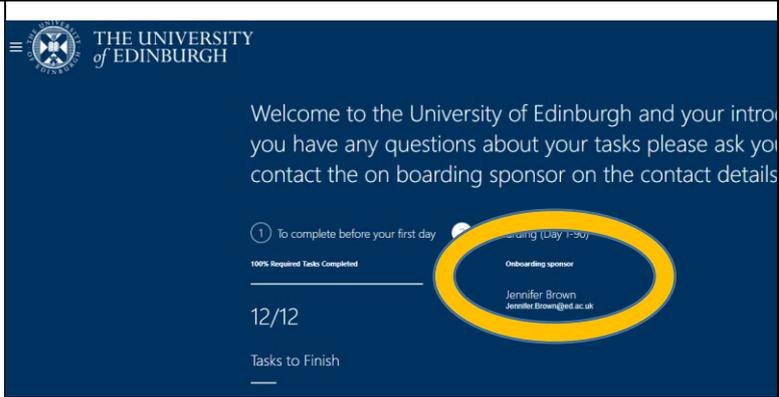
<p>Due By: 28/10/2021</p> <p>Introduction</p> <p>Tell us about your joining experience</p> <p>Introduction step 1/100</p>	<p>Due By: 16/10/2021</p> <p>Introduction</p> <p>Welcome to the University of Edinburgh</p> <p>Introduction step 2/100</p>	<p>Due By: 16/10/2021</p> <p>Introduction</p> <p>Your learning and development</p> <p>Introduction step 3/100</p>	<p>Due By: 16/10/2021</p> <p>Introduction</p> <p>Settling in and making the most of your onboarding experience</p> <p>Introduction step 4/100</p>
<p>Due By: 16/10/2021</p> <p>Introduction</p> <p>Getting your first staff card</p> <p>Introduction step 5/100</p>	<p>Due By: 21/10/2021</p> <p>Introduction</p> <p>Upload P45 or complete self-employment New Starter checklist</p> <p>Introduction step 6/100</p>	<p>Due By: 24/09/2021</p> <p>Introduction</p> <p>Getting paid - Enter your bank details</p> <p>Introduction step 7/100</p>	<p>Due By: 16/10/2021</p> <p>Introduction</p> <p>Confirm your National Insurance Number</p> <p>Introduction step 8/100</p>
<p>Due By: 22/09/2021</p> <p>Introduction</p> <p>Are your personal details still up to date?</p> <p>Introduction step 9/100</p>	<p>Due By: 16/10/2021</p> <p>Introduction</p> <p>Equality, Diversity and Inclusion Information and HESA questions</p> <p>Introduction step 10/100</p>	<p>Due By: 16/10/2021</p> <p>Introduction</p> <p>Input Emergency contact information</p> <p>Introduction step 11/100</p>	<p>Due By: 16/10/2021</p> <p>Introduction</p> <p>Your contract is ready to sign</p> <p>Introduction step 12/100</p>
<p>Due By: 16/10/2021</p> <p>Introduction</p> <p>Input Emergency contact information</p> <p>Introduction step 13/100</p>	<p>Due By: 22/09/2021</p> <p>Introduction</p> <p>Are personal details and contact information still up to date?</p> <p>Introduction step 14/100</p>	<p>Due By: 22/09/2021</p> <p>Introduction</p> <p>Are your bank details for your salary correct?</p> <p>Introduction step 15/100</p>	<p>Due By: 16/10/2021</p> <p>Introduction</p> <p>Equality, Diversity and Inclusion Information and HESA questions</p> <p>Introduction step 16/100</p>

In the event of problems or queries, the welcome message suggests contacting your Line Manager (me) – please do this by emailing [examinations@ed.ac.uk](mailto:examinations@ed.ac.uk)

This means that when I am unavailable someone else can pick up your message and act on it.

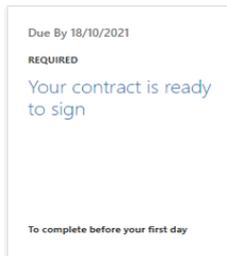
It also suggests contacting Jennifer Brown...

Please **do not** do this as she will not be able to help – as above, please contact [examinations@ed.ac.uk](mailto:examinations@ed.ac.uk) instead.



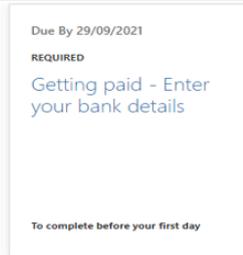
We are now ready to tackle the essential onboarding tasks. There are 8 of these although there may be 16 or more tasks in total.

Please select this task and follow the instructions to sign your contract.

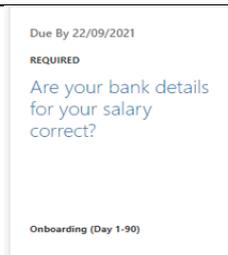


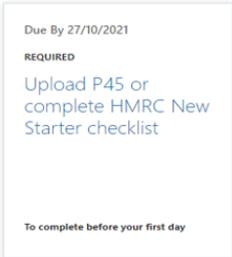
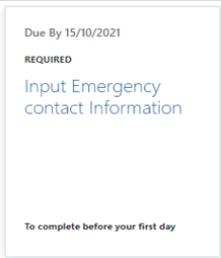
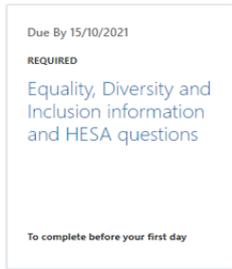
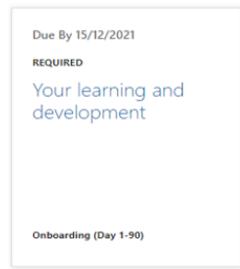
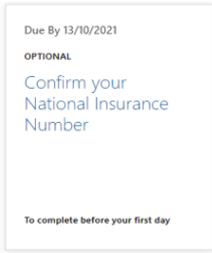
Please enter your bank details on this task.

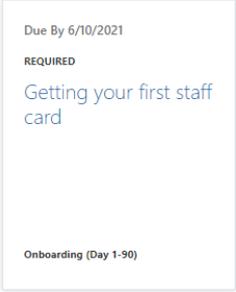
Check that "BACS" is selected as the transfer method.



Yes, you may have just done this but we are all keen to make sure you get paid properly, so please check you put your bank details in correctly!



<p>If you have left a job recently, you will have a P45. Please upload this here.</p> <p><i>(If you have trouble uploading your P45 in this way, please try using the route Me &gt; Document Records &gt; Add)</i></p> <p>If you haven't got a P45, don't worry, you will be asked to complete an HMRC New Starter Checklist.</p>	
<p>Please give your emergency contact information.</p>	
<p>Please complete the data asked for here.</p> <p>There was a problem with this tasks previously where it was not possible to select any role other than an academic one – it may have been fixed in the interim.</p> <p>If there is an option to select invigilator or administrator then do so – if there is not, please just select “lecturer” instead until this bug is fixed.</p>	
<p>Please ignore this task for now – we will let you know in due course if there is any mandatory training we need you to complete.</p>	
<p>This one is optional but if you have a National Insurance number, it seems sensible to record it as this will simplify things for payroll. If you don't have one, it's not a problem, of course.</p>	

<p>Finally, we will try to get a staff card. You need to upload a photograph for use on your card here.</p>	
<p>Hopefully, this has all gone well but if you run into any problems, please email <a href="mailto:examinations@ed.ac.uk">examinations@ed.ac.uk</a> and we will try to help.</p>	