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	MyEd Student and Staff Portal	Sign In
like this:	THE UNIVERSITY of EDINBURGH	
	MyEd Login MyEd, the University's web portal, is available to applicants, students, staff, visitors and alumni. You can login to MyEd using your University Login. Image: Login to MyEd Set up your University Login Privacy & Cookes Web Accessibility University Jated otherwise, all material is copyright @ The University of Edinburgh.	About About NyEd NyEd Help About your University Login
Do not use the Login box as this is your first time using the system. Instead, select "Set up your University Login"	MyEd Student and Saff Portal	O Sign in About About MyEd MyEd Help About your University Login
Enter your UUN and password	THE UNIVERSITY	
University computing regulations.	YOUR UNIVERSITY LOGIN	
You will then be prompted to set a new password.	Register your University Login e.g. 8000000 or fblo Uername help Password * Password help 1 accept the University's Con	teges1 Computing Regulations * Kinute
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front page:	<u>mups://www.myed.ed.ac.uk/</u>	

Now you can simply click Login to	MyEd Student and Staff Portal	 Sign in
MyEd	THE UNIVERSITY of EDINBURGH	
	MyEd Login	
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		Welcome to MyEd 🛪
	Learn 🔶	Find out more about MyEd and how to use it: Introduction to MyEd
	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 course, and favourite the ones you use most often.	retp and support
	Watch our introduction video on how to use your new Learn Courses page More about the Learn changes	
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	Au une courses you are enroued 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	
	imure about the Learn changes	
Once you have had a look at this,	https://www.myed.ed.ac.uk/	
go back to the front page:		

To see your payslips, click on My	MyEd Student and Staff Portal	
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	Log in to learn to find all your courses on the new learn Courses name	Introduction to Help and supp
	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	
Then click here:	MyEd Student and Staff Portal	💄 Steve 🗗 Si
	THE UNIVERSITY of EDINBURGH	
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	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	d support
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Now click on My Payslips:	MyEd Student and Staff Portal				
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	Unless explicitly	stated otherwise, all material is	copyright © The University of Edinburgh.		
This brings up the following screen:					
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This will bring up the following screen showing your payslips:	HE UNIVERSITY EDINBURGH Payslips Steve Salvini	
	Details	
	Last 3 Months	~
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	28/10/2022 PAYSLIP_28/10/2022_ 1/10/2022 to 31/10/2022	GBP
	28/09/2022 PAYSLIP_28/09/2022_ 1/09/2022 to 30/09/2022	GBP

Onboarding Tasks					
Let's go back to	MyEd Student and Staf	ff Portal			
https://www.myed.ed.ac.uk/ and we will look at your onboarding tasks.	TH of E	E UNIVERS EDINBURGH	ITY		Search for
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	More about the I	earn changes			
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	Change your University Login Print account password Study Control Control Notifications	
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	More about the Learn changes	
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Click on Onboarding Tasks	≡ ∰ THE UNIVERSITY of EDINBURGH	
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It also suggests contacting Jennifer Brown	E THE UNIVERSITY of EDINBURGH
Please <u>do not</u> do this as she will not be able to help – as above, please contact <u>examinations@ed.ac.uk</u> instead.	Welcome to the University of Edinburgh and your intrody you have any questions about your tasks please ask you contact the on boarding sponsor on the contact details (1) To complete before your first day rest inquirit Table Complete 12/12 Tasks to Finish
	THE UNIVERSITY of EDINBURGH Welcome to the University of Edinburgh and your intro- you have any questions about your tasks please ask you contact the on boarding sponsor on the contact details
We are now ready to tackle the ess may be 16 or more tasks in total. Please select this task and follow the instructions to sign your contract.	Ential onboarding tasks. There are 8 of these although there Due By 18/10/2021 REQUIRED Your contract is ready to sign
Please enter your bank details on this task.	To complete before your first day Due By 29/09/2021 REQUIRED Getting paid - Enter your bank details
Check that "BACS" is selected as the transfer method.	To complete before your first day
res, 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!	Due By 22/09/2021 REQUIRED Are your bank details for your salary correct?
	Onboarding (Day 1-90)

If you have left a job recently, you will have a P45. Please upload this here. (If you have trouble uploading your P45 in this way, please try using the route Me > Document Records > Add) If you haven't got a P45, don't worry, you will be asked to complete an HMRC New Starter Checklist.	Due By 27/10/2021 REQUIRED Upload P45 or complete HMRC New Starter checklist To complete before your first day
Please give your emergency contact information.	Due By 15/10/2021 REQUIRED Input Emergency contact Information To complete before your first day
Please complete the data asked for here.	
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.	Due By 15/10/2021 REQUIRED Equality, Diversity and Inclusion information and HESA questions
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.	
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.	Due By 15/12/2021 REQUIRED Your learning and development
	Onboarding (Day 1-90)
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	Due By 13/10/2021 ortional Confirm your National Insurance Number
course.	To complete before your first day

Finally, we will try to get a staff card. You need to upload a photograph for use on your card here.	Due By 6/10/2021 REQUIRED Getting your first staff card	
	Onboarding (Day 1-90)	
Hopefully, this has all gone well but if you run into any problems, please email <u>examinations@ed.ac.uk</u> and we will try to help.		