How to access the self-paced courses

**How do I access the courses?**

All self-paced courses are in People and Money Learning.

You can click the link which will take you directly to the course.

Alternatively you can access the courses on People and Money as follows:

* Log in to [People & Money](https://elxw.login.em3.oraclecloud.com/oam/server/obrareq.cgi?encquery%3DfmPus2bH12g9UZJO3MqQAbjsZ4CZiFbYEwS4bUc5k6JWBuhsNacly1d1QOaEkrM%2FBscbCRzoFc0P2GYuV%2F%2Ftk78nwiMwzoxoAHN9u038rZGA7pe9MFd5iVik4hCUW0Cln1anD6IUeu5D7ijtJu41nDaB80aLO7t5EhleDEwW2yj2tRUsPSI9P9tjprnmEghLfO9M%2BI5qdvdDSkUWysstqyQ4XlkHPsHENXnJz1sn6Qqqjt67RlsweMSRILhG%2FcW%2BTuZmiCSdKi0DRkqKFMtkbpXkJLdK0%2Bx34dHo%2B%2F26Xb2QamiCqaHkprVVv%2F4CWzxUejENdHDx2%2FVdo48%2B4uWNx%2FKxWOdCdIq3OsSukmJBGZxHpD14ZMyrH3dmWXn4YS1jPktJ5BbvcpZ%2Fw1iY8iDVLCm%2BVTO76LUT9%2BC6lHWkWyOv%2Fb%2BcL2u2zenY8peKCK3BYejV9GdXeGK3DNIRvxiavqcDPcmV1rjkMPcSMTcTWT5WDbjLDAaFmhAcKJ6N%2FBfW2bj9LdCXVMwwu%2BgDR7yixhMYmAajjTl2sMsqruIrIn0trJTVfqKrBkcSaY6xZAi7FwEZa0k4UV2cbz7jGaowKYrDu95%2BNwo1h3xyjw20J79FWltE1Y8IKuxTD2Gz0REaBblpF31a7TC4cJppQMXTGw9USbw%2BviRg0QohGCgeflwqqpV%2FL%2FzfL6RpSu%2FeZGomW%2F%2B8LRTatPm0fkqGhA7U0CEXR8zg7qPaA6b%2FxTI97Wdu1qthIFiklznCPYHs%2F1rpPwIf32ZDrZj3Nck10z3iJA10pwyHI8QWj5O4ztoDFoNQLmhyaLFrXkElhu0cYEHT%2F6tmTZDdJBkjzkcg12HZ6UggCUmJsAprQPYwT08FaY4GBczWy4V8BhiNzpBAIHtyT1dVTZdJmefpqw9%2FcQbzdMjgH6IQXI2L1Pl%2Fwwe72%2BdTY%2FODRYISBH%2Fi2YES%2FQFdERd6Gd21XD%2BF3ssT1WLfS80YqhLxj82Cw5YOHhkGFBBjyMnY7fiVsWYyCw16wz%2FDTmuV7pDt0D04idBBeZEe33kXDjQtz99bJni2wqUx8r8i2zMBrpQHyImbzUznci4JLeWjm76g%2FFqrTW%2FgxKU0lFlQfe1r2m1u7%2BwRvEz7YarzkW%2BIC%2B9C%2FwoxsItDRfj7y95XStjolq%2B%2FMMqGPYw7Z8Ye3y1UhtDXrXIiY%2BGa25XzPKKpL%2BVgoH8%2BCebW26vAmjXqthr6WnHdOq43APr1Dvbiehjxt9pcg789q5wT36DxL7ccUpwxGK53TKXrexr9Q6fed9dkcfv%2B03FusrPR3EeqLlnG%2Fk8Xy9nm%2Bi8TN9qTOldcbu8OeXZ1wKICGBrWrHro70UvUFsZ%2BaL5We0%2BznRh0tr45kqQBXvJmxNt8q9hiBHGgs3CpgiYkngr2Eu8cjC8EJ1Ja7PkPn%2FSJUKKJgQQFY0HINqH%2B5wp3bpelqnVBS7Q7cEeEiAxG07WOunL1aQ%2FhQMLC2zDLSK3MS67xTN4mBO2Qc30alOmVesORcp%2Bon51CP1lzjBnvXU8K5jynH%2FT0luXxlZ9RW9M%2FYnPZEriVioRTY4dZQNBclPqId%2BoLugqM6zLEgly324aVA9H9DgkLQ4teEiFFLopy1%2BO2Cmpy4CuHJuLd0QgHxcH33Y%3D%20agentid%3DOraFusionApp_11AG%20ver%3D1%20crmethod%3D2%26cksum%3D2e2c201dda05fbcca0a2b55eef561a3bd75bc042&ECID-Context=1.0068UYYCVKd2VOWplwp2iZ0003vu000O_F%3BkXjE)
* From your People & Money home page, click the Learning tile to open the Learning app.
* Type the title of the course into the search bar at the top of the screen and press Enter.
* Select the course.
* Select Enroll and the course will open in a new tab.

Refer to the [Guide to Learning, Skills and Qualifications](http://www.ed.ac.uk/staff/services-support/hr-and-finance/people-and-money-system/people-and-money-user-guides) for more information, found under the Learning section.

**What is the purpose of these courses?**

These 1-hour long courses provide examples, scenarios and challenges to build your line management capability.

They have been selected to complement the [Aspiring Manager, Edinburgh Manager and Edinburgh Leader programmes](https://www.ed.ac.uk/human-resources/learning-development/leadership-programmes).

**Who are these courses for?**

All courses are aimed at those looking to build their line management capability, either as aspiring or new managers. Established managers looking to refresh their management practices can benefit from the content too.

**Who has created them?**

[MindTools](http://www.mindtools.com/business) is an online learning provider, creating evidence-based online learning to develop leadership and management skills.