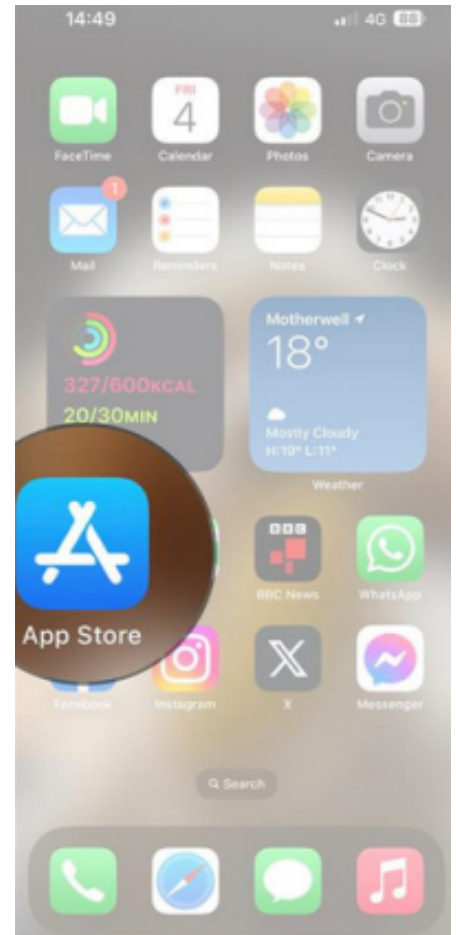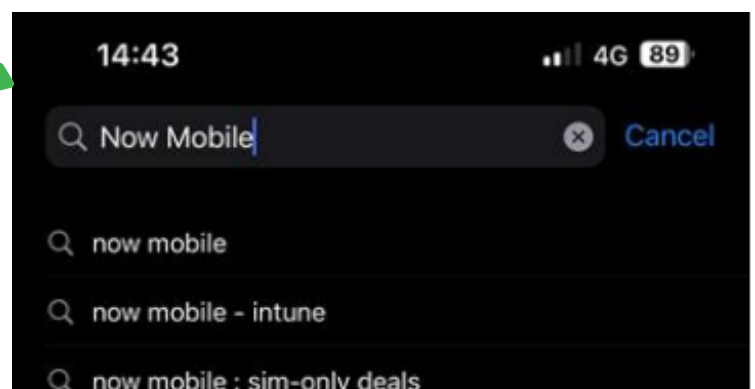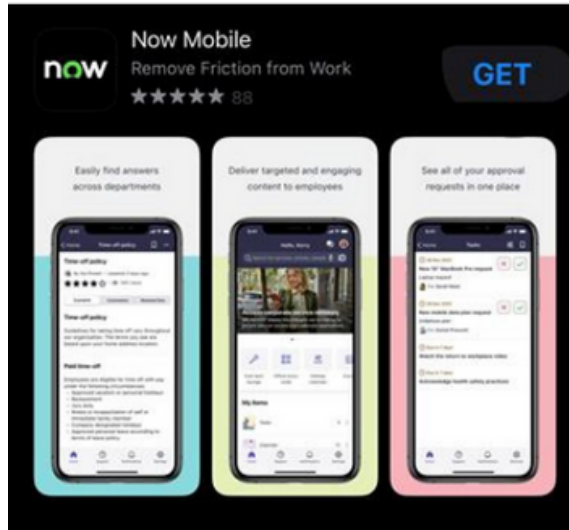Locate and tap to open the blue **'App Store'** icon on your mobile device

Use the search bar within the App Store and search for **Now Mobile**
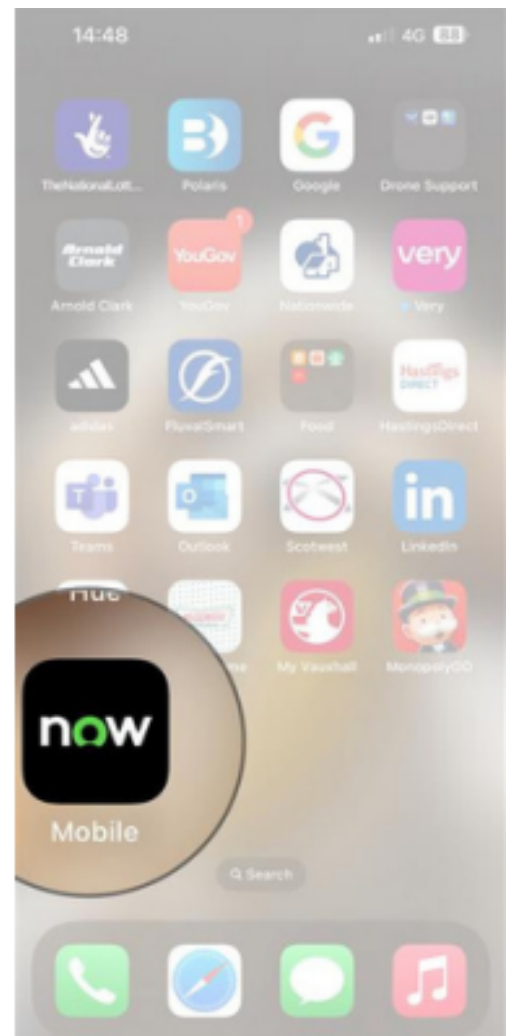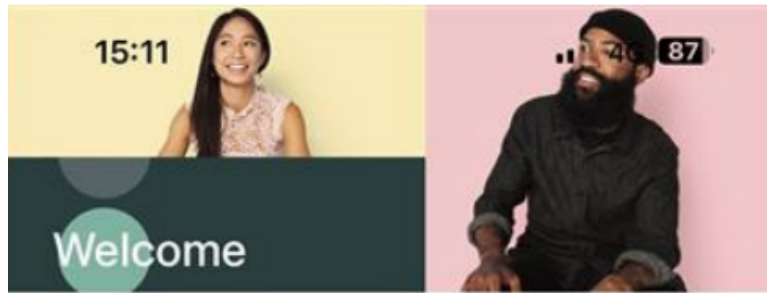
When you find the Now Mobile application, select the **GET** button on the top right of the app

This will download the application onto your device

Locate the Now Mobile app on your device, and tap to open.

In the field marked with a red * input;

nlcsnowprod.service-now.com

Input your Username
(7 digit employee number)

Input your Password
(This will be emailed to you)

Single Sign-On Users will log in via 'Use External login' and inputting their northlan.gov.uk email and password

When you have logged in successfully, you should see a screen similar to this: