

# How to Login to mySelf

## (A different account users only)

mySelf is North Lanarkshire Council's Employee Self Service system. It is a secure portal for all employees within the council, allowing them to access their personal records and make any necessary modifications, apply for internal vacancies, access their payslips, make claims and much more.

This document provides a comprehensive guide on how to login to mySelf accounts for users on 'A different account'.



### To Log into your mySelf account visit:

[www.northlanarkshire.gov.uk/myself](http://www.northlanarkshire.gov.uk/myself)

The Logon screen should now be displayed as shown.

#### There are 2 buttons:

- **Single Sign-on account**
- **A different account**

This guidance focuses on logging in via '**A different account**'.

A screenshot of the 'Employee Self Service' login page. At the top is a dark blue header with the text 'Employee Self Service' in white. Below the header is the 'iTrent' logo in blue. Underneath is the word 'Login' in black, followed by a small black padlock icon. Below this is the text 'Please logon using either'. There are two large, rounded rectangular buttons. The first button is outlined in red and contains the text 'Single Sign-on account' with a right-pointing arrow. Below it is the word 'Or'. The second button is outlined in blue and contains the text 'A different account' with a right-pointing arrow. At the bottom of the page is a red square logo with 'MHR' in white, followed by the text 'Powered by MHR'.

Now that you have clicked on the button for 'A different account' you will see the following screen.

Input your **Username**, this is your 7-digit employee number.

Input your **Password**, and click the **Login** button.

### Having difficulty logging into your mySelf account?

Use the Forgotten Password and Forgotten Username options to quickly reset and gain access to your account. If you are still unsure of your username or for more guidance, please click the 'Contact administrator' button.

Now that you're successfully logged in, you'll have quick access to your account dashboard, where you can easily manage, and view all of your information.

