

LOG-IN DETAILS TO THE INTEGRATED HR / PAYROLL SYSTEM ARE FOR YOUR USE ONLY.
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An iTrent security officer will contact you with your user code and password. Never write these down or put in an email. You will be required to change the temporary password and memorable password when you first log in.

The Security profile associated with your role allows you access to screens and records which are deemed suitable by your manager **for your use only**. It is essential therefore that you **do not allow your login details to become known by anyone**. Abuse of the system will result in access being removed and the matter addressed with the appropriate Senior Manager.

Please note that the data to which you gain access is governed strictly by the Data Protection Act.

If there are any changes to your access requirements e.g. if you change jobs your line manager should complete the Security Authorisation form and return it to the esc-helpdesk@northlan.gov.uk

DECLARATION

I have read and understood the above directions and will not allow my login and password to the iTrent system to become known by any other person.

Print Name	
Signature	
Date	

System Security Officers:

Andrea Faulkner
Michelle Currie

Mark Lennon
Nichola Millen