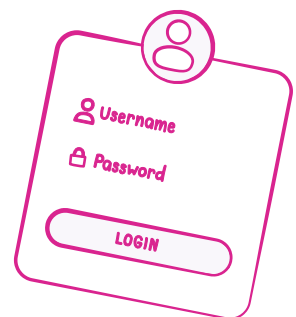


# How to Login to myTeam

## (Single Sign-on users only)

This document provides a comprehensive guide on how to login to myTeam accounts for managers using 'Single Sign-on'. It provides step-by-step instructions to ensure a successful and secure login experience, so managers can get the most out of the myTeam platform.



Login to [myTeam here](#)

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 '**Single Sign-on**' account.

A screenshot of the iTrent Employee Self Service Login screen. At the top is a dark blue header with the text 'Employee Self Service' in white. Below this is the 'iTrent' logo in blue. The main heading is 'Login' in large black font, with a small lock icon to its right. Below the heading is the text 'Please logon using either'. There are two buttons: 'Single Sign-on account' and 'A different account'. Both buttons have a blue background and a white right-pointing arrow. The 'Single Sign-on account' button is highlighted with a red border. Below the buttons is the word 'Or' in a smaller font. At the bottom is the MHR logo (a red square with 'MHR' in white) followed by the text 'Powered by MHR'.

Now that you have clicked on the button for 'Single Sign-on' you will see the following screen.

Ignore the Email and Password fields.

Click the '**Organisational login**' button at the bottom of the page.

*Note: At this point you may be re-directed to authenticate your account through Microsoft's authentication process.*

Now in the '**Select role**' field choose the option:  
**NLC People Manager v1**

iTrent

## Login



\* Email address (required)

\* Password (required)

[Forgotten password?](#)

Don't have an account? [Register](#)

iTrent

## Roles



\* Select role (required)

Please choose

NLC People Manager v1

[? Contact administrator](#)

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 teams information.

