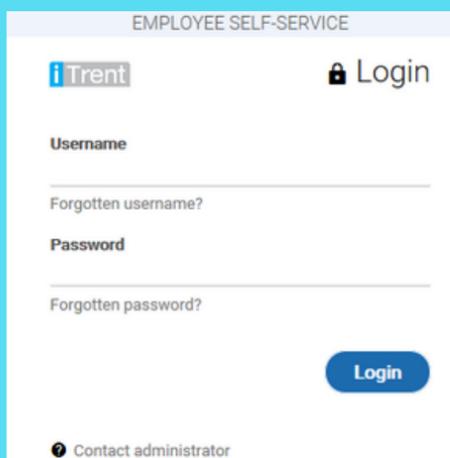


How to change your mySelf password! (all employees)



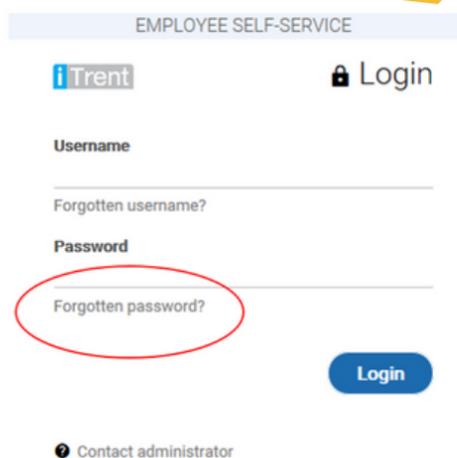
Access mySelf by visiting www.northlanarkshire.gov.uk/myself

Alert: Please do not Google Search this as it will not work.



If accessing from a school:

Click on **'Forgotten password?'** and enter your details (emp ref no and email address)



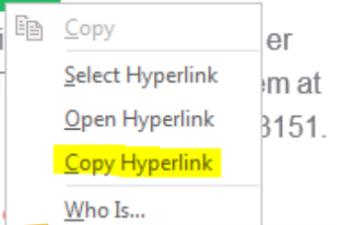
You recently requested to reset your password for your iTrent account. Use the button below to reset it.

This password reset is only valid for the next 24 hours.

Reset your password

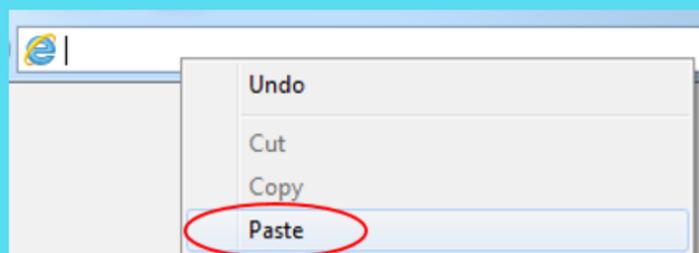
If you did not request a password reset or if you have any further questions, please contact the Help Desk Team by emailing them at ESC-HelpDeskTeam@northlan.gov.uk or by calling 01698 403151.

NB: Never forward this email to anyone else.



When you receive this email, hover over the **green password reset box** and select **'Copy Hyperlink'**

Then right-click in the address bar of your web browser and select **'Paste'**.



https://ce0076li.webitrent.com/ce0076li_ess/ess/#/login/forgotpwd_email

Press 'enter' and input your details (emp ref no and email address)

For personal (non-school devices)

Click **'Forgotten password?'** and input your details.

When you receive this email, click on the **green password reset box**.

This email can only be generated **once!**

You recently requested to reset your password for your iTrent account. Use the button below to reset it.

This password reset is only valid for the next 24 hours.

Reset your password

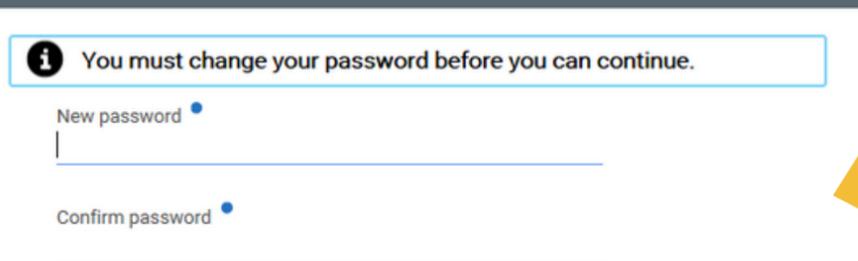
If you did not request a password reset or if you have any further questions, please contact the Help Desk Team by emailing them at ESC-HelpDeskTeam@northlan.gov.uk or by calling 01698 403151.

NB: Never forward this email to anyone else.

Thanks,

iTrent Systems Admin Team

Change password



Create a password you have **not** previously used before.

Your new password will need to be at least **8** characters long with a **mix of upper & lower case letters and numbers.**

Please note: you will be locked out after 10 failed attempts to reset your password!

If you need any further support, please call the **ESC People Helpdesk** on **01698 403151** or email esc-helpdeskteam@northlan.gov.uk