

## Setting up a Shortcut on your device to mySelf – Guidance Note

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### For iPhones/iPads/iPod Touches

Type in your web address into Safari browser and wait for the page to load.

1a.



Type <u>www.northlanarkshire.gov.uk/myself</u> in the address bar then tap on 1b.



Go

# (IMPORTANT: NEVER USE A SEARCH ENGINE E.G. GOOGLE TO SEARCH FOR THIS WEBSITE AS YOU WILL GET THE MESSAGE - INVALID LOGIN. ALWAYS TYPE THE ADDRESS STRAIGHT INTO YOUR BROWSER)

Once the webpage loads up on your device, scroll to the bottom of your screen

In older devices, you would click on this icon:



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1.d



1.e

#### Then click on Add to Home Screen



You then have an option to rename the bookmark. For example, to "Myself".

#### Then tap Add.



Cancel Add to Home Myself © https://ce0076li.webitrent An icon will be added to your Home screen so you can quickly access this website. "Myself" q w e r t y u i o p a s d f g h j k l $rac{1}{2}$ x c v b n m $rac{1}{2}$			
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The bookmark will now appear on your Home Screen, looking similar to an app:



That's it. From now on, you can click on the app and it will take you to your mySelf login page.

Remember, your username is always your employee reference number.

Alternatively, in more recent versions of iPhones/iPads/iPod Touches:

#### Tap on the Safari web browser:

2a.



Type <u>www.northlanarkshire.gov.uk/myself</u> in the address bar:



# (IMPORTANT: NEVER USE A SEARCH ENGINE E.G. GOOGLE TO SEARCH FOR THIS WEBSITE AS YOU WILL GET THE MESSAGE - INVALID LOGIN. ALWAYS TYPE THE ADDRESS STRAIGHT INTO YOUR BROWSER)

Once the webpage loads up on your device, scroll to the bottom of your screen then tap on



Scroll down and then tap on Add to Home Screen



You then have an option to rename the bookmark. For example, to "Myself".

Then tap Add.

2e.

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The bookmark will now appear on your Home Screen, looking similar to an app.



	<u>2f.</u>
That's it. From now on, you can click on the app and it	
will take you to your mySelf login page.	<u>For</u>
Remember, your username is always your employee	Android
reference number.	<u>devices</u>
	Once
again, type in your web address into your browser (e.g.	Chrome



) and wait for the page to load, then you:

- 1) Type <u>www.northlanarkshire.gov.uk/myself</u> in the address bar. (IMPORTANT: NEVER USE GOOGLE TO SEARCH FOR THIS WEBSITE AS YOU WILL GET THE MESSAGE - INVALID LOGIN. ALWAYS TYPE THE ADDRESS STRAIGHT INTO YOUR BROWSER)
- 2) Once the webpage loads on your device, click on the icon at the top right corner of the screen:



3) Then scroll down the options and click on Add to Home Screen



You then have an option to rename the bookmark by typing in the **Title** field.

For example, type "mySelf".

(You may need to delete the information already in the Title field)

Add to homeso	reen
Title	
Cancel	Add

Then click Add.

You will then receive a message on screen which says **Shortcut Myself added**.

NB: If you called the shortcut NLC, then the message will say Shortcut NLC added.

#### **NLC Android Devices**

If you are using an NLC mobile device, the mySelf shortcut will already be available to use by selecting the app shown below on your home screen.



That's it. From now on, you can click on the app/shortcut and it will take you to your mySelf login page.

Remember, your username is always your employee reference number.

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Username	
Forgotten username?	
Password	
Forgotten password?	
	Login
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For further information on mySelf, including a wealth of "How to" Videos, you can click on mySelf/myTeam/iTrent – My NL to access the myNL website.

Alternatively, if you require further support -

For staff live on myNL Portal - Please raise a <u>People Helpdesk General Enquiry</u> request form.

For staff not yet live - Please email ESC-HelpDeskTeam@northlan.gov.uk

[END OF GUIDANCE DOCUMENT]