



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

CONTENTS

Hold down **Ctrl** + click on the relevant link below:

[Apple Devices \(Older Versions\) – Page 2](#)

[Apple Devices \(Newer Versions\) – Page 4](#)

[Android Devices – Page 6](#)

[NLC Android Devices – Page 7](#)

For iPhones/iPads/iPod Touches

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

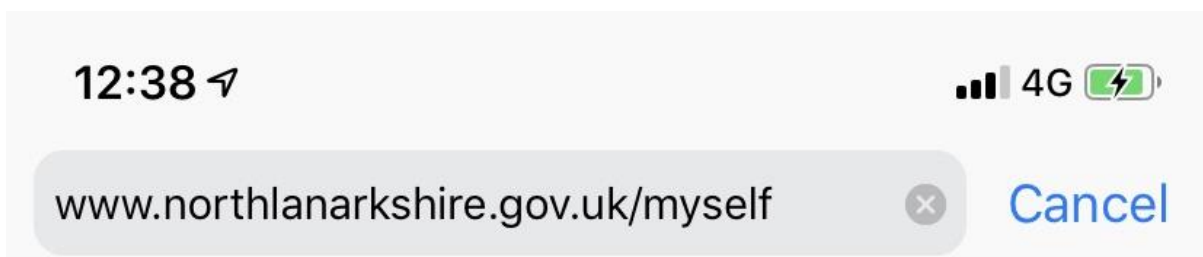
1a.



Type www.northlanarkshire.gov.uk/myself in the address bar then tap on



1b.



(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:

1.c

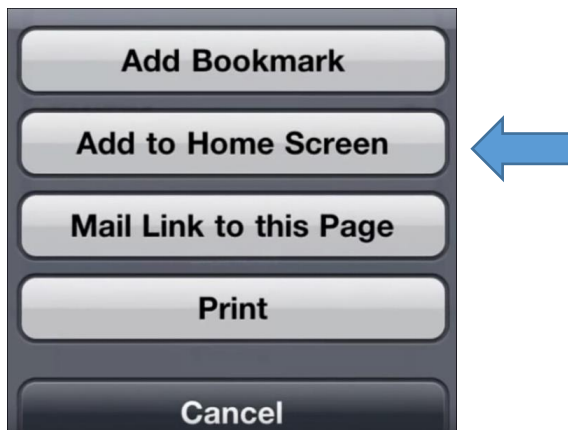


1.d



1.e

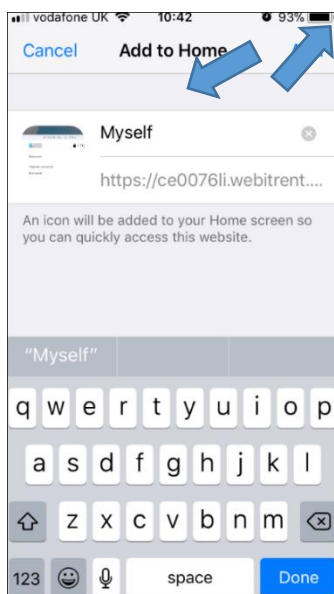
Then click on **Add to Home Screen**



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

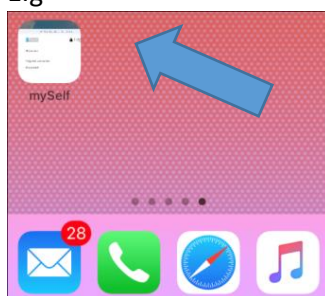
Then tap **Add**.

1f.



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

1.g



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:

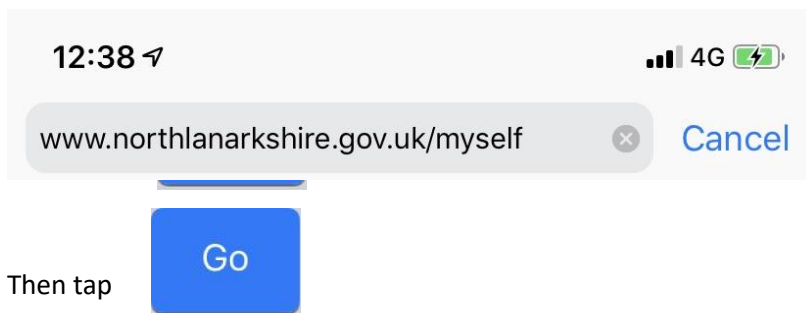
Tap on the Safari web browser:

2a.



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

2b.

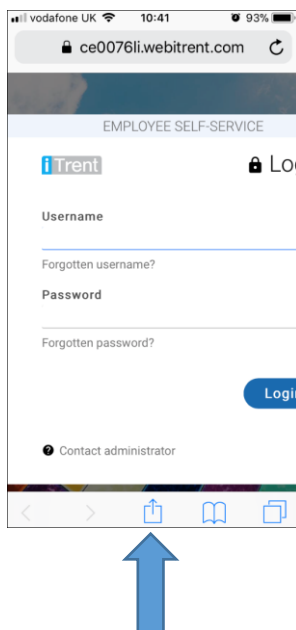


Then tap

(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)

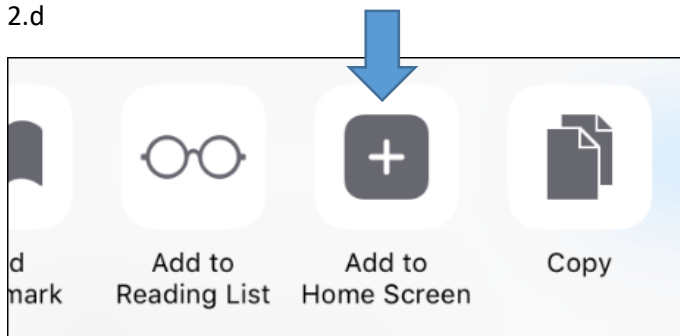
Once the webpage loads up on your device, scroll to the bottom of your screen then tap on 

2c.



Scroll down and then tap on **Add to Home Screen**

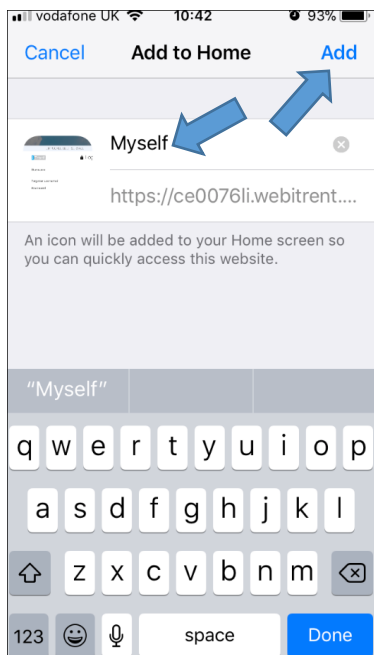
2.d



You then have an option to rename the bookmark. For example, to **“Myself”**.

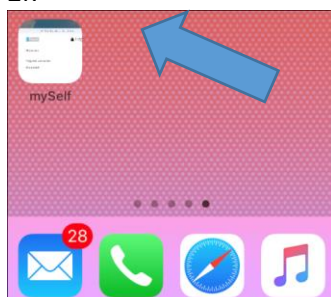
Then tap **Add**.

2e.



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


2f.




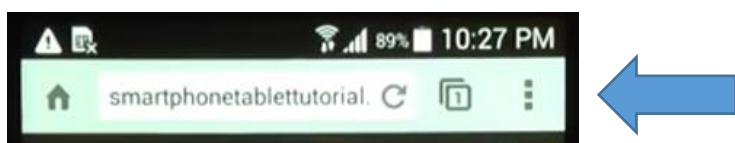
That's it. From now on, you can click on the app and it will take you to your mySelf login page.

Remember, your username is always your employee reference number.

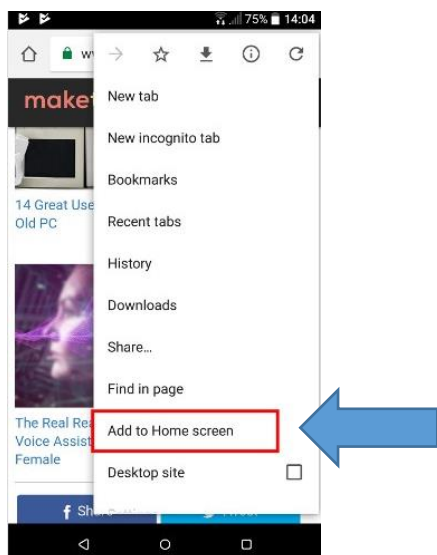
For Android devices

Once again, type in your web address into your browser (e.g. Chrome ) and wait for the page to load, then you:

- 1) Type www.northlanarkshire.gov.uk/myself 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:



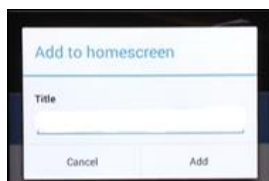
- 3) Then scroll down the options and click on **Add to Home Screen**



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)



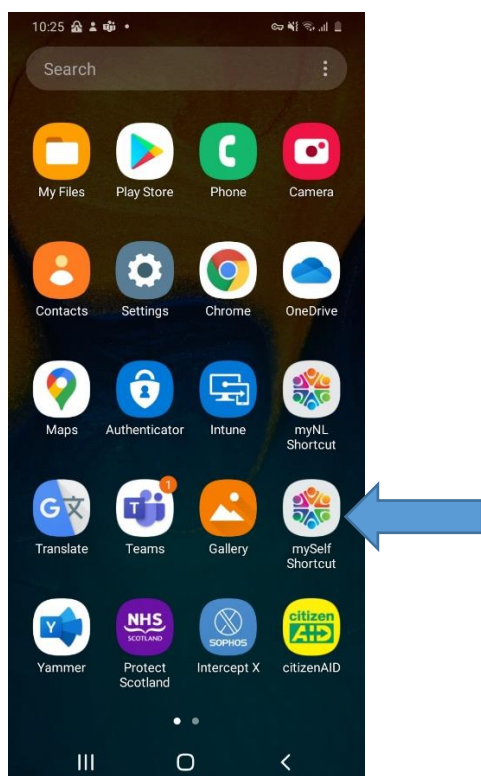
Then click **Add**.

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.

A screenshot of the mySelf login page. The page has a light blue header with the text 'EMPLOYEE SELF-SERVICE'. Below the header is the iTrent logo and a 'Login' button. There are two main input sections: 'Username' and 'Password'. Each section has a text input field and a 'Forgotten' link below it. At the bottom right is a blue 'Login' button. At the bottom left is a link that says 'Contact administrator'.

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 you can call the ESC Help Desk Team on 01698 403151 or by emailing ESC-HelpDeskTeam@northlan.gov.uk.

[END OF GUIDANCE DOCUMENT]