



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

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

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For iPhones/iPads/iPod Touches

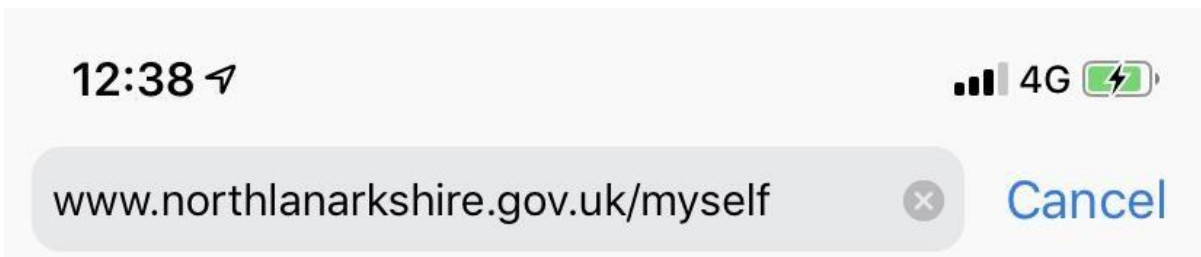
Type in your web address into Safari browser and wait for the page to load.

1a.



Type 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)

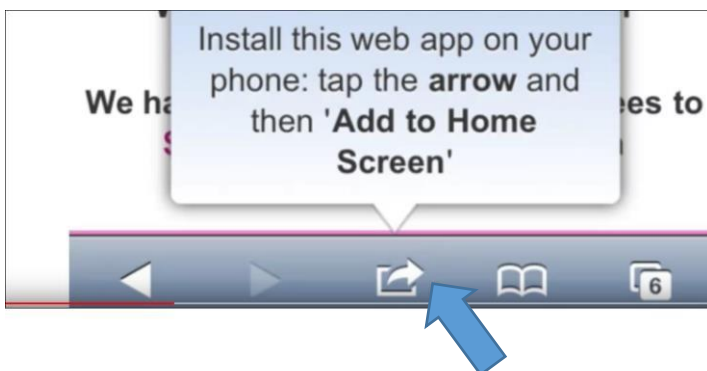
Once the webpage loads up on your device, scroll to the bottom of your screen

In older devices, you would click on this icon:

1.c

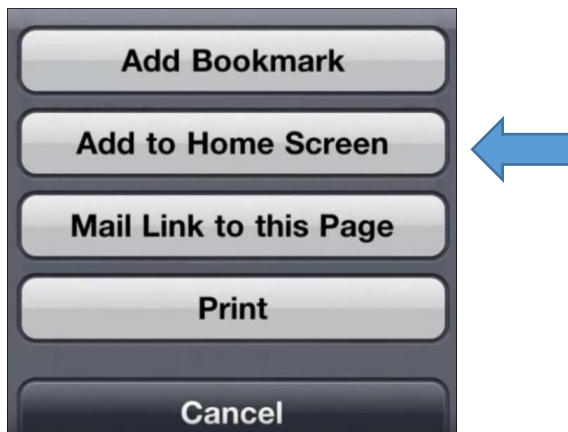


1.d



1.e

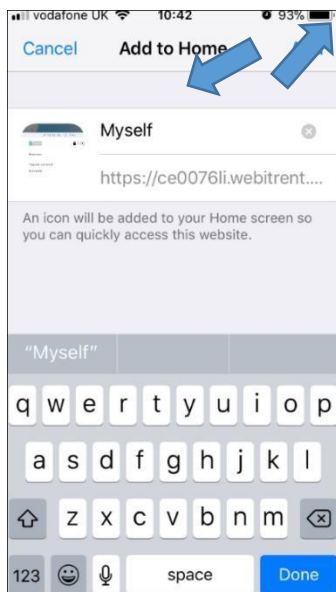
Then click on **Add to Home Screen**



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:

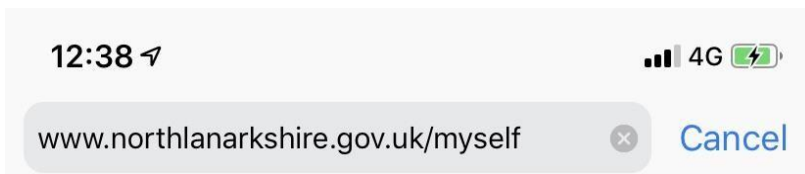
Tap on the Safari web browser:

2a.



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

2b.



Then tap

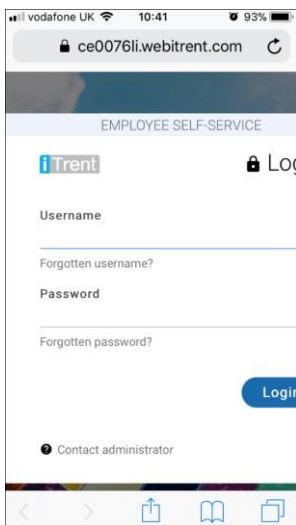


(IMPORTANT: NEVER USE A SEARCH ENGINE E.G. GOOGLE TO SEARCH FOR THIS WEBSITE AS YOU WILL GET THE MESSAGE - INVALID LOGIN. ALWAYS TYPE THE ADDRESS STRAIGHT INTO YOUR BROWSER)

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

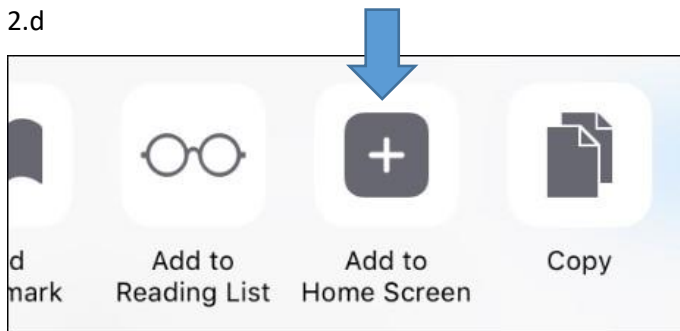


2c.



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

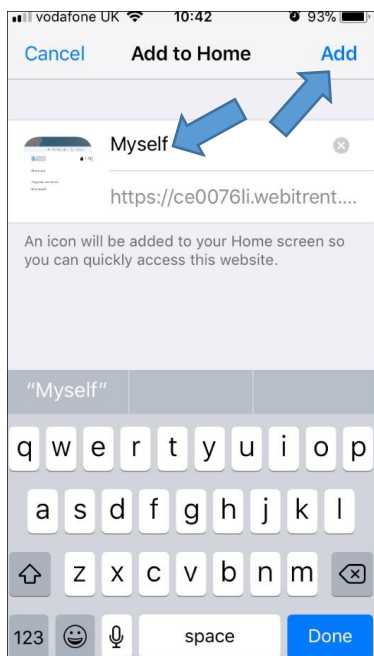
2.d



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

Then tap **Add**.

2.e.



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.

2f.


**For
Android
devices**

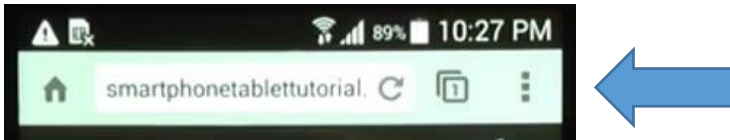
Once
again, type in your web address into your browser (e.g. Chrome



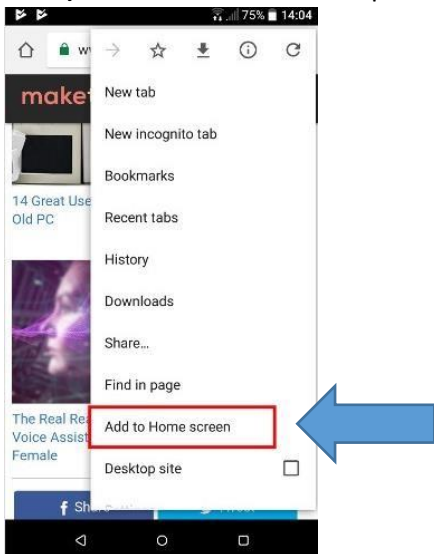
) and wait for the page to load, then you:

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:



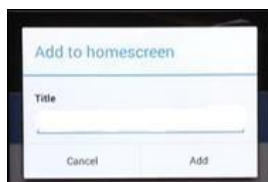
3) Then scroll down the options and click on **Add to Home Screen**



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)



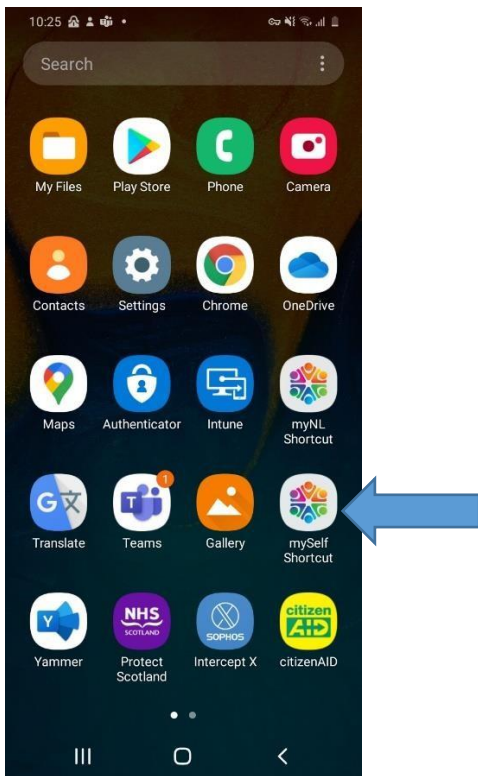
Then click **Add**.

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 Employee Self-Service login page. The page has a header "EMPLOYEE SELF-SERVICE" and the iTrent logo. It contains fields for Username and Password, each with a "Forgotten" link. A "Login" button is at the bottom right, and a "Contact administrator" link is at the bottom left.

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 [People Helpdesk General Enquiry](#) request form.

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

[END OF GUIDANCE DOCUMENT]

