Accessing iTrent/myTeam/mySelf from an Education device
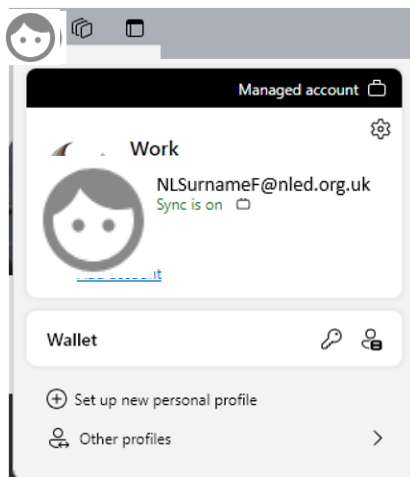
Step 1

You will most likely be signed into your Glow account using Google Chrome

However, to access iTrent/myTeam/mySelf, you must use Microsoft Edge to access your Microsoft 365 account as this is the one linked to Single Sign On. Pleased ensure you are logged into Edge

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Click on the Head icon in the top left-hand corner to ensure you are logged into your **nled** account

Step 2

Copy the link(s) required or save to your Favourites on Microsoft Edge ([How do I save a Favourite?](#))

Application	Link	Who has this
mySelf	www.northlan.gov.uk/myself **(see note below)	Everyone
myTeam/Core iTrent	https://ce0076li.webitrent.com/ce0076li_web/itrent_wrd/run/etadm001gf.main	Anyone with line manager responsibilities Clerical colleagues

Step 3

Using the link that you require paste into the browser on Edge or use the link that you set up at Step 2

You will then see this log in screen, and it is important that you do not enter any information in the email address and/or password as shown.

Instead, click on **'Organisational login** at the bottom

Step 4

You will then be asked to enter your **NLED** address here and then your password (these are the username and password that you use to log into the NLC device you are using such as laptops, desktop)

Step 5

You may then be asked to authenticate or to register to authenticate. If you have previously registerd for another purpose then this same process can be followed. If this is new, then you can enter your personal mobile phone details here. Once done, you will be sent a code to you phone that you should enter.
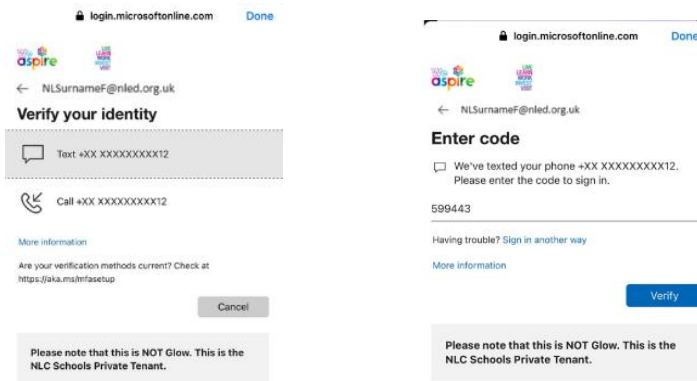
You will not have to repeat all these steps every time you log in. If you are having issues, please ensure that you are using Microsoft Edge and are logged in on your nled account.

This guide can also be found on www.mynl.co.uk by clicking here and an infographic for accessing mySelf from a personal device can be found here.

If you are still having issues please email myselfassist@northlan.gov.uk detailing your login username (NLED) and details of the issues you are experiencing (screenshots would be great too).

Kind regards

Employee Service Centre