Accessing mySelf using Single Sign On via mobile phone - Education

Enter into your browser - <u>www.northlan.gov.uk/myself</u>

Select 'Single Sign-on account'

Employee Self Service		
iTrent		
Login	ô	
Please logon using either		
Single Sign-on account	>	
Or		
A different account	>	
More Powered by MHR		

Do not enter an email address or password

Instead, click on 'Organisational login' at the bottom



You will be prompted to enter your **nled** address here (an example is shown below)



- Microsoft	Microsoft	(After initial login you
Sign in	Sign in	will be asked to select
Email address or phone number	NLSurnameF@nled.org.uk	the account - you
Can't access your account?	Can't access your account?	should always chose the nled option).
Q. Sign-in options	Next	
	Sign-in options	Select Next

Enter your password for the nled account

(This will be the password you use when logging onto a NLC device)





Select your phone number for authentication

If you haven't registered a phone, you will be asked to do so. This can be your own personal phone.

Enter the code from you text message

login.microsoftonline.com Done		login.microsoftonline.com Done
 NLSurnameF@nled.org.uk Deter code We've texted your phone +XX XXXXXXXX12. Please enter the code to sign in. Sy9443 Having trouble? Sign in another way More information 	You can then chose if you want your device to remember you to reduce the log in required.	 NLSurnameF@nled.org.uk Stay signed in? Do this to reduce the number of times you are asked to sign in. Don't show this again
Please note that this is NOT Glow. This is the NLC Schools Private Tenant.		Please note that this is NOT Glow. This is the NLC Schools Private Tenant.

You will then be able to access your mySelf account in a much more secure way



For any further help or support, please contact ESC-HelpDeskTeam@northlan.gov.uk

OR

If you are using the myNL Portal please sign in and raise a case using www.northlan.gov.uk/mynlportal