

Using Single sign on to access iTrent (core inc myTeam) and ESS (mySelf)

The following process only applies to employees who have received email notification that they have moved to SSO

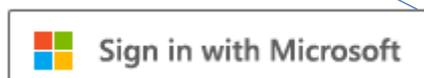
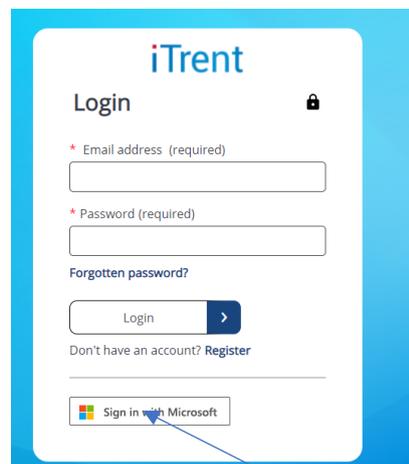
For core iTrent (inc myTeam) [click here](#)

For mySelf [click here](#)

**Please note these links are new and are different from all the current links for iTrent*

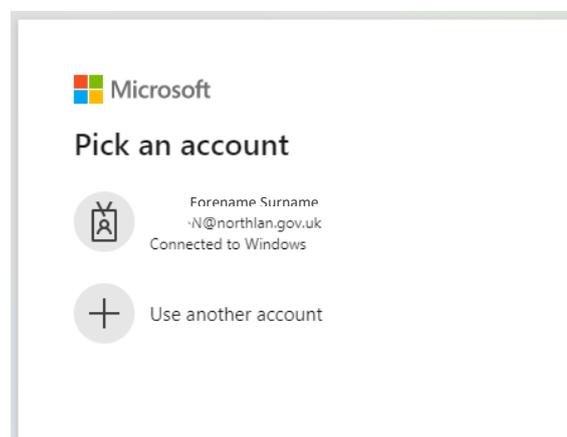
Using a laptop/desktop

Whether it's core or mySelf, the same screen will be shown:



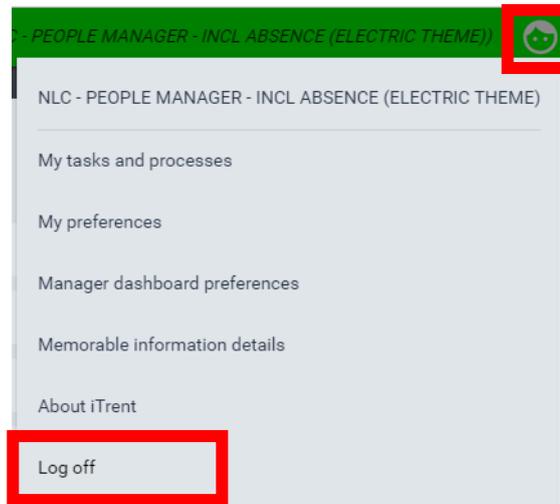
Click on Sign in with Microsoft

Select the account connected to your M365 account

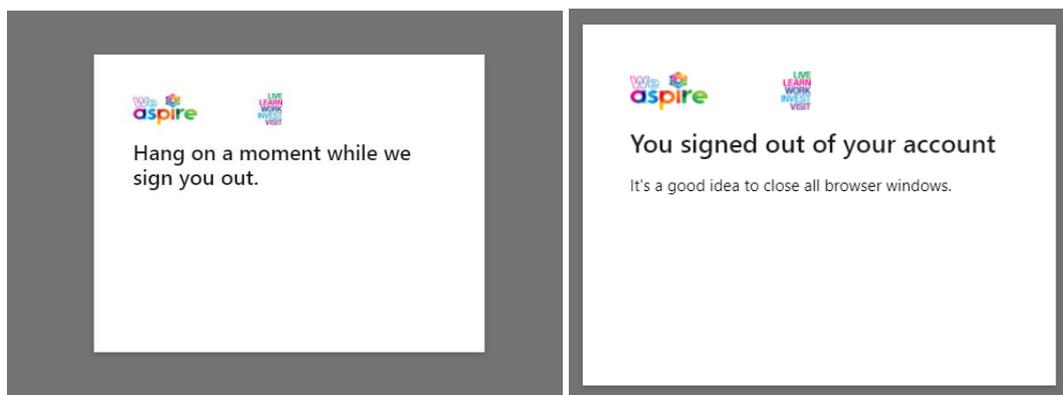


Once validated, you will be logged into iTrent.

When you have finished, you should log off by carrying out the following steps:



You will receive the following messages



Using a mobile phone

Both Core iTrent and ESS will work on a NLC mobile phone. However, core iTrent cannot be accessed on a personal device. ESS can be accessed on personal devices (mobile phone, tablet, own laptop) and NLC devices.

NLC DEVICE - Use the same URL's above to access on a NLC device and follow the same steps to validate as you would for any Microsoft office product.

PERSONAL DEVICE - Firstly ensure that you have the link to access myself (you can email it to yourself to save you typing it out). You should then save this as a favourite and follow the advice above when you log in.