Saving Single Sign-on Links to Favourites for mySelf, myTeam & iTrent on Microsoft Edge

Open Microsoft Edge browser but do not enter any links at this stage.

Follow the steps below to save the link(s) you wish to add as a favourite:

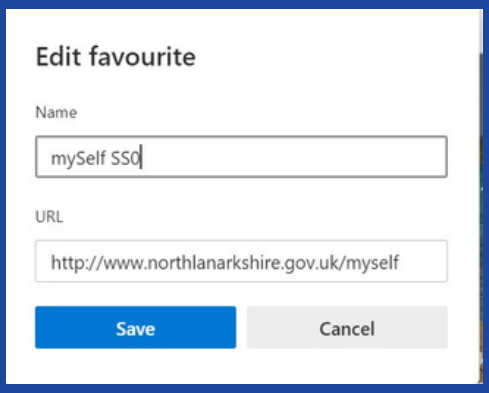
1. **At the top right hand corner, click on the favourites button:**

2. **Click on the 'Add Page to Favourites' button:**

3. **This will create a new favourite called 'New Tab':**

Right click on this tab and select edit.

4. Within 'Name' enter the name you would ike your favourite to be called e.g. mySelf SSO.



5. Within 'URL' remove the data already displayed in the field and copy and paste the following link - www.northlanarkshire.gov.uk/myself

For further information regarding Single Sign-on please visit;

https://mynl.co.uk/knowledge-base/single-sign-on-multi-factor/

myNL

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