

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:

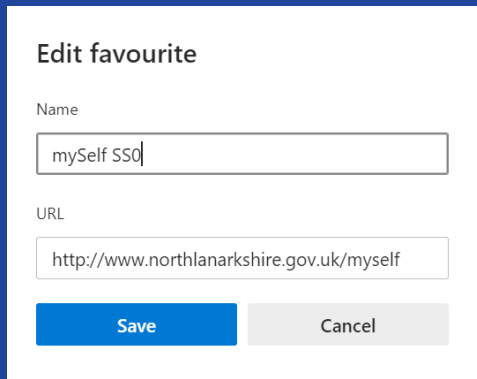


3. This will create a new favourite called 'New Tab':



Right click on this tab and select edit.

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

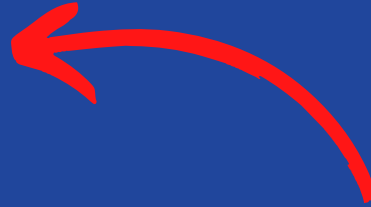


Edit favourite

Name

URL

Save Cancel



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/>



If you need any further support, please call the ESC People Helpdesk on 01698 403151 or email: esc-helpdeskteam@northlan.gov.uk