



Single Sign-on Guide

myHR Azure Multi-factor Authentication (MFA) provides increased protection to your account from being compromised by a malicious act.

This log in process is for employees who have an **East Lothian Council (ELC)** IT login and council email address. Approved ELC email address formats are *noname@eastlothian.gov.uk* and *noname@newschool.elcschool.gov.uk*.

Please note that **@edubuzz** email addresses are not recognised as an ELC email address so **cannot** be used for Azure login.

Once the authentication process has been completed you will not have to do it again unless you need to register a new device. To authenticate your personal device follow the process detailed below.

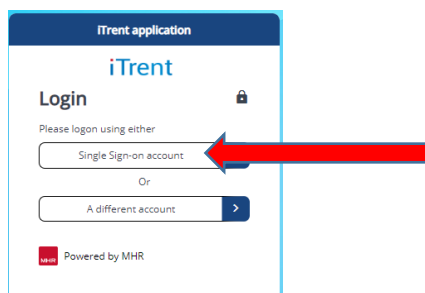
Authenticating your personal device to your myHR account

Please note: if you click on the myHR link when you have already logged on to a council computer/laptop your account will **immediately open**. This is correct, and this happens because you have already entered your ELC log-in credentials to log in to your council device. To protect your details always **lock** your device.

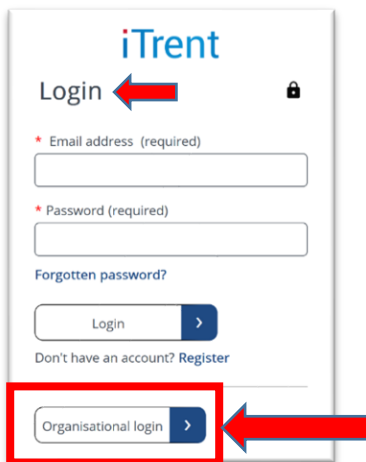
You will NO longer use your 7-digit employee number to access your myHR account.

- Click on the myHR web link: https://ce0372li.webitrent.com/ce0372li_ess

When you click on the link **if** you see this screen **click** on **'Single Sign-on account'**. A new screen will appear so you can start the registration process.

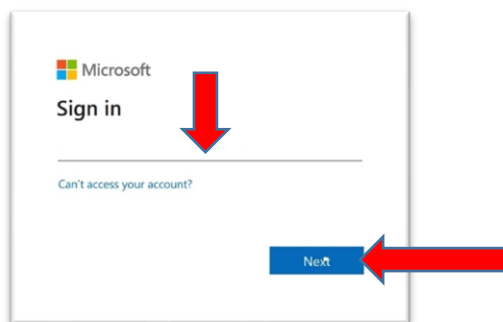


- The iTrent login screen will appear. **Click** on the ‘**Organisational login**’ button.



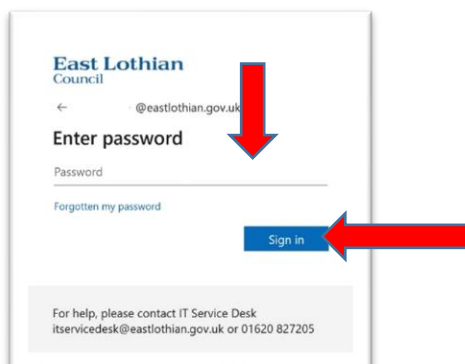
The iTrent login screen features the iTrent logo at the top. Below it, the word 'Login' is displayed with a red arrow pointing to a lock icon. The form includes two input fields: 'Email address (required)' and 'Password (required)'. Below these fields are links for 'Forgotten password?' and 'Don't have an account? Register'. At the bottom, there are two buttons: 'Login' and 'Organisational login'. The 'Organisational login' button is highlighted with a red box and a red arrow pointing to it from the right.

- On the Microsoft ‘**Sign in**’ screen, enter your East Lothian Council **email address** and then **click** ‘**Next**’.



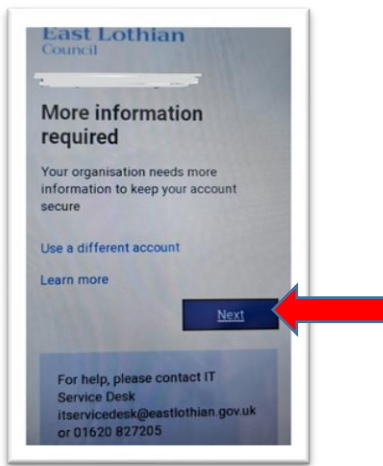
The Microsoft Sign in screen shows the Microsoft logo and the text 'Sign in'. Below this is a horizontal line for an email address and a link that says 'Can't access your account?'. At the bottom right, there is a blue 'Next' button with a red arrow pointing to it from the right.

- On the East Lothian Council screen. **Enter** the **password** you use to login to your ELC/School pc/laptop, and then **click** the ‘**Sign in**’ button.

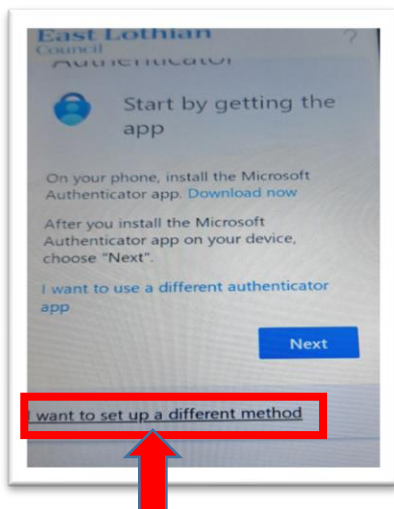


The East Lothian Council screen displays the council logo and the text 'East Lothian Council'. Below this is a back arrow and the email address '@eastlothian.gov.uk'. The main heading is 'Enter password', followed by a 'Password' input field and a link for 'Forgotten my password'. At the bottom right, there is a blue 'Sign in' button with a red arrow pointing to it from the right. At the very bottom, there is a footer with contact information for the IT Service Desk.

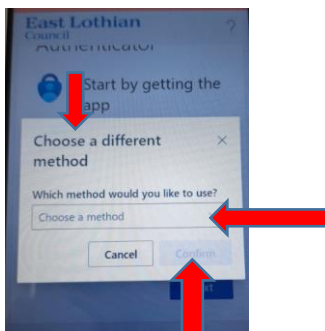
- The ‘**More information required**’ page will open. **Click** ‘**Next**’.



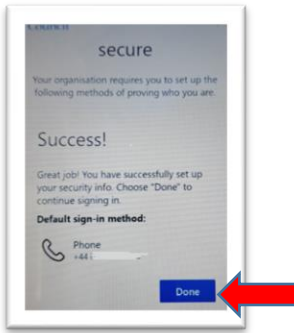
- At the bottom of the screen **click on the sentence 'I want to set up a different method' link.**



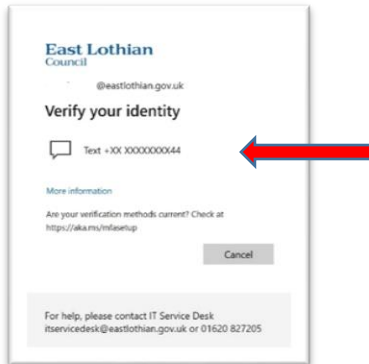
- The **'Choose a different method'** screen will appear.
- **Click** on the dropdown arrow in the **'Choose method'** field and select your preferred verification method. When you've made your choice **click 'Confirm'**.



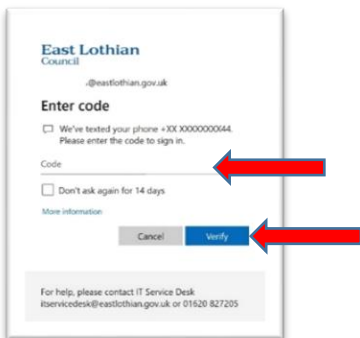
- When you've completed the authentication process you will see this message. Next **click 'Done'**.



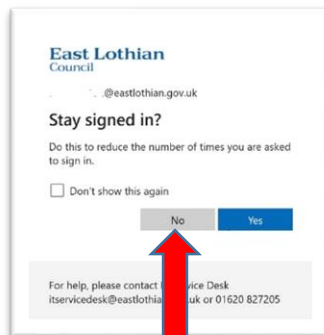
- Next, request a **verification code** is sent to you.



- When you receive the code enter the numbers into the '**Code**' field and then **click 'Verify'**'.



The screen will refresh, and you will see '**Stay signed in?**'. It is recommended that you **click No** at this prompt.



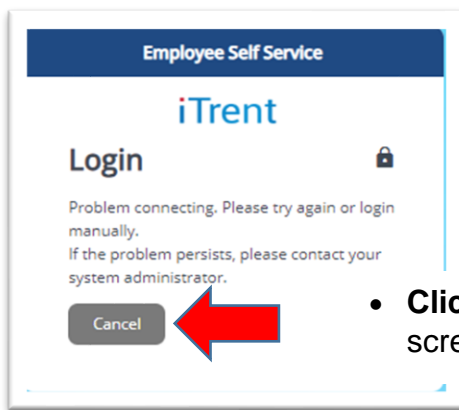
You have completed the authentication process and the myHR Homepage will open.

Logging in

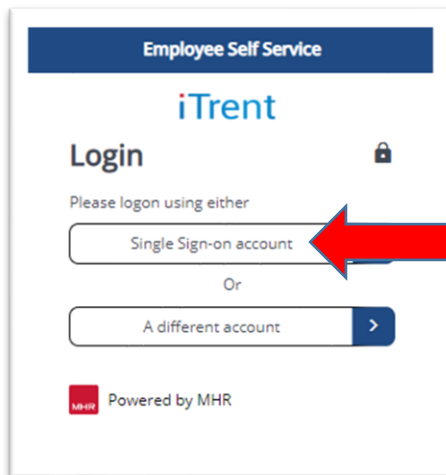
Using the device, you authenticated/linked to your myHR account follow the steps below to log in to your account.

- **Click** the myHR web link: https://ce0372li.webitrent.com/ce0372li_ess

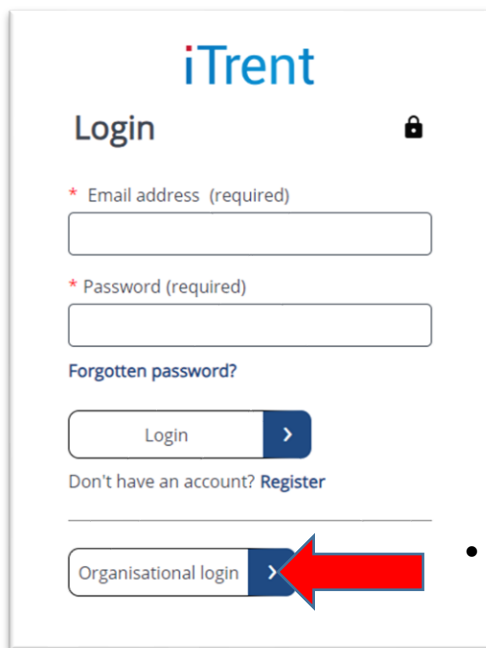
Please note that when you click on the myHR link you might see either of these messages.



- **Click** the 'Cancel' button and the log in screen will refresh.



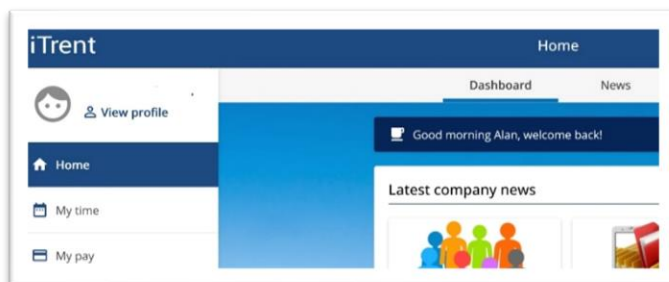
- **Click** on the 'Single Sign-on account' link.



The image shows the iTrent login page. At the top is the iTrent logo. Below it is the word "Login" followed by a lock icon. There are two input fields: one for "Email address (required)" and one for "Password (required)". Below these is a link for "Forgotten password?". There is a "Login" button with a right-pointing arrow. Below that is a link "Don't have an account? Register". At the bottom of the form is an "Organisational login" button with a right-pointing arrow, which is highlighted by a red arrow pointing to it from the right.

- Next, **click** on the **'Organisational login'** link.

The screen will refresh, and you will be taken to the myHR Homepage.



[End of guidance note]