



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.

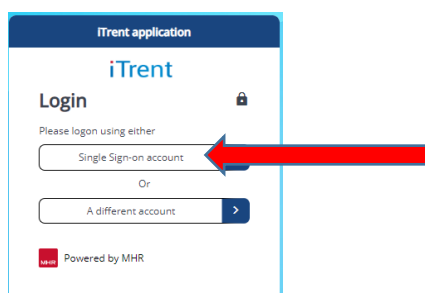
Authenticating your personal device to your myHR account

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.

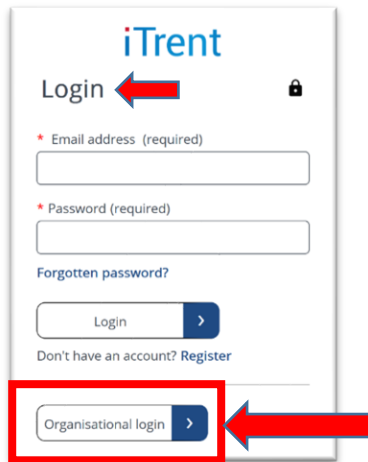
- Click on the myHR web link: https://ce0372li.webitrent.com/ce0372li_ess

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.

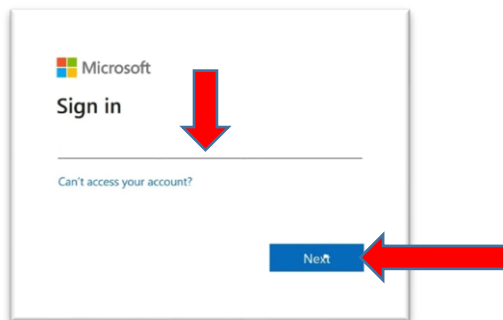


The iTrent login screen will appear - **DO NOT ENTER ANY CREDENTIALS HERE.**

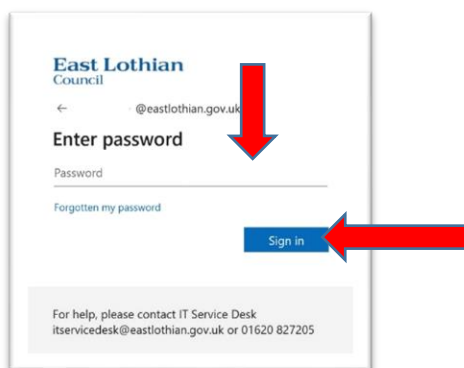
- Click on the 'Organisational login' button.



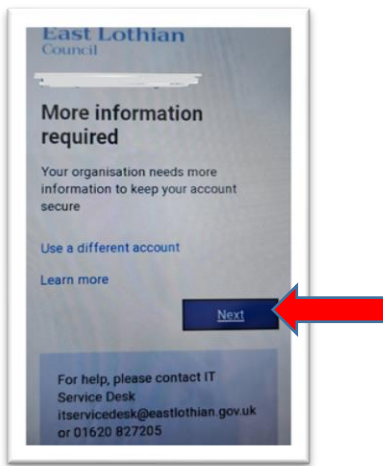
- On the Microsoft 'Sign in' screen, enter your East Lothian Council **email address** and then **click 'Next'**.



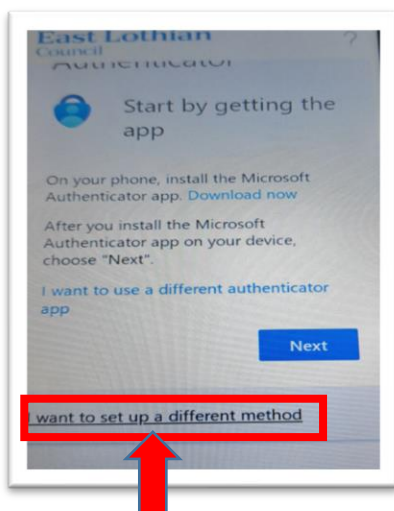
- On the East Lothian Council screen. **Enter the password** you use to login to your ELC/School pc/laptop, and then **click the 'Sign in' button**.



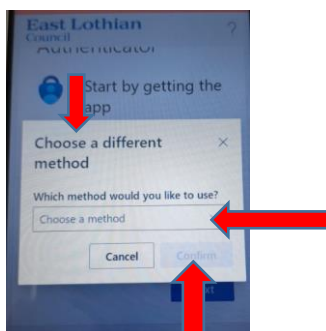
- The 'More information required' page will open. **Click 'Next'**.



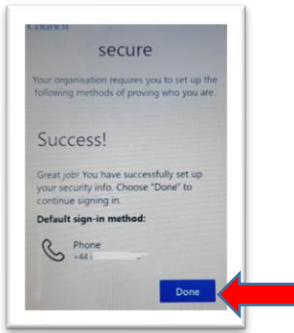
- At the bottom of the screen **click on the sentence 'I want to set up a different method' link.**



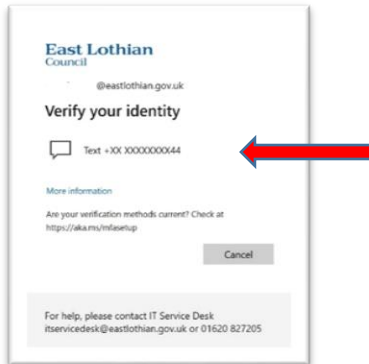
- The **'Choose a different method'** screen will appear.
- **Click** on the dropdown arrow in the **'Choose method'** field and select your preferred verification method. When you've made your choice **click 'Confirm'**.



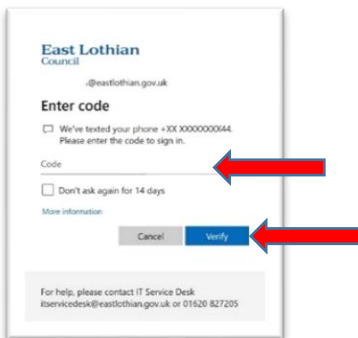
- When you've completed the authentication process you will see this message. Next **click 'Done'**.



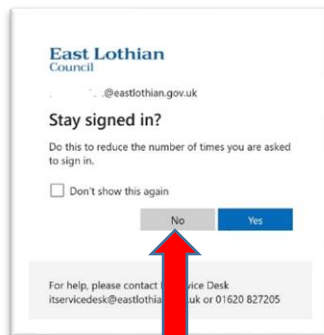
- Next, request a **verification code** is sent to you.



- 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.



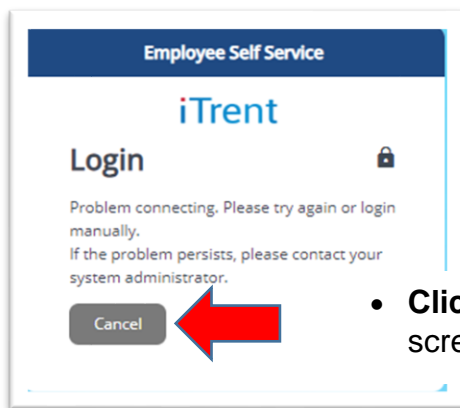
You have completed the authentication process and the myHR Homepage will open.

Logging in

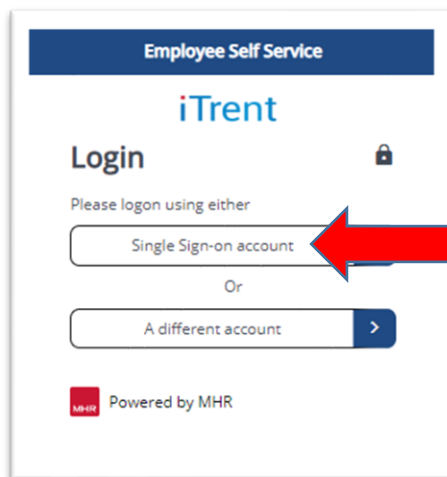
Using the device, you authenticated/linked to your myHR account follow the steps below to log in to your account.

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

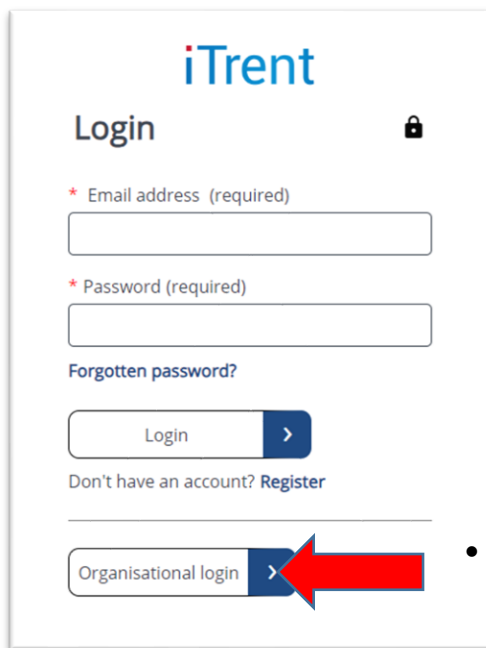
Please note that when you click on the myHR link you might see either of these messages.



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



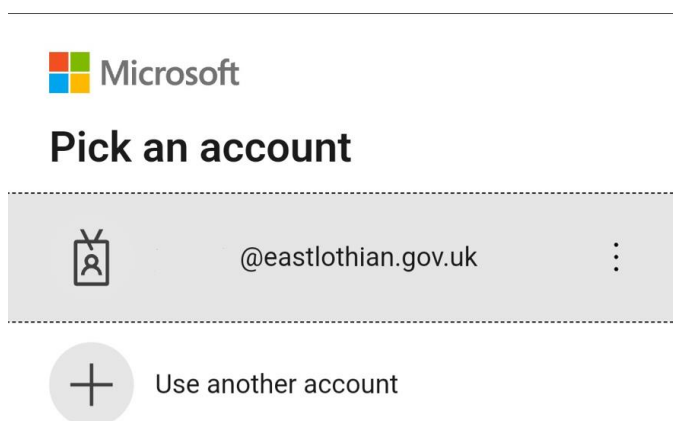
- **Click** on the 'Single Sign-on account' link.



The image shows the iTrent login page. At the top is the iTrent logo. Below it is the word "Login" with 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 are two buttons: a "Login" button with a right arrow and a "Don't have an account? Register" link. At the bottom, there is an "Organisational login" button with a right arrow, which is highlighted by a red arrow pointing to it from the right.

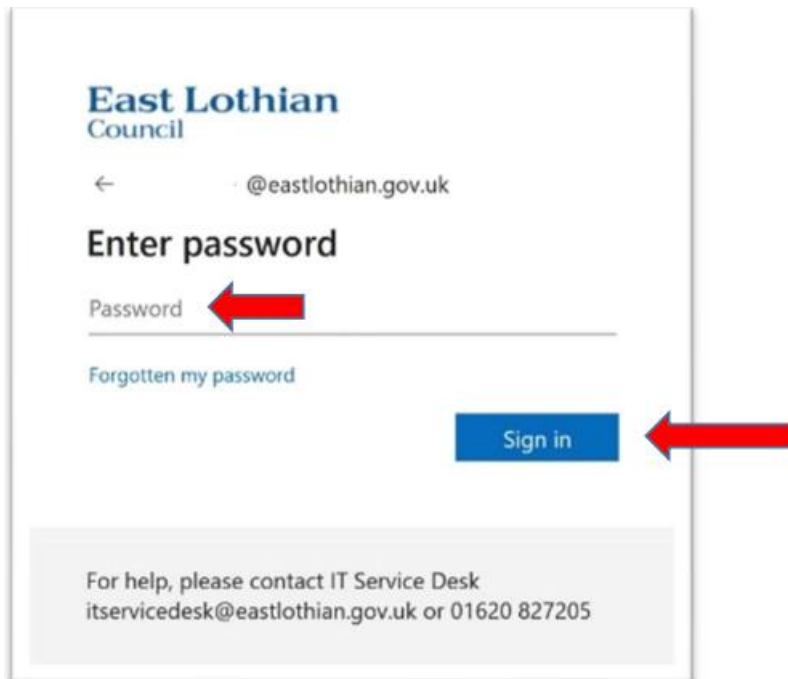
- Next, **click** on the ‘**Organisational login**’ link.

- At the Microsoft “**Sign in**” screen, select your East Lothian Council **email address** and then click “**Next**”.

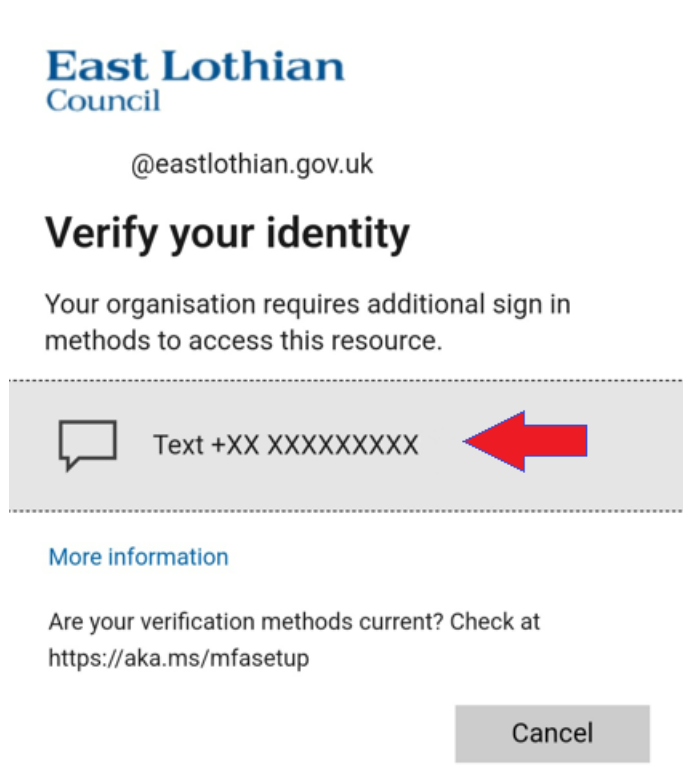


The image shows the Microsoft sign-in screen. At the top is the Microsoft logo. Below it is the heading "Pick an account". There is a list of accounts, with one account selected and highlighted in grey. The account name is "@eastlothian.gov.uk". To the left of the account name is a small icon of a person. To the right of the account name is a vertical ellipsis icon. Below the list of accounts is a button with a plus sign and the text "Use another account".

- When prompted, enter your password, and then click the ‘Sign in’ button (*this is your normal network login password you use to login to your work’s pc/laptop*).




- You will be prompted to verify your identity using the mobile no. associated with your account. Click on the grey strip containing your mobile no.



- A 6 digit code will be sent to you by text message. Enter the code when prompted & press verify.

@eastlothian.gov.uk

Enter code

 We've texted your phone +XX XXXXXXXXXX .
Please enter the code to sign in.

|Code



Don't ask again for 14 days

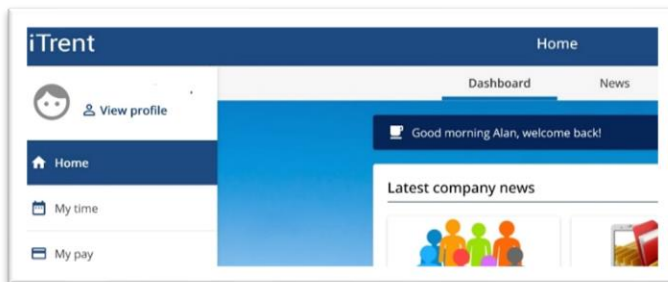
[More information](#)



Cancel

Verify

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



[End of guidance note]