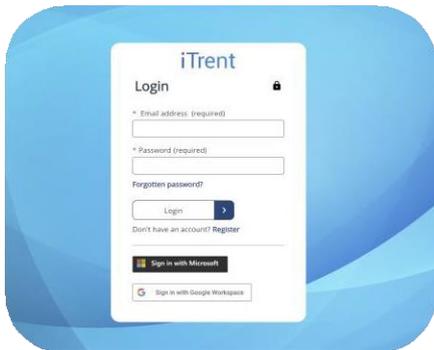
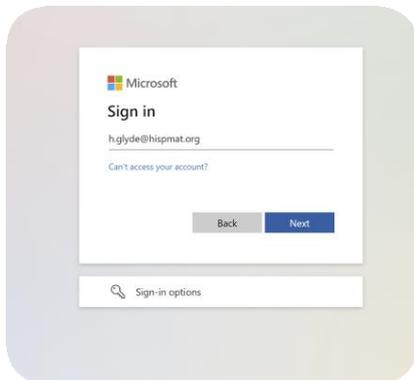


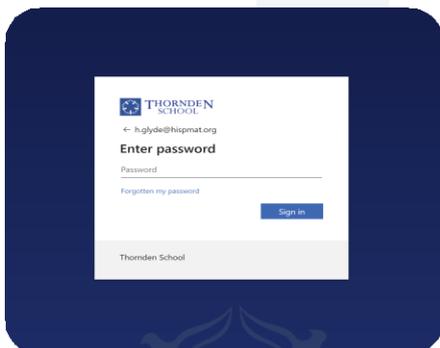
1. Browse to hispmat.org/itrent in your browser and click 'iTrent Employee Self Service Sign In'
2. Click 'Sign in with Microsoft' (or 'Google Workspace' if you use it at your school)



3. Enter work email address e.g. h.glyde@hispmat.org, hglyde@highcliffe.school, h.glyde@thornden.hants.sch.uk



4. Enter your usual password for workplace Microsoft / Google account and click 'Sign in'



Complete multifactor authentication if required by your school / unit.

5. You are now signed in to iTrent ESS.

