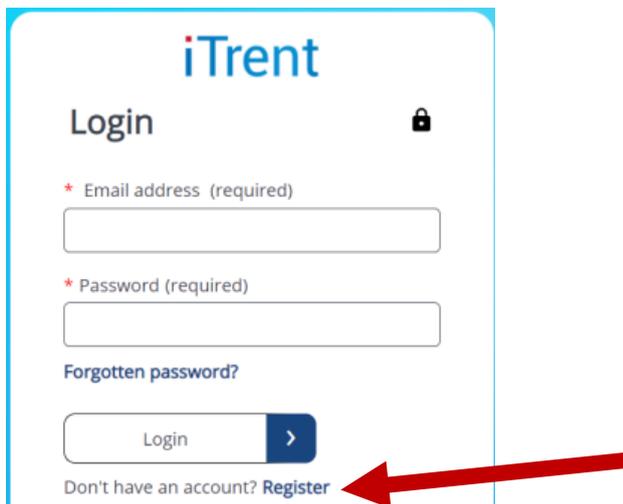


1. Browse to hispmat.org/itrent in your browser and click 'iTrent Employee Self Service Sign In'
2. a) If you have signed in to iTrent ESS before or previously registered your account, please **proceed to step 21.**
b) If this is your first sign in, please continue below.

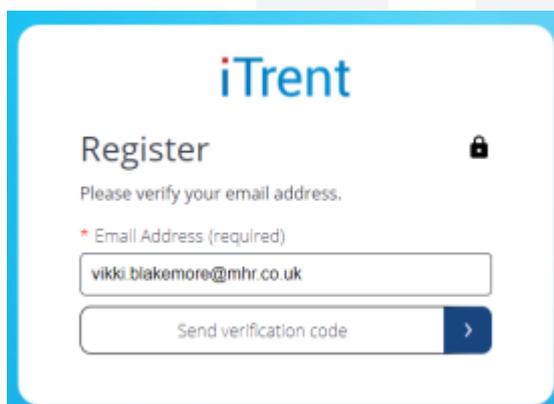
Account Registration

3. Click 'Register'.



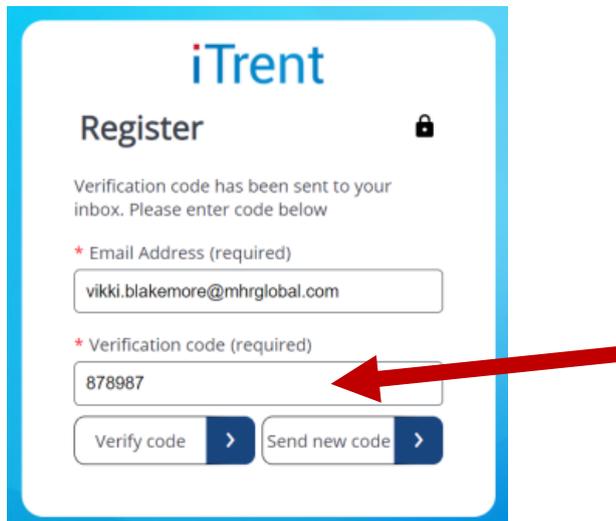
The image shows the iTrent Login page. It features the iTrent logo at the top, followed by the word 'Login' and a lock icon. Below this are two input fields: 'Email address (required)' and 'Password (required)'. There is a link for 'Forgotten password?' and a 'Login' button with a right-pointing arrow. At the bottom, there is a link that says 'Don't have an account? Register'. A red arrow points from the 'Register' link to the right.

4. Enter the email address that you have provided us with and click the 'Send verification code' button.



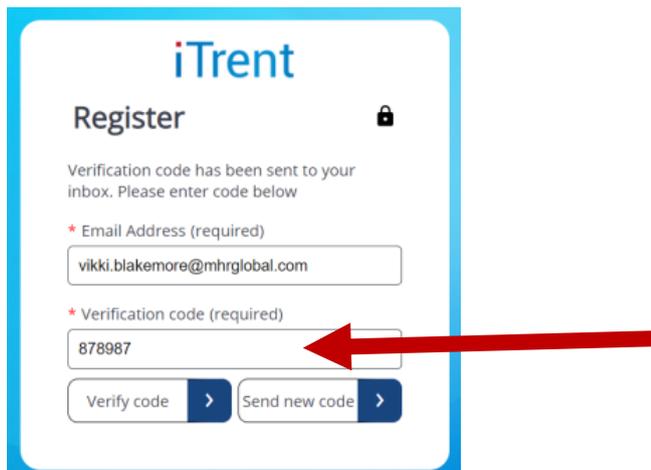
The image shows the iTrent Register page. It features the iTrent logo at the top, followed by the word 'Register' and a lock icon. Below this is the text 'Please verify your email address.' and a link for 'Forgotten password?'. There is an input field for 'Email Address (required)' containing the text 'vikki.blakemore@mhr.co.uk'. Below the input field is a 'Send verification code' button with a right-pointing arrow.

5. An email will be sent to this address containing a 6-digit code. Please enter this code in the 'Verification code' box.



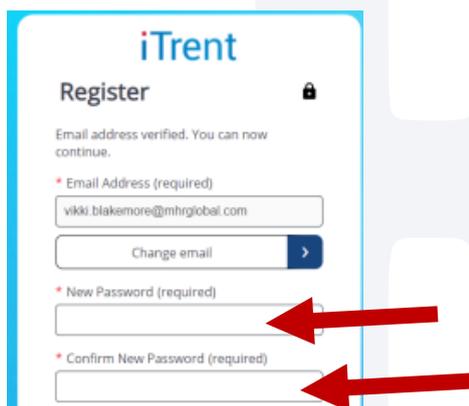
The screenshot shows the iTrent 'Register' page. At the top, the iTrent logo is displayed. Below it, the word 'Register' is followed by a lock icon. A message states: 'Verification code has been sent to your inbox. Please enter code below'. There are two required fields: 'Email Address (required)' with the value 'vikki.blakemore@mhrglobal.com' and 'Verification code (required)' with the value '878987'. A red arrow points to the verification code input field. At the bottom, there are two buttons: 'Verify code' and 'Send new code', both with right-pointing chevrons.

6. Click the Verify code button



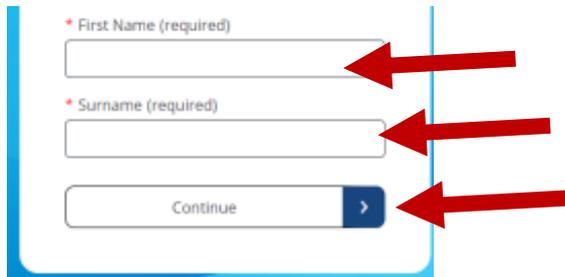
This screenshot is identical to the previous one, showing the iTrent 'Register' page with the verification code '878987' entered. A red arrow points to the 'Verify code' button.

7. Choose a password for your account and enter it in both the 'New Password' and 'Confirm New Password' boxes. **Note:** Passwords must be at least 12 characters long and include a mixture of uppercase and lowercase characters, a number and a special character.



The screenshot shows the next step in the iTrent 'Register' process. A message states: 'Email address verified. You can now continue.' Below this, there are three required fields: 'Email Address (required)' with the value 'vikki.blakemore@mhrglobal.com' and a 'Change email' button; 'New Password (required)' which is empty; and 'Confirm New Password (required)' which is also empty. Two red arrows point to the 'New Password' and 'Confirm New Password' input fields. A large, faint watermark 'STOP' is visible in the background.

8. Enter your First Name and Surname as provided to us previously and click 'Continue'.



A screenshot of a registration form. It features three input fields: the first is labeled '* First Name (required)', the second is '* Surname (required)', and the third is a 'Continue' button with a right-pointing arrow. Three red arrows point to each of these elements from the right side of the form.

9. On your phone, download Microsoft Authenticator (or another Authenticator of your choice) from the Apple App Store or Google Play Store. **If you do not have a smartphone, please proceed to [step 17](#).**

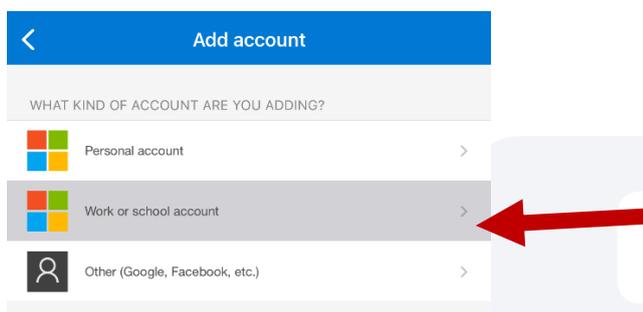


10. Open Microsoft Authenticator App

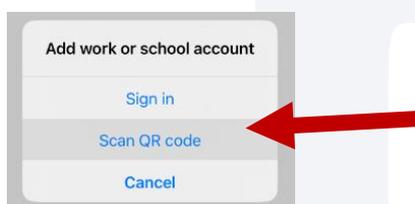
11. Press the '+' in the top right corner



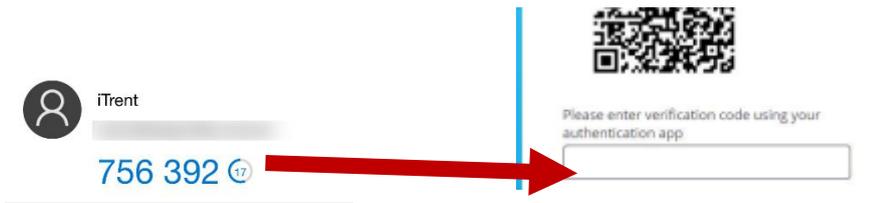
12. Press 'Work or school account'



13. Press 'Scan QR code' and hold your phone camera up towards the QR code shown on your screen.



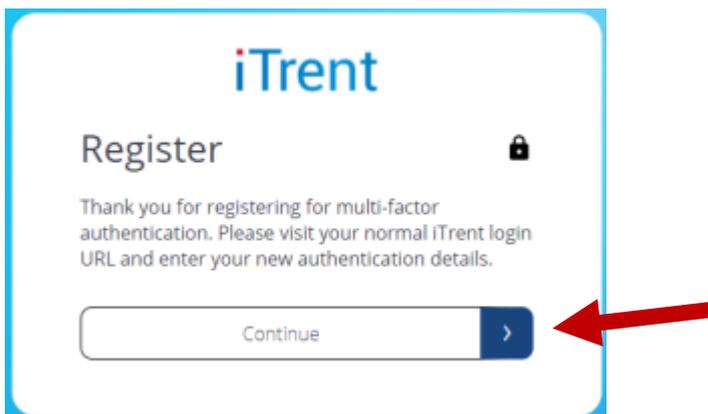
14. Type the 6 digit code shown on your mobile screen next to 'iTrent' into the box on your computer below the QR code.



15. Click the 'Continue' button.



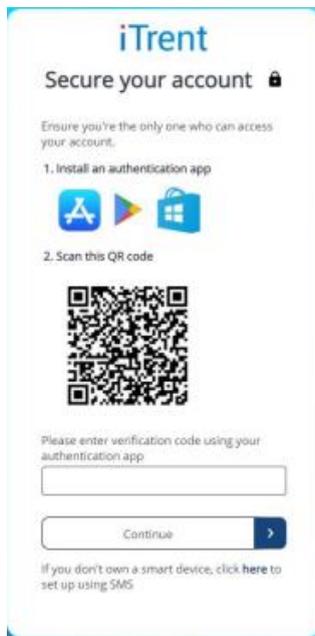
16. Your registration is complete. Click the 'Continue' button and **proceed to [step 21](#) of these instructions.**



Continued on next page...



17. If you are unable to use an authenticator app, you may be able to authenticate via your mobile phone and a text message. Click the 'here' link at the bottom of the screen which instructs you to download an authenticator app.



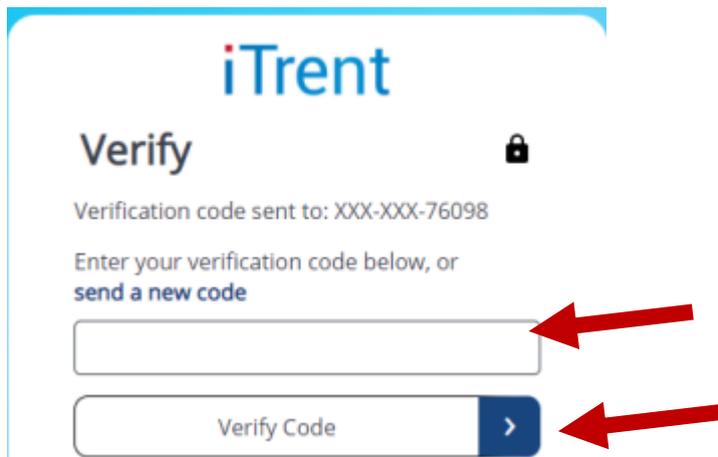
18. Enter your mobile number and click the 'Send Code' button.



Continued on next page...

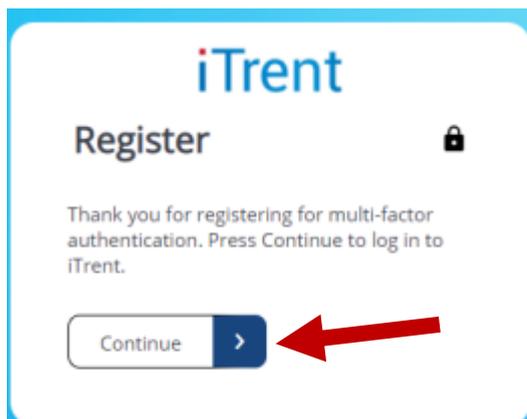


19. A 6-digit passcode will be sent as a text message to the mobile number that you provided. Enter this code into the box and click the 'Verify Code' button.



The image shows the iTrent 'Verify' screen. At the top is the iTrent logo. Below it is the word 'Verify' with a lock icon. The text says 'Verification code sent to: XXX-XXX-76098' and 'Enter your verification code below, or send a new code'. There is a text input field and a button labeled 'Verify Code' with a right-pointing arrow. Two red arrows point to the input field and the 'Verify Code' button.

20. If the code is entered correctly, you will be presented with a registration success message. Click the 'Continue' button and **proceed to [step 21](#) on the next page.**

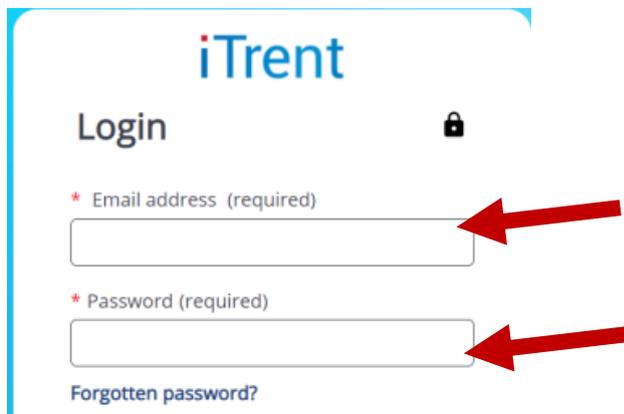


The image shows the iTrent 'Register' screen. At the top is the iTrent logo. Below it is the word 'Register' with a lock icon. The text says 'Thank you for registering for multi-factor authentication. Press Continue to log in to iTrent.' There is a button labeled 'Continue' with a right-pointing arrow. A red arrow points to the 'Continue' button.



Account Login

21. Enter your email address and the password that you provided in step 7.



The screenshot shows the iTrent login page. At the top, the iTrent logo is displayed. Below it, the word "Login" is followed by a lock icon. There are two input fields: the first is labeled "* Email address (required)" and the second is labeled "* Password (required)". Below the password field is a link that says "Forgotten password?". Two red arrows point to the email and password input fields.

22. Click the 'Login' button.



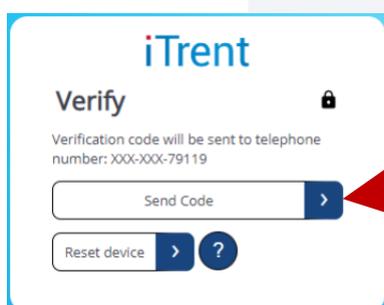
The screenshot shows a single button labeled "Login" with a right-pointing chevron icon. A red arrow points to the button.

23. a) If you registered using an authentication app, open the app to retrieve the 6 digit code and enter it on the screen before clicking the 'Continue' button.

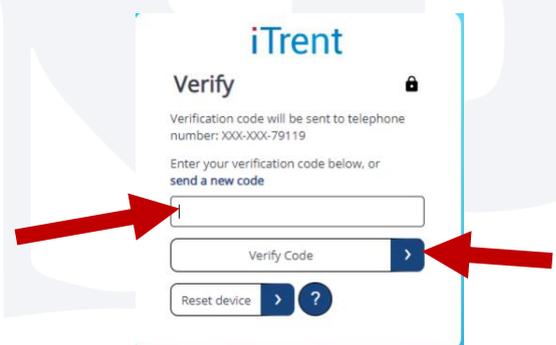


The screenshot shows the iTrent verify page. On the left, there is a user profile card with a person icon, the name "iTrent", and a phone number "756 392 17". A red arrow points from this card to the verify page. The verify page has the iTrent logo and the word "Verify" with a lock icon. Below that, it says "* Please enter verification code using your authentication app (required)". There is an empty input field for the code. Below the input field are two buttons: "Continue" with a chevron icon and "Reset device" with a chevron icon and a question mark icon. A red arrow points to the "Continue" button.

b) If you registered using your mobile number, Click the 'Send Code' button. You will be sent a text message with a 6 digit code. Enter this code in the box on the verify page and click the 'Verify Code' button.



The screenshot shows the iTrent verify page. It has the iTrent logo and the word "Verify" with a lock icon. Below that, it says "Verification code will be sent to telephone number: XXX-XXX-79119". There is a button labeled "Send Code" with a chevron icon. Below it is a "Reset device" button with a chevron icon and a question mark icon. A red arrow points to the "Send Code" button.



The screenshot shows the iTrent verify page. It has the iTrent logo and the word "Verify" with a lock icon. Below that, it says "Verification code will be sent to telephone number: XXX-XXX-79119". There is a text input field with the placeholder "Enter your verification code below, or send a new code". Below the input field is a button labeled "Verify Code" with a chevron icon. Below that is a "Reset device" button with a chevron icon and a question mark icon. A red arrow points to the "Verify Code" button.