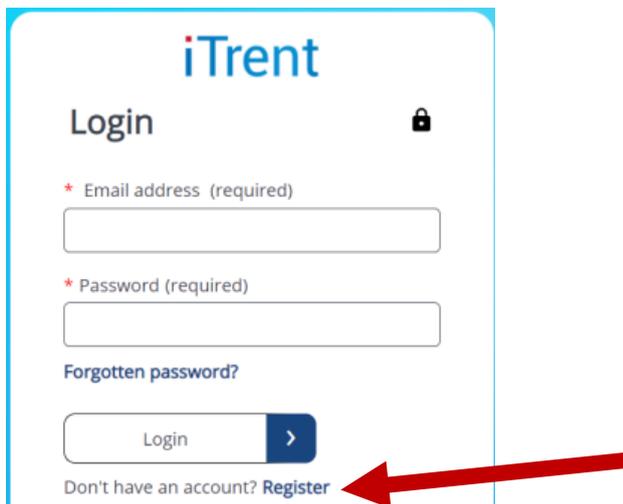1. Browse to hispmat.org/itrent in your browser and click 'iTrent Employee Self Service Sign In'

2. a) If you have signed in to iTrent ESS before or previously registered your account, please **proceed to step 21.**
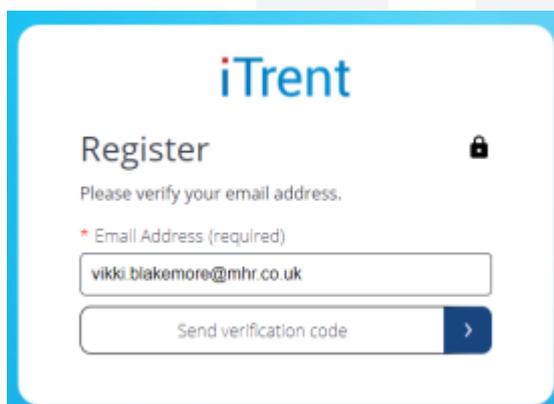   b) If this is your first sign in, please continue below.
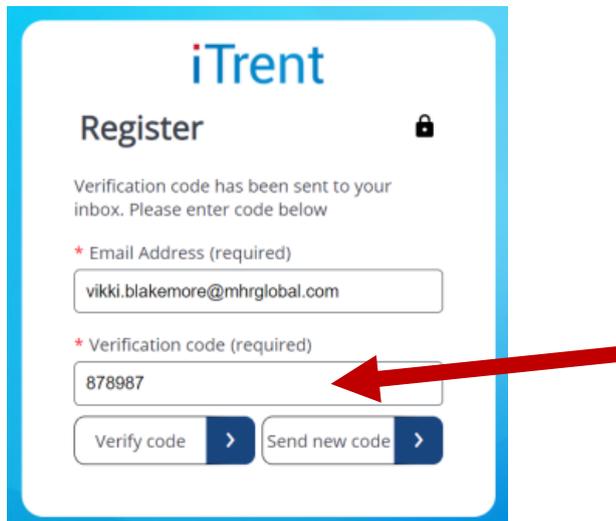
Account Registration

3. Click 'Register'.

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

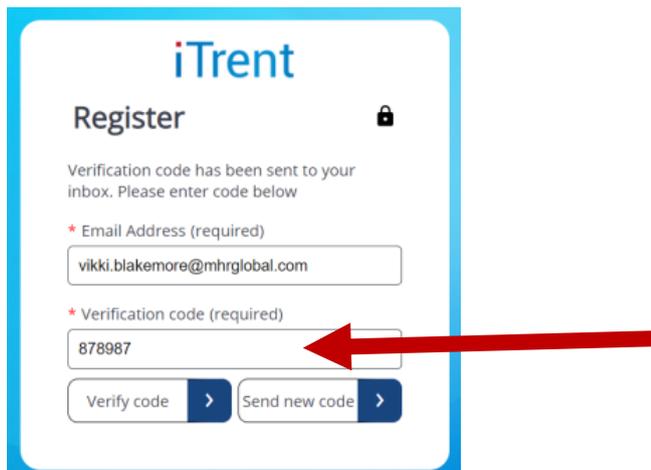5. An email will be sent to this address containing a 6-digit code. Please enter this code in the 'Verification code' box.

6. Click the Verify code button
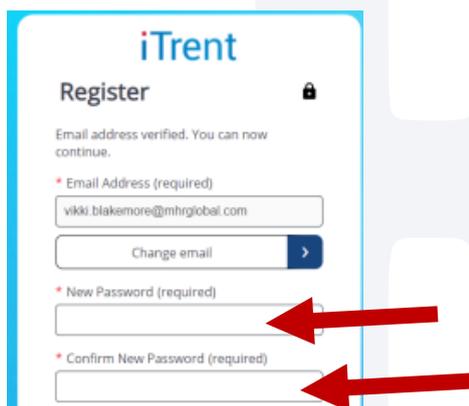

7. Choose a password for your account and enter it in both the 'New Password' and 'Confirm New Password' boxes. **Note:** Passwords must be at least 12 characters long and include a mixture of uppercase and lowercase characters, a number and a special character.

8. Enter your First Name and Surname as provided to us previously and click 'Continue'.
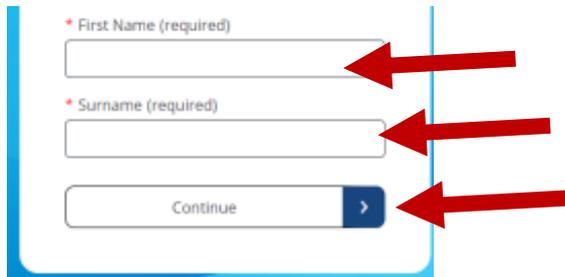
9. On your phone, download Microsoft Authenticator (or another Authenticator of your choice) from the Apple App Store or Google Play Store. **If you do not have a smartphone, please proceed to step 17.**
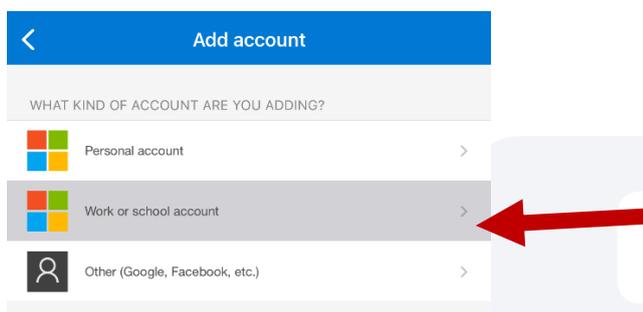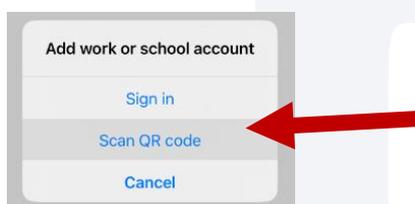

10. Open Microsoft Authenticator App

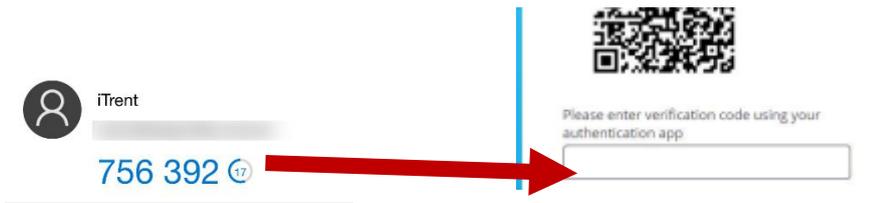11. Press the '+' in the top right corner

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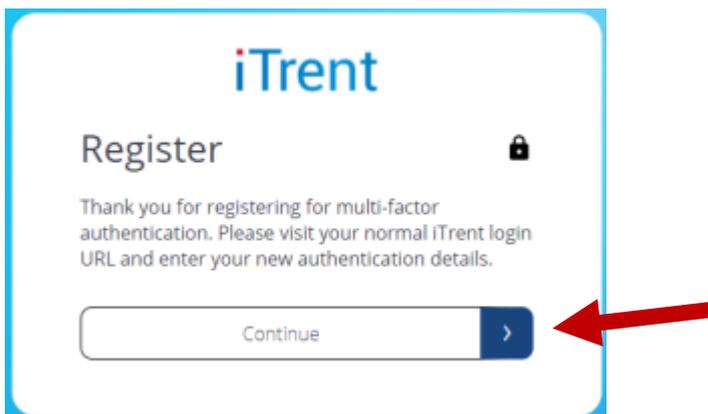
14. Type the 6 digit code shown on your mobile screen next to 'iTrent' into the box on your computer below the QR code.
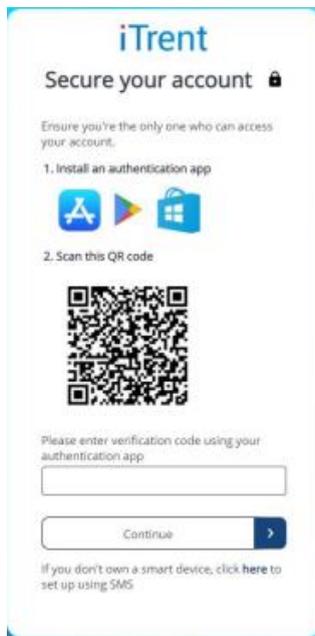

15. Click the 'Continue' button.

16. Your registration is complete. Click the 'Continue' button and **proceed to of these instructions.**

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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.
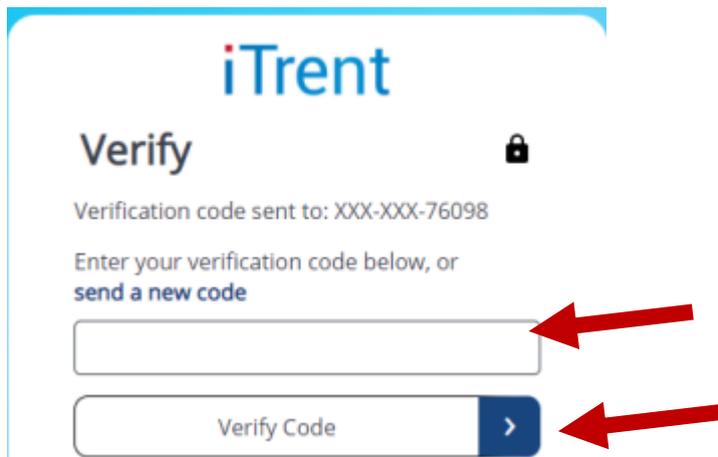

18. Enter your mobile number and click the 'Send Code' button.
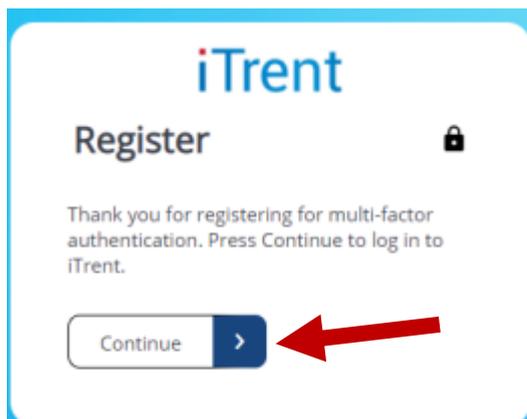

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19. A 6-digit passcode will be sent as a text message to the mobile number that you provided. Enter this code into the box and click the 'Verify Code' button.

20. If the code is entered correctly, you will be presented with a registration success message. Click the 'Continue' button and **proceed to on the next page.**
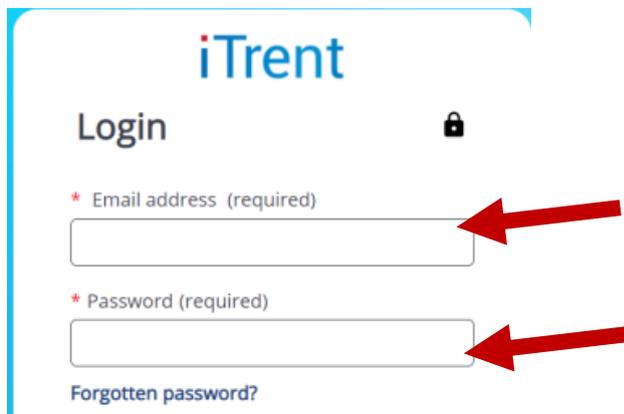
Account Login

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

22. Click the 'Login' 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.
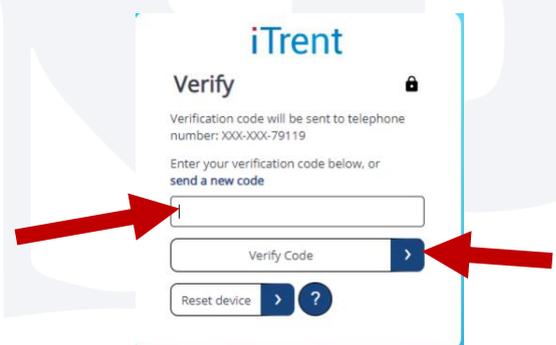

b) If you registered using your mobile number, Click the 'Send Code' button. You will be sent a text message with a 6 digit code. Enter this code in the box on the verify page and click the 'Verify Code' button.