Employee Self-Service MFA User Guide

LYDIATE LEARNING TRUST

ENGAGE, ENABLE, EMPOWER

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1) Introduction

iTrent Mobile provides a streamlined version of Employee Self-Service (ESS), supporting tasks such as payslips, annual leave, absence tracking and time recording. It improves accessibility and efficiency for staff across the Trust.

2) Before you start

- Have your ESS username and password ready.
- **Username** is your current Payroll number which will start with EP
  - Example EP000
- **Password** is your National Insurance Number.

NOTE: Your username and password are **case sensitive** — please ensure you use **capital letters where required**.

3) Connect to Your Employee Self Service

- Scan the QR code

- OR manually enter the ESS URL
  https://ce1158li.webitrent.com/ce1158li_lss

- The above URL link can be used when logging online from any device.

4) Logging in Employee Self-Service

- You will be presented with the ESS Login page shown below. Select '**A Different Account**'.

- Enter your ESS username and password (Payroll number and NIN).

- You will be prompted to change your password.

5) How to Register for Multi-Factor Authentication (MFA)

To help keep your account secure, you will need to complete MFA setup. Please follow the steps below:

1. Install an Authentication App
If you don't already have one, install an authentication app on your mobile device. Recommended options are:

2. Add Your Account
1. Open the authentication app.
2. Choose **Add Account** or **Scan a QR Code**.
3. On your computer, open the **Secure Your Account** page.
4. Scan the QR code shown on your screen **or** enter the setup key manually if scanning isn't possible.

3. Enter the Verification Code
The app will display a 6-digit code.
- Enter this code on the setup page when prompted.
- A new code is generated every 30 seconds—ensure you enter the current one.

4. Save Your Recovery Code
A recovery code will be shown at the final step.
- **Save this code somewhere secure.**
- You will need it if you ever lose access to your authentication app or device.

5. Add the Page to Your Home Screen (Optional but Helpful)
For quicker access in the future, add the Secure Your Account/MFA login page to your phone's Home Screen.
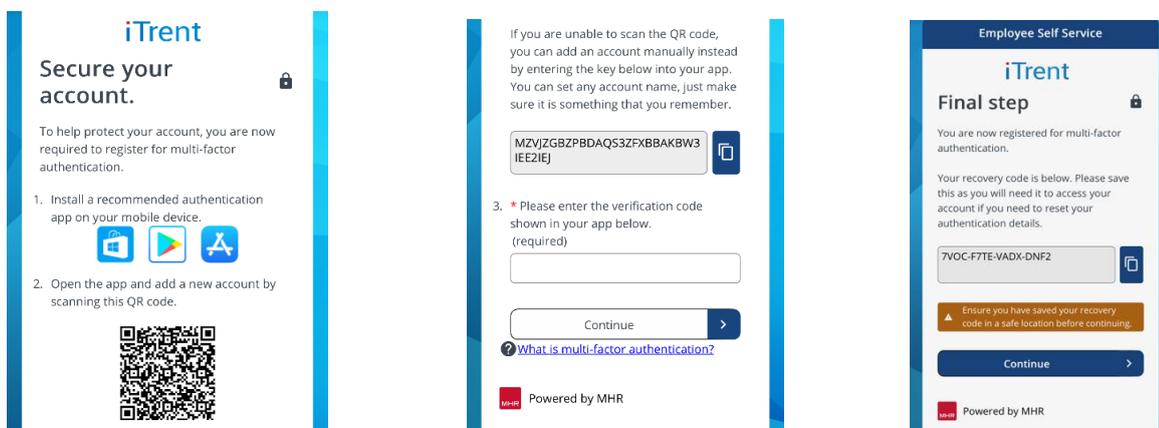
6) Help & Support

If you need help accessing Employee Self-Service, please contact the People & Culture Team: peopleassist@lydiatelearning.org

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