

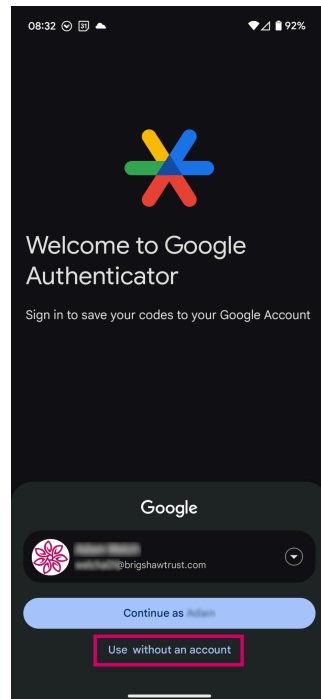


The Brigshaw Learning Partnership gives every employee access to a self service portal to view their payslips, request annual leave and submit overtime claims. This system now requires all users to register for Multi-Factor Authentication (MFA/2FA) to help secure personal data.

You'll need to download a suitable app to your mobile device to generate a code. These codes are based on a secret key you share with iTrent and the date and time. These codes are generated without the need for any mobile phone signal or wifi.

We recommend using Google Authenticator which can be found on the [Apple](#) and [Google](#) stores. However other options are available such as 2FAS and Microsoft Authenticator. Many password managers are also able to generate multi-factor codes. This one app can be used for many accounts that require multi-factor authentication such as your BrigshawTrust.com Google account and CPOMS.

Install **Google Authenticator** from your app store and open the app.



Click **Get Started**

You can log in with your BrigshawTrust.com account, but you can also use the app without logging in at all. By logging in, your secret codes will be saved to your BrigshawTrust.com account - this is useful if you upgrade your device or it is lost or damaged.

Now you are ready to add a code using the button, or by clicking on the add symbol (+) in the bottom right hand corner.

Visit <https://brig.link/ess> and Login to our employee self service portal.

Your username should be your brigshawtrust.com email account.

If this is the first time you are logging into iTrent the password should be the eight digit bank account number that your salary is paid into.

If you have forgotten your password, you can use the "Forgotten password?" link to reset it.




Employee Self Service

iTrent

Secure your account.


To help protect your account, you are now required to register for multi-factor authentication.


1. Install a recommended authentication app on your mobile device.
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 -
 -
2. Open the app and add a new account by scanning this QR code.



Scan

If you are unable to scan the QR code, you can add an account manually instead by entering the key below into your app. You can set any account name, just make sure it is something that you remember.


3. * Please enter the verification code shown in your app below. (required)

Continue 

[What is multi-factor authentication?](#)

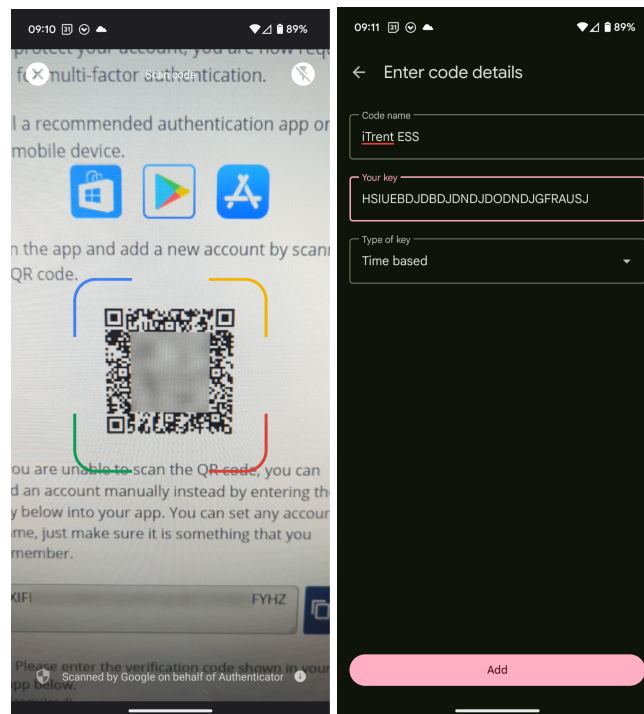
Powered by MHR

You will be asked to secure your account by registering for multi-factor authentication.

In **Google Authenticator** on your mobile device click to **add a code**.


You can choose to **scan the QR code** with your camera or enter a setup key.

If you are using your mobile device to log into iTrent ESS you will need to add a setup key manually. Click the copy icon next to the code displayed below the QR code. In Google authenticator paste the code in the "Your Key" section. Give it a name and leave the "type of key" as time based. **Tap Add**



3. * Please enter the verification code shown in your app below. (required)

786122

Continue 

[What is multi-factor authentication?](#)

Google Authenticator will return to the main screen and display your one time code. **Enter this code into iTrent ESS as shown, then click Continue.**



In the final part of the set up you will be asked to copy your recovery code. This should be saved in a secure location either by using the copy button or taking a screenshot and saving this somewhere useful.

In future, each time you log into the iTrent ESS portal you will be asked to enter a code from your authenticator app. New codes are generated every 30 seconds and then become useless.

If you require further assistance please contact the Admin team in your school or you can contact the Brigshaw Learning Partnership IT Support at <https://support.brigshawlearningpartnership.com>

The screenshot shows the 'Employee Self Service' portal for iTrent. The page is titled 'Final step' and includes a lock icon. The text reads: 'You are now registered for multi-factor authentication.' and 'Your recovery code is below. Please save this as you will need it to access your account if you need to reset your authentication details.' Below this is a text input field containing the characters 'X' and 'C', with a copy icon to its right. A warning message in a brown box states: 'Ensure you have saved your recovery code in a safe location before continuing.' At the bottom of the form is a 'Continue' button with a right-pointing arrow. The footer of the page features the MHR logo and the text 'Powered by MHR'.