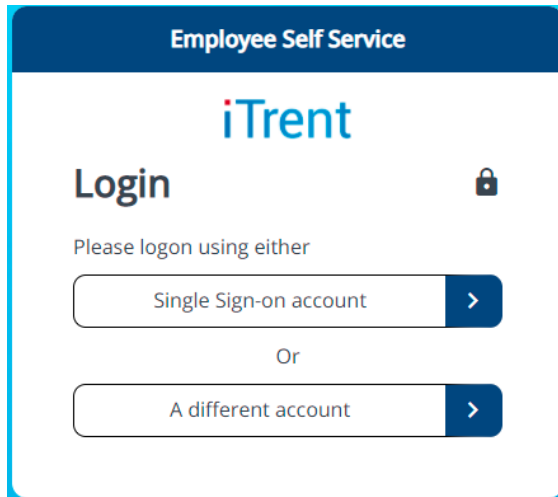


Contents

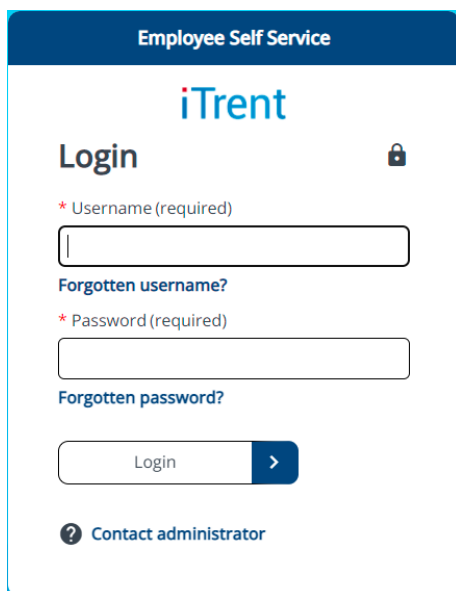
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Log in to iTrent Employee Self Service

1. Go to iTrent Employee Self Service (this could be a desktop icon or a link in the DCC website or intranet)



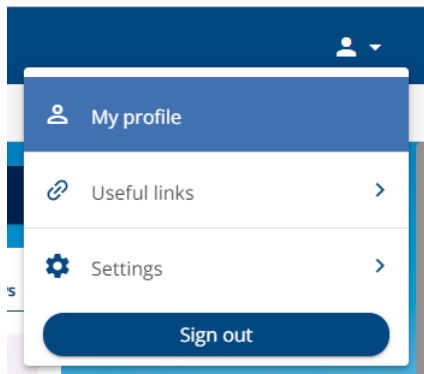
2. If you are a user with automatic sign in based on your network access please double click on 'Single Sign-on account'.
3. If you use a username and password please select 'A different account' and then enter your username and password in the following screen.



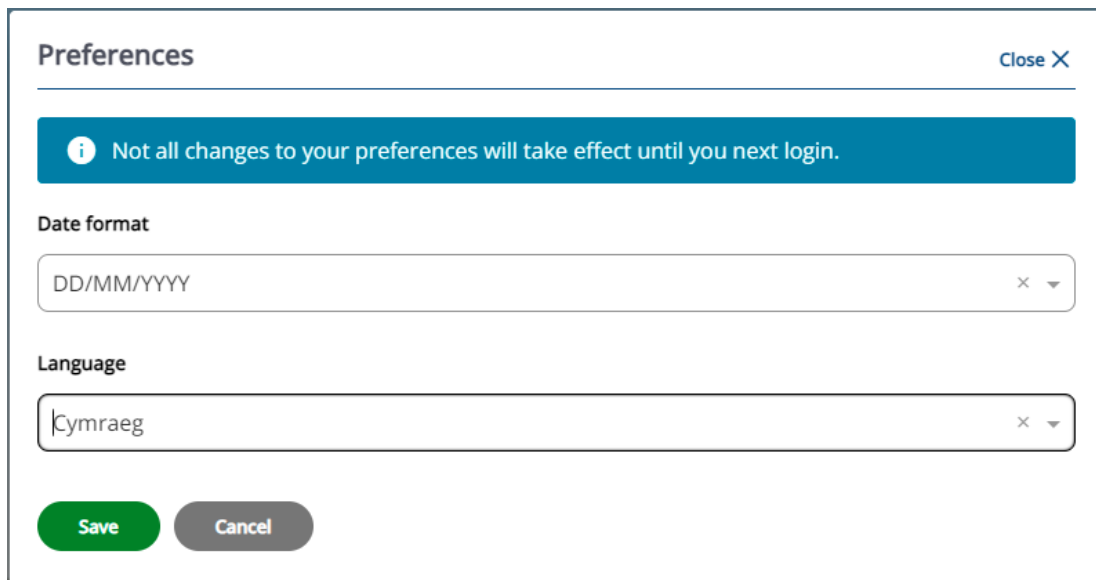
4. Click on Login

Change to Welsh Language View

1. Log-in to iTrent Employee Self Service
2. Click on the Utility Menu (in the top right corner) and select 'Settings'



3. Select 'Preferences'
4. Select 'Cymraeg' from the language dropdown.

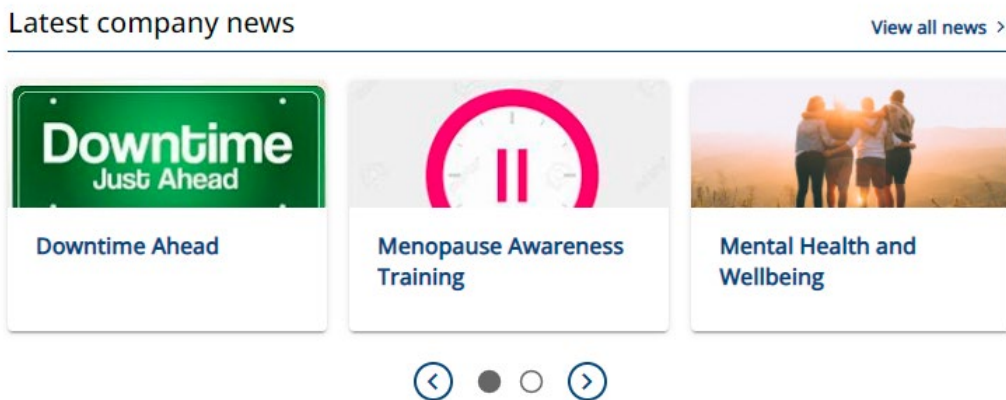
A screenshot of the 'Preferences' dialog box. The dialog has a title bar with 'Preferences' and a 'Close X' button. Below the title bar is a blue information bar that says 'Not all changes to your preferences will take effect until you next login.' The main content area has two sections: 'Date format' with a dropdown menu showing 'DD/MM/YYYY' and a close button, and 'Language' with a dropdown menu showing 'Cymraeg' and a close button. At the bottom are two buttons: 'Save' (green) and 'Cancel' (grey).

5. Click on 'Save'.
6. Click on 'Close'.

NB: The changes will display the next time you log-in

View a News Item

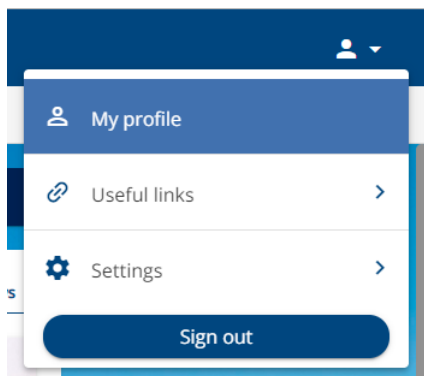
1. Log-in to iTrent Employee Self Service
2. Click on a news item in the 'Latest company news' carousel.



3. The item will open with full information.
 4. Click 'Back to dashboard' to close.
- NB: Scroll through news items using the left and right arrows.

Change to 'Dark Mode'

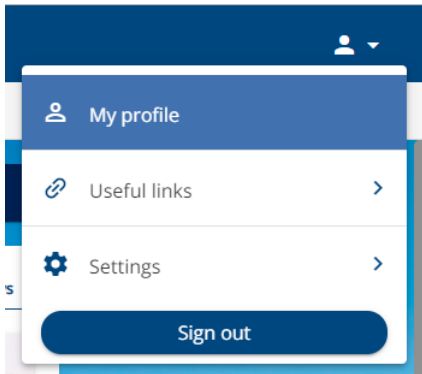
1. Log-in to iTrent Employee Self Service
2. Click on the Utility Menu (in the top right corner) and select 'Settings'



3. Select 'Dark Mode'

View and Select 'Useful Links'

1. Log-in to iTrent Employee Self Service
2. Click on the Utility Menu (in the top right corner) and select 'Useful Links'

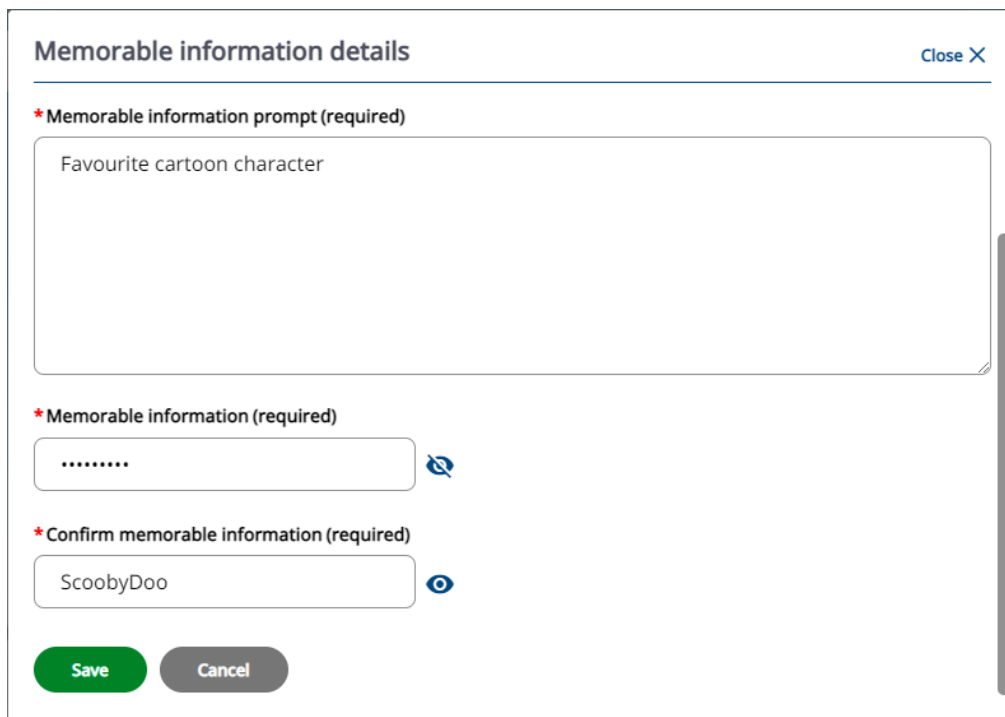


3. Click on a link e.g. 'DCC Job Search' – the website will open in a new tab.

Enter 'Memorable Information'

1. Log-in to iTrent Employee Self Service
2. Click on the Utility Menu (in the top right corner) and select 'Settings'
3. Click on 'Memorable Information'
4. Fill in the information prompt i.e. create a phrase which when displayed will remind you of the 'memorable information' you enter.
5. Enter the 'memorable information'
6. Enter the 'memorable information' a second time to confirm

For example:



The screenshot shows a web form titled "Memorable information details" with a "Close X" link in the top right corner. The form contains three main sections:

- * Memorable information prompt (required)**: A large text area containing the text "Favourite cartoon character".
- * Memorable information (required)**: A text input field containing seven dots "....." and a blue eye icon to its right.
- * Confirm memorable information (required)**: A text input field containing the text "ScoobyDoo" and a blue eye icon to its right.

At the bottom of the form are two buttons: a green "Save" button and a grey "Cancel" button.

NB: The 'eye' icon will show or hide the information if clicked.

7. Click 'Save'
8. Click 'Close'

Enter 'Sensitive Information'

1. Log-in to iTrent Employee Self Service
2. Click on 'View profile'



3. Select 'Sensitive Information' from the 'Confidential information' section in the Personal tab.
4. Please complete as much of the form as you choose.

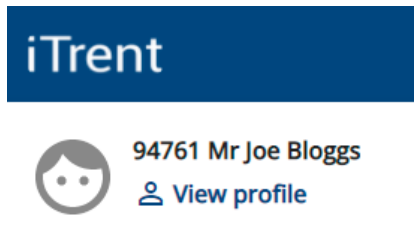
A screenshot of the 'Sensitive information' form. At the top left, there is a blue link that says '< Back to Personal'. Below this, the title 'Sensitive information' is centered. A blue information banner with a white 'i' icon contains the text: 'The personal data that you enter into this form is voluntary, if you do provide the information requested, we will only use this in an aggregated and anonymised form.' Below the banner, there are three form fields. The first is labeled 'Marital status' and has a dropdown menu with 'Co-Habiting' selected and a small 'x' icon to its right. The second is labeled 'Religion' and has a dropdown menu with 'Please choose' selected. The third is labeled 'Ethnic origin' and has a dropdown menu with 'Please choose' selected.

5. Click on 'Save'.

View and Add 'Contact Details'

Please ensure you have an up-to-date e-mail address and telephone number in this section.

1. Log-in to iTrent Employee Self Service
2. Click on 'View profile'



3. In the 'Contact Information' section of the Personal tab you can view the contact details we have on record for you.
4. To add a new contact detail click on 'Add Contact Details'
5. Select the contact type from the dropdown.
6. Enter the contact details in the 'Contact at (required)' field.

Contact details

* Contact type (required)

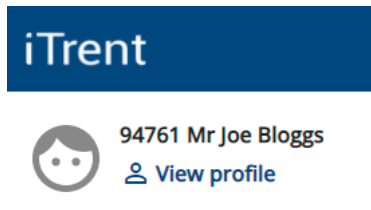
* Contact at (required)

7. Save

NB: To add further contact details select the 'Add Contact Details' button in the form.

View and Add Address Details

1. Log-in to iTrent Employee Self Service
2. Click on 'View profile'



3. In the 'Contact Information' section of the Personal tab you can view the address details we have on record for you.
4. To add a new address on 'Add Address'
5. Select the address type from the dropdown.
6. Tick the 'Mailing Address' field if this is to be used as your correspondence address.
7. Enter the address details in the appropriate fields.

* Address type (required)

Home ✕ ▾

Mailing address

Postcode

House name

Number/Street

Local area

Post Town

County

Country

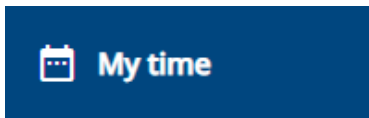
United Kingdom ✕ ▾

Save Cancel + Add Address

8. Click Save

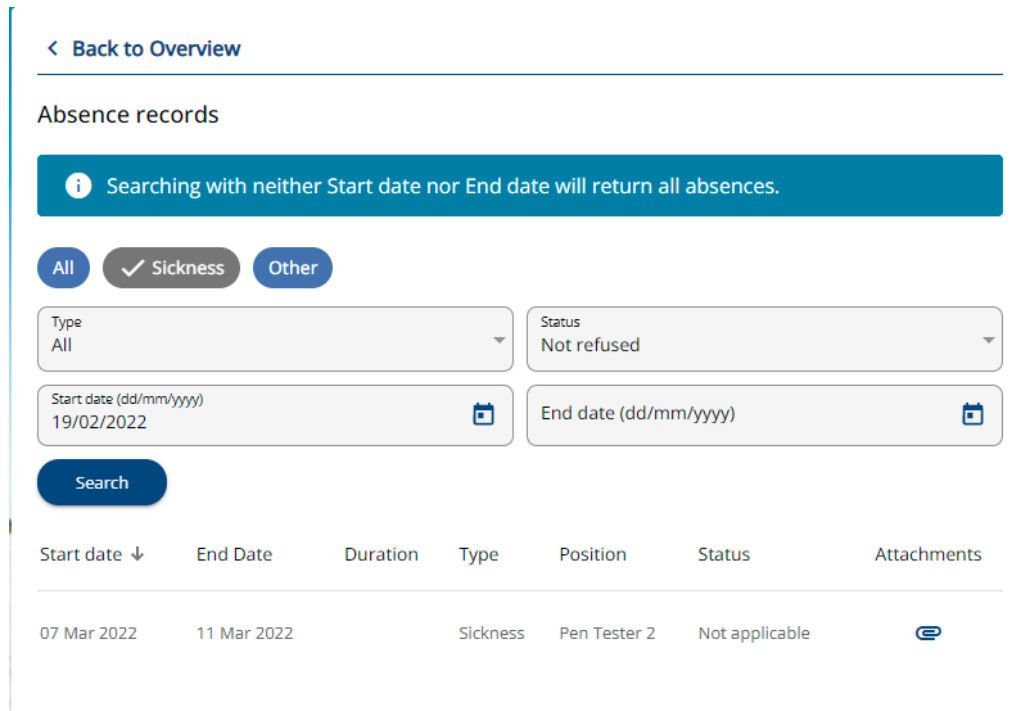
Check your sickness absence record

1. Log-in to iTrent Employee Self Service
2. Click on 'My time'



3. Select 'View all sickness'

The 'Absence records' screen will open.



A search facility is displayed or recent sickness absences are displayed at the bottom of the screen.

4. Click on an absence to view full information

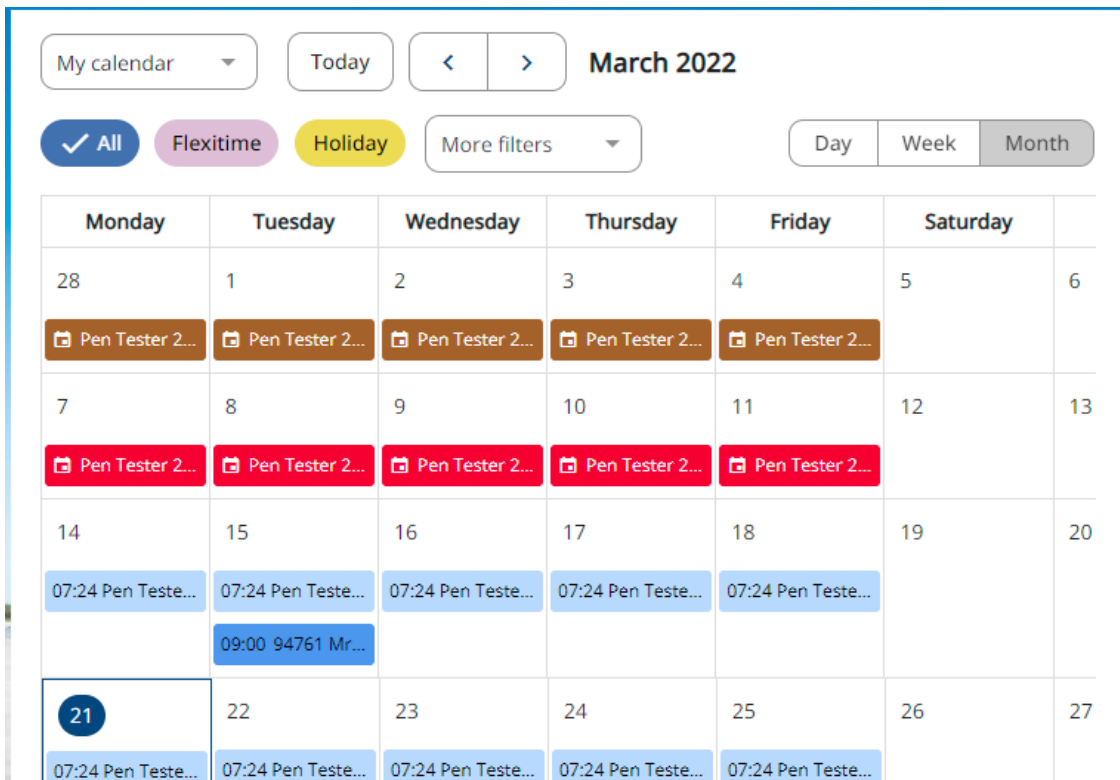
View the Calendar in 'My time'

1. Log-in to iTrent Employee Self Service
2. Click on 'My time'



3. Select the 'Calendar' tab.

The 'Calendar' screen will open.



4. Select to view by Day, Week or Month.
5. Hover over the colour coded details for further information.

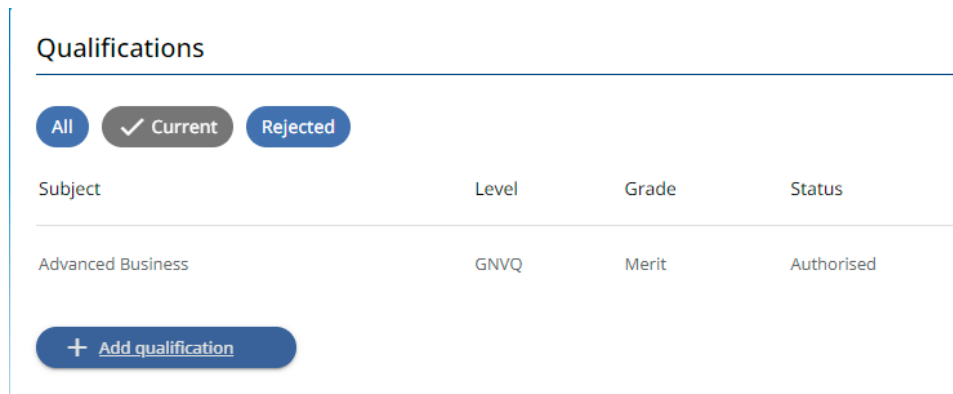
Check your contractual details

1. Log-in to iTrent Employee Self Service
2. Click on 'View Profile'
3. Click on 'Employment'
4. Click on your position title.
5. Scroll to view your contractual details, such as contractual hours and work pattern.

Job details	
Department	Position reference
Workflow Manager	B
Position name	Personal reference
Pen Tester 2	94761
Start date (dd/mm/yyyy)	Payroll reference
01/09/2011	
Contractual hours	
37.00	
Work pattern	
5 Day Week 37:00hrspw M/Tu/W/Th/F 7:24hrspd	

Enter Qualification details

1. Log-in to iTrent Employee Self Service
2. Click on 'View profile'
3. Select the 'Talent' tab
4. A list of current Qualifications is displayed in the qualifications section to add a new qualification click on 'Add qualification'



5. Select the subject, level and any other valid information.
6. Enter the date obtained
7. Click 'Save'

Enter Membership details

1. Log-in to iTrent Employee Self Service
2. Click on 'View profile'
3. Select the 'Talent' tab
4. A list of current Memberships is displayed in the qualifications section to add a new membership click on 'Add membership'

Membership details

*** Membership (required)**

Education Workforce Council (EWC) × ▾

Number

9908875

Level

Teacher × ▾

*** Start date (dd/mm/yyyy) (required)**

01/09/2022 📅

Expiry date (dd/mm/yyyy)

📅

Save **Cancel** **+ Add membership**

5. Select the membership from the dropdown and any other valid information.
NB: You can type the first few letters of the organisation and the dropdown list will filter to show matching details.
6. Enter the date membership started an expiry date if appropriate.
7. Click 'Save'

Enter 'Special requirements'

NB: Special requirements are used to inform training providers of any requests you may have for learning activities you book through employee self service.

1. Log-in to iTrent Employee Self Service
2. Click on 'View profile'



3. Select 'Special requirements' from the 'Confidential information' section in the Personal tab.
4. Please complete as much of the form as you choose.

Special requirements

Special request information

Mobility constraints

Mobility constraints details

5. Click on 'Save'.

Book a DCC Training Event

1. Log-in to iTrent Employee Self Service
2. Click on 'Learning'



3. The 'Courses' screen will open and upcoming courses will be listed underneath the search facility.
4. If you do not see the course you wish to book please enter a significant word from the course title in the 'Keywords' field and click search.

Courses

i Searching with neither Start date nor End date will return all courses.

All Events available

Keywords
safe

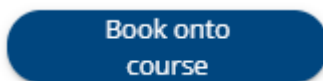
Start date (dd/mm/yyyy)
22/03/2022

End date (dd/mm/yyyy)

Search

Learning activity	Type	Duration	Events available
Managing Safely in Denbighshire	Mgt Development	2 Days	1 event 17 May 2022 - 18 May 2022 09:00 - 16:00

5. The courses that match the keyword/s will be displayed beneath the search.
6. Click on the course title
7. Select 'Book onto course'



8. Complete the reasons for the request by selecting from the dropdowns

Origin of request

Employee Request

Reason

Job Requirement

9. Click 'Save'

Add a Personal Learning Activity

1. Log-in to iTrent Employee Self Service
2. Click on 'Learning'





3. Select the 'My activities' tab.
4. In the 'Learning activities' section please click on 'Add personal learning'



5. Complete the appropriate details – please ensure you enter an end date.


* Event title (required)

* Start date (dd/mm/yyyy) (required)
 

End date (dd/mm/yyyy)
 

Duration

Learning hours

Renewal date (dd/mm/yyyy)
 

Completed

Score

Failed

NB: You can return to the activity to complete further details such as completion at a later date.

6. Click 'Save'

Cancel a DCC Training Event

1. Log-in to iTrent Employee Self Service
2. Click on 'Learning'



3. Select the 'My Activities' tab and your booked courses will be listed in the 'Learning Activities' section.

Learning activities [View my talent profile >](#)

Learning activities
Current

Event name	Status	Start date ↓	Failed / reason	Renewal	Cost
Introduction to MS Teams	Booked	25 Mar 2022	No		
Building Personal Resilience	Booked	15 Mar 2022	No		

NB: If you have a long list of learning activities then you can filter in the dropdown above.

4. Click on the course title for the course you wish to cancel.
5. Complete the reasons for the cancellation by selecting from the dropdown.

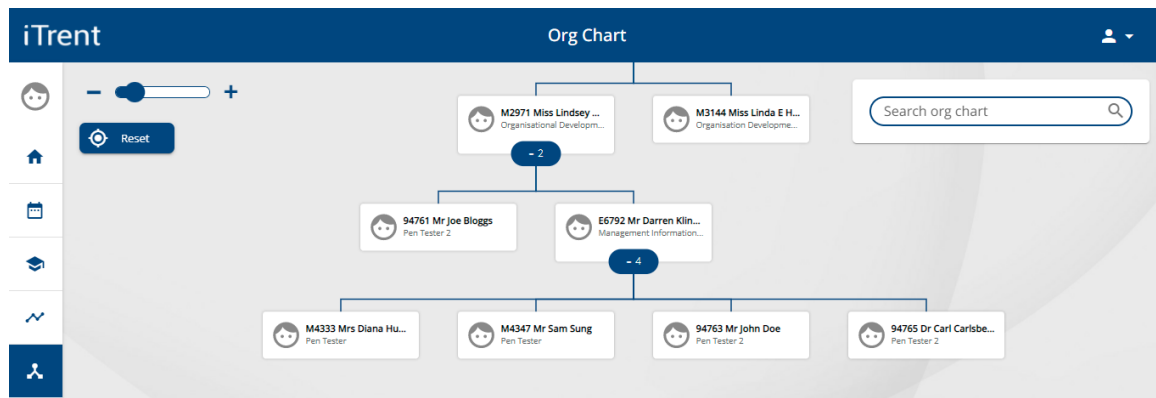
Event booking details

***Cancel reason (required)**

6. Click 'Save'

View the Organisation Chart

1. Log-in to iTrent Employee Self Service
2. Click on 'Org Chart'



3. Click on the number buttons to expand or collapse the details in each layer



4. To view areas of the chart not immediately in view:
 - a) Drag into view by left click and hold
 - b) Use the 'zoom' function by selecting the dot in the slider

