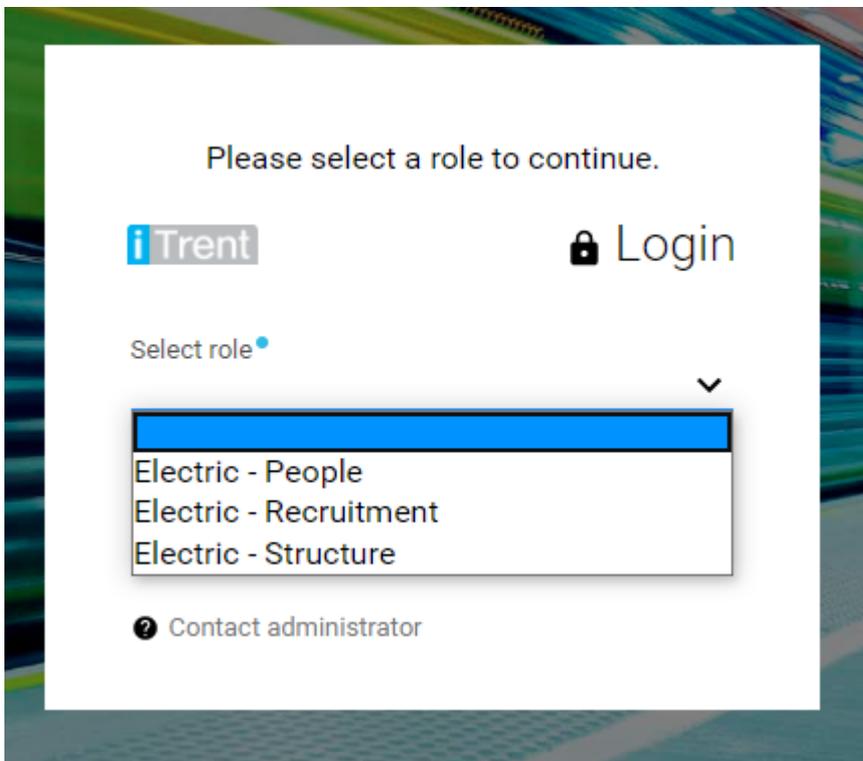


Log in to iTrent Electric

1. Go iTrent Electric (this could be a desktop icon or a link in the DCC website or intranet)
2. Enter your username and password. Please note this step is not necessary if you are a user with automatic sign in based on your network access.
3. You will then either go to your home page or if you have access to more than one area you will be prompted to select a 'Role'.



The roles are:

Electric – People

This role gives you access to the employees who report to you

Electric – Recruitment

This role gives you read only information about the vacancies for which you are a recruiting manager

Electric – Structure

This role gives you administration access to employees who do not directly report to you but to whom you have been assigned admin rights.

Once you are in the system you can then easily move between the roles by clicking on the personal menu in the top right corner (the face icon) and selecting a different role:

