



## How to...log into Your HR Employee Self Service

### Purpose:

This guide will show you how to log into **Your HR** Employee Self Service

### Logging in to Your HR:

- You can log into Your HR on any internet ready device, such as laptops, tablets and smart phones.

### WCC User - County Council Laptop or Desktop

- To log into Your HR you need to log onto your laptop/desktop PC as you would normally do so. Single sign on is initiated
- From the i.warwickshire homepage, click on the **YourHR logo** under the 'Your quick links' section:

The screenshot shows the i.warwickshire SharePoint homepage. At the top, there is a search bar and navigation links for 'i.warwickshire', 'Directorates', 'mi.warwickshire', 'Intranet sections', 'Popular links', 'More sites and tools...', and 'People Finder'. Below this is a banner for 'i.warwickshire' with links for 'Coronavirus latest and staff guidance', 'Working for Warwickshire', and 'Your HR Employee Self Service (ESS) is changing'. The main content area features a 'Keeping you well and working' banner with images of fresh produce, a 'Coronavirus latest and staff guidance' section, and a 'Microsoft 365 Learning Portal' section. On the right, the 'Your quick links' section contains a grid of icons for Outlook, Calendar, MS Teams, New People Finder, ICT and HR Service Desk, OneDrive, YourHR (circled in red), Yammer, and Book a room/Book a space.

- The following screen will be displayed, click on the one of the following options to launch Your HR. When you join WCC as a new starter, you will have received a Welcome to Employee Self-Service email confirming which option to use:
  - **Log in with Microsoft** if you are a Warwickshire County Council (WCC) employee who's using Microsoft
  - **Log on with WCC IDP** if you are a WCC employee who does not use Microsoft
  - **Note: Log on with Schools IDP** is only to be used by schools.

Warwickshire County Council

Email alerts | My account | Residents ▾ Business ▾ The council ▾ More sites ▾

eg, libraries, roadworks Search

## Login

Please login using one of the following ways to authenticate.

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### Warwickshire County Council

Login below if you are a WCC employee and have a WCC Microsoft account

Log in with Microsoft

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### Schools Access

Login below if you have a Schools IDP account and use this account to access either WES, WPD, Your HR, School Upload or Accident Reporting

Log on with Schools IDP

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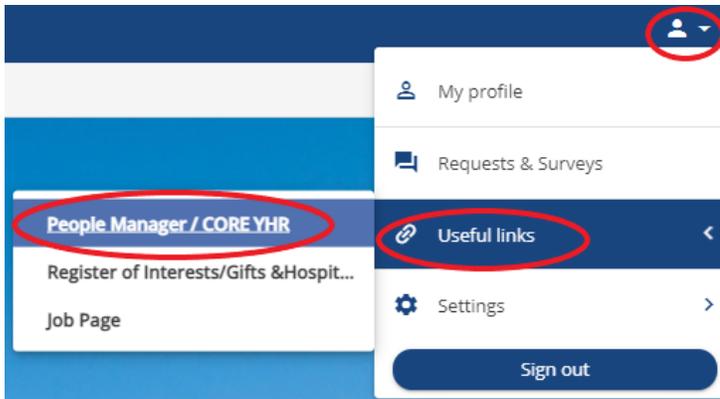
### Warwickshire Non-Schools Access

Login below if you have a WCC IDP account and use this account to access AtlasWeb

Log on with WCC IDP

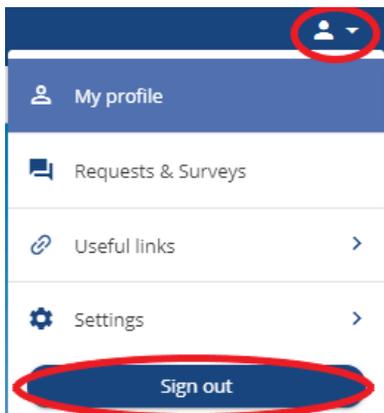
## How to Switch Roles

- When you access Your HR, your ESS dashboard will be displayed. If you have a dual role as both a **manager and employee** (or another role as an internal user of the system), and you need to switch to that role from ESS, click on the **Utility menu** in the top right of the screen **Useful links > People Manager / CORE YHR** as shown below. On the next screen, you will be prompted to select the role and this will open in a new browser



## How to Log Out of Your HR

It is important to log out of Your HR in the correct way for audit purposes so no one else can easily access the system as you and, not doing so may also cause you to experience issues with system at a later date. To do this, click on the Utility menu in the top right of the screen and then on **Sign out**:



*For further information or support please refer to [Your HR](#) on the Intranet or please a request through the [HR Service Desk](#).*

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