



University  
of Exeter



Logging in to iTrent Paid Time

## Logging in to iTrent

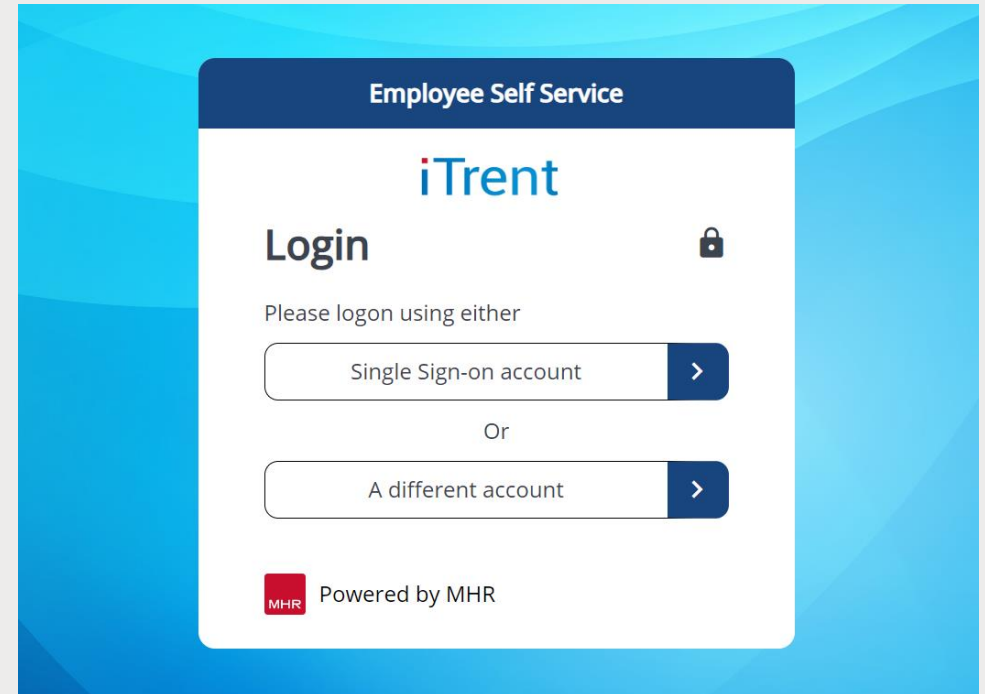
Self Service is a tool that allows all University of Exeter staff to view and, in some cases, update some of the information that the University's Human Resources database, iTrent, holds on you and your position.

Before logging into iTrent, you will need to make sure that your account is protected by using the Multi-factor authentication (MFA) which adds a level of protection to your University of Exeter IT account. Using a simple two-step identity verification, it will confirm that you are who you say you are.

Please click on the link below to access the user guide and set up instructions for MFA.

MFA - [Multi-factor Authentication | Exeter IT Services | University of Exeter](#)

[https://staff.exeter.ac.uk/hrpr\\_ess/](https://staff.exeter.ac.uk/hrpr_ess/)




Choose Single Sign-on account.

Login using your username and password provided to you, if you are unsure, please contact your line manager.


Employee Self Service


iTrent


**Login** 

\* Username (required)

\* Password (required)

Login 

 [Contact administrator](#)

 Powered by MHR

## Students logging in to iTrent

### Do you have an additional University of Exeter student IT account?

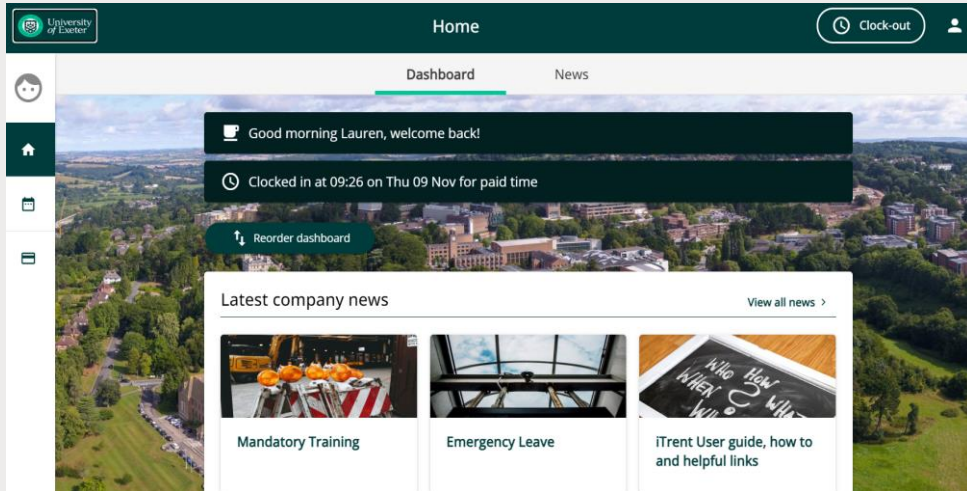
Please ensure you are using your Work / Associate IT account details to login to iTrent, and not your Student IT account details. If iTrent is not recognising your Work / Associate IT account login details, this may mean that you are logged into Single Sign On (SSO) under your student account. You will therefore need to logout of SSO via your Microsoft account (link <https://www.office.com/>), and then return to iTrent.

### Getting an 'invalid log in error?'

Some further investigation into your account may be required. Log a ticket on the Support Page of the Portal and we'll be happy to get the relative team to look into this for you further.

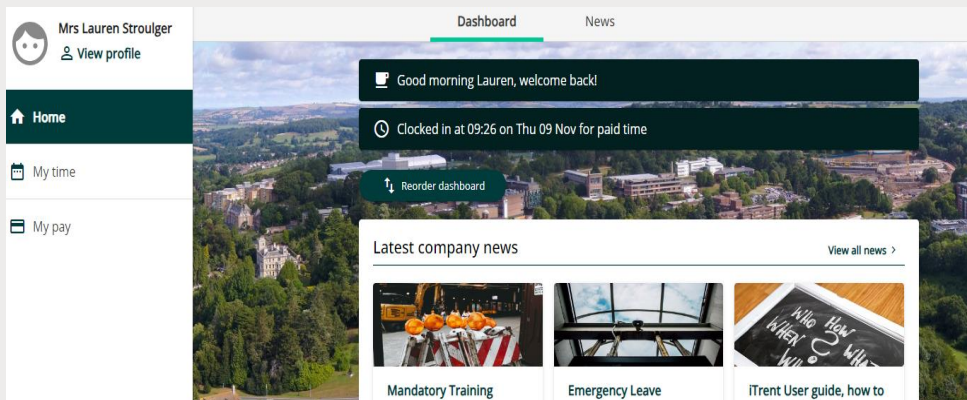
<https://psconnect.exeter.ac.uk/support/>

Once you have logged in, you will then be taken to their dashboard, here you can access different sections including news and useful information, absence details and access to viewing payslips.



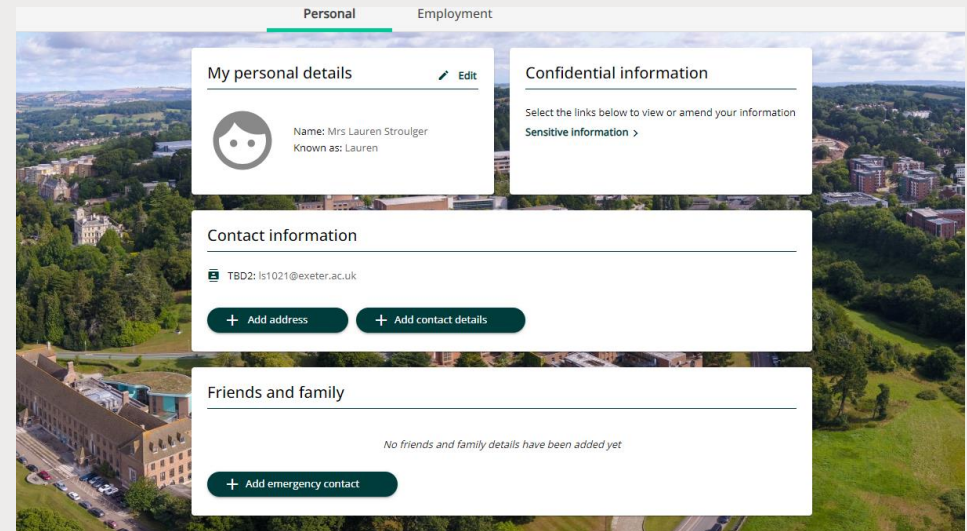
## Viewing your details

To view your details, click on the tab, in the left-hand corner.



It automatically opens on the 'Personal' tab where you will find contact details, emergency contacts and sensitive information.

Personal - Your personal details and contact information can be amended here, e.g., change address and update sensitive information which allows us to monitor Equality and Diversity information.



You can also click on the 'Employment' tab, and you will have access to your current employment, ability to update your academic teaching qualifications and previous employment.

Personal **Employment**

### My employment

Period of employment	Position	Department
28 Jul 2023 - present	TSBMAY22	TSB (FR)

### Additional employment information

HESA details: There are no current details [Add HESA details >](#)

### My correspondence

Template name	Correspondence status All
Start date (dd/mm/yyyy) 22/11/2022	End date (dd/mm/yyyy) 21/11/2023

Employment - This will show your current position plus qualification details held within HESA details. If any details of your current position are incorrect you should ask your Reporting Manager to advise Human Resources by emailing [humanresources@exeter.ac.uk](mailto:humanresources@exeter.ac.uk)

**IMPORTANT SECURITY ADVICE** As this Self-Service system includes some very sensitive information about you it is important that you use it responsibly to ensure that the security of your personal information is maintained. You should therefore always log out of Self Service once you have finished using it and should never let anyone know your university username & password. To log out of Self Service always click on 'Sign out' which can be found in the Utility menu in the top right-hand corner. Alternatively, please ensure you close the browser or tab as this will log you out automatically.