

# Accessing ESS Lite & the Learning Zone

I **have** already registered to access SAP services

Log in with your personnel number, password and memorable word

I **have not** previously registered for SAP services

You need to **Register** and provide your name, DOB, personnel number and NI number. Set up required first time only.

I have **forgotten** my login details

Select the **Reset Account button** to enter and confirm new password and new memorable word.



# Accessing ESS Lite & the Learning Zone - In School or on a managed laptop?

- Access the IBC portal via your HantsConnect page, then click on the Learning Zone tile

## HantsConnect

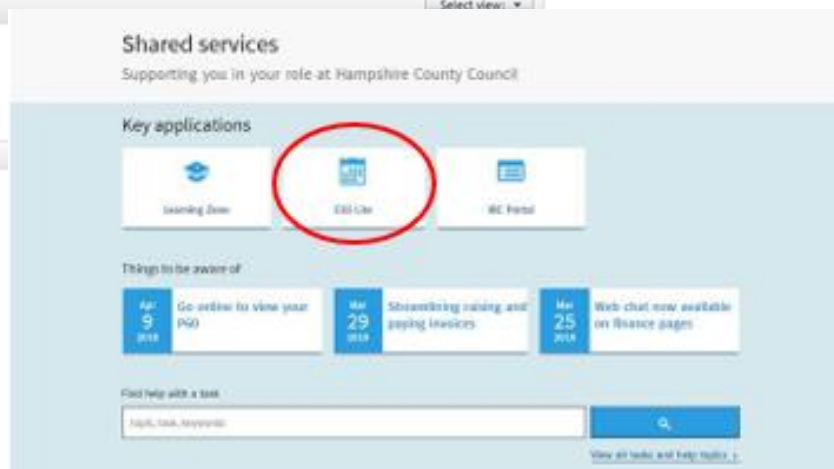
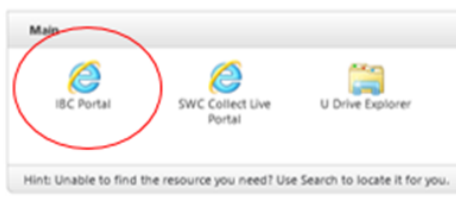
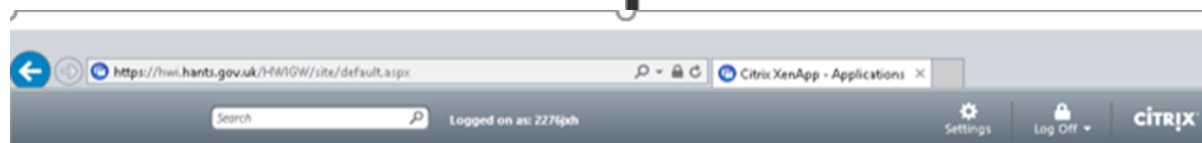
User name: 2276jsh

Password: .....

Log On

[Account locked or forgotten your password?](#)

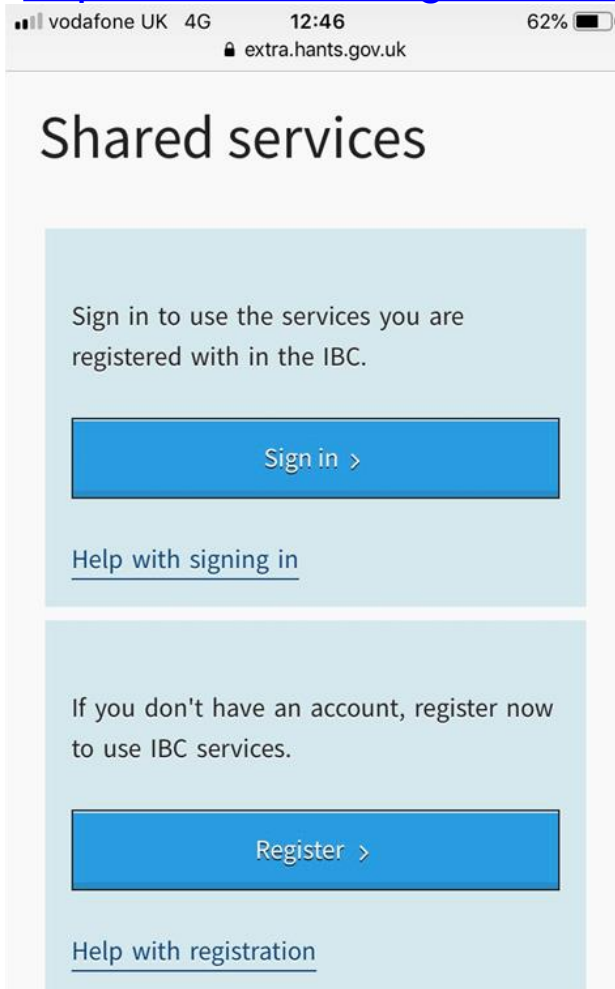
**Please remember:** This system is for authorised users only. Its use is subject to the Data Protection & Computer Misuse Act and acceptance of the corporate acceptable use policy.



# Accessing ESS Lite & the Learning Zone – Accessing from outside school

Access via the Hampshire County Council shared services page

<https://extra.hants.gov.uk/shareservices>.



Shared services

Sign in to use the services you are registered with in the IBC.

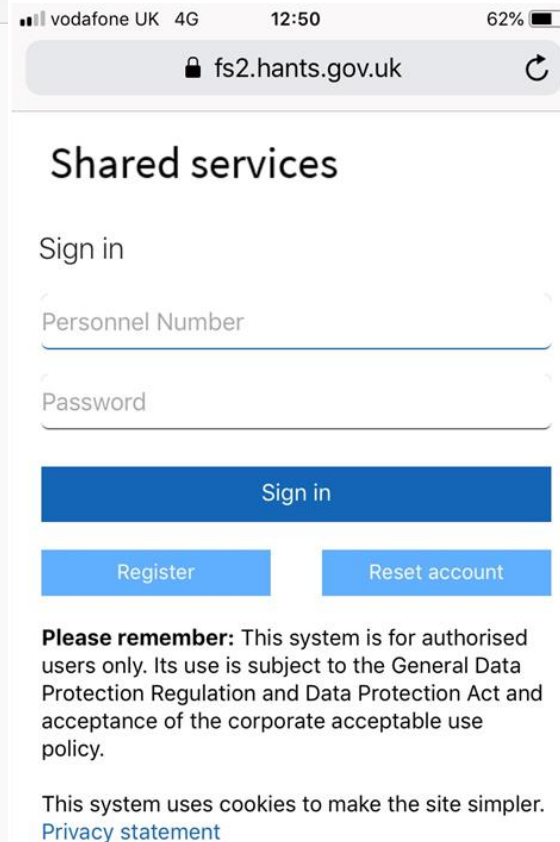
[Sign in >](#)

[Help with signing in](#)

If you don't have an account, register now to use IBC services.

[Register >](#)

[Help with registration](#)



Shared services

Sign in

Personnel Number

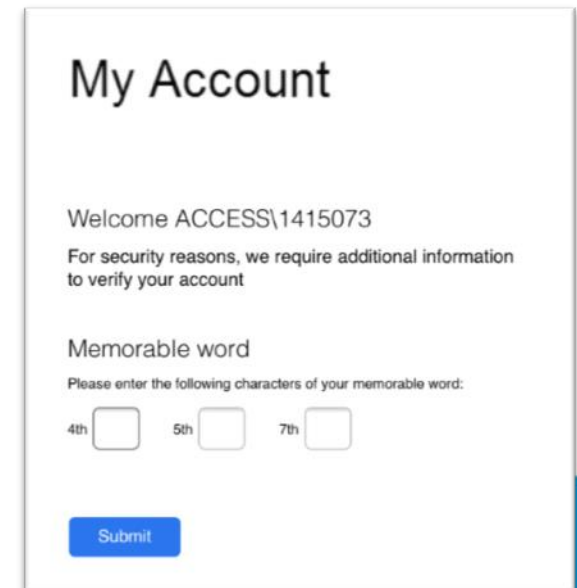
Password

[Sign in](#)

[Register](#) [Reset account](#)

**Please remember:** This system is for authorised users only. Its use is subject to the General Data Protection Regulation and Data Protection Act and acceptance of the corporate acceptable use policy.

This system uses cookies to make the site simpler.  
[Privacy statement](#)



My Account

Welcome ACCESS\1415073

For security reasons, we require additional information to verify your account

Memorable word

Please enter the following characters of your memorable word:

4th  5th  7th








[Submit](#)

# Check/update your correspondence email address

- Go to the staff shared services page - <https://extra.hants.gov.uk/employee/>
- Click the ESS Lite tile & select “My Information”
- Ensure that **both** the Personal Email and Correspondence Email boxes are completed
- No email address in the Correspondence Email = no booking confirmations, joining information or course notifications




# Update your Employee Information

    My Information   

Employee information | Addresses | Vehicle details | Bank details | Training and qualifications

### Personal data

 Edit personal details

Title:	<input type="text" value="Mr"/>	Personnel Nu... :	<input type="text" value=""/>	Nationality:	<input type="text" value=""/>
Forename:	<input type="text" value="Eric"/>	National Insura... :	<input type="text" value=""/>	Religion:	<input type="text" value=""/>
Surname:	<input type="text" value="Halton"/>	Date of Birth:	<input type="text" value=""/>	Ethnicity:	<input type="text" value=""/>
Known As:	<input type="text" value="Eric"/>	Personal Email... :	<input type="text" value="EDIAHTEH@HANTS.GOV.UK"/>		
Gender:	<input type="text" value="Male"/>	Corresponden... :	<input type="text" value="EDIAHTEH@HANTS.GOV.UK"/>		
Gender Identity:	<input type="text" value=""/>	Disability:	<input type="text" value=""/>		
Sexual Orientat... :	<input type="text" value=""/>	Type of Disability:	<input type="text" value=""/>		
		Disability Date:	<input type="text" value=""/>		
		Date Learned:	<input type="text" value=""/>		

This is the one that matters to the Learning Zone



# Where to find our help guides

HIAS Moodle



<https://hias-moodle.mylearningapp.com/>

To reach our HIAS Moodle Home page

Learning Zone information and guides are accessed from [this link](#)

Choose any subject home page e.g. English

