askHR
Logging in to the askHR self-service portal

1. Logging in

1.1 Click on the askHR link in the left hand menu on the [Arcadia homepage](#) or enter [http://askhr.it](#) into your browser.

1.2 The initial page you will be presented with will guide you through the login requirements. Click the login link at the top right of the page.

Welcome to the askHR self-service portal.

Please log in using the 'click to login' button at the top right of your screen.

If you have any problems with using the portal, please contact the askHR Support Desk on (01224) 664040.

You need to enter your username (then windows password) in one of the following formats.

If you use an admin\corporate pc its ABSHIRE you need.   (E.g. abshire\jbloggs)

Please Note: Your username uses a backslash (\ ) which is found to the left of the 'Z' on your keyboard

But, if you use CC4 (in Academies) it's as below:

abshire\username	ellonac\username	mearnsac\username	portlethencsn\username
aboyneac\username	fraserburghac\username	meldrumcsn\username	stonehavencsn\username
alfordac\username	gordonac\username	mintlawac\username	turriffac\username
banchoryac\username	inveruriecsn\username	peterhead\username	westhillac\username
banffac\username	kemnayac\username		

1.3 Input your user name and password. This is your windows username and should be entered in the abshire\username format or the appropriate format for Acadamies as indicated above.

Please note: Your username and password for askHR is the same as your sign in for askFRED

Cherwell Service Management

WELCOME : Please remember to type your username in the abshire\username format or the equivalent one for your site. Primary school teachers need to self register as per the previous screen. There are instructions on the previous page as well as in the "Self Help Articles" folder on the home screen to help you use this new service.

Sign-in

If you have a Cherwell account, sign-in here

User Name
Enter your user name

Password
Enter your password

Use Windows Login

Sign-in   Cancel

1.3 Once logged in you will be presented with the askHR self-service portal homepage. Select what action you wish to carry out by clicking on it.

2. Need Further Information?

If you need more information, please contact the askHR Employee Support Desk on 01224 664040, or email askHR@aberdeenshire.gov.uk