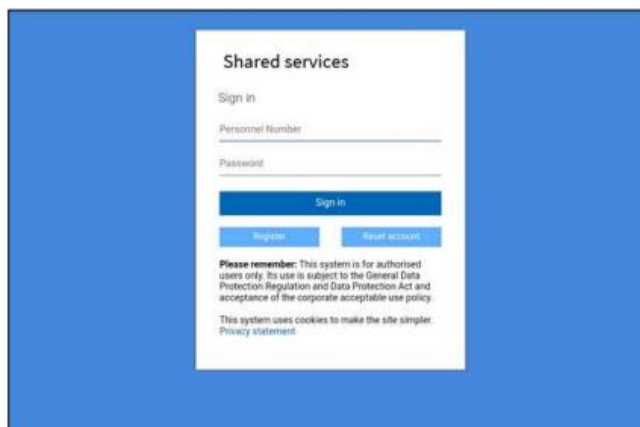


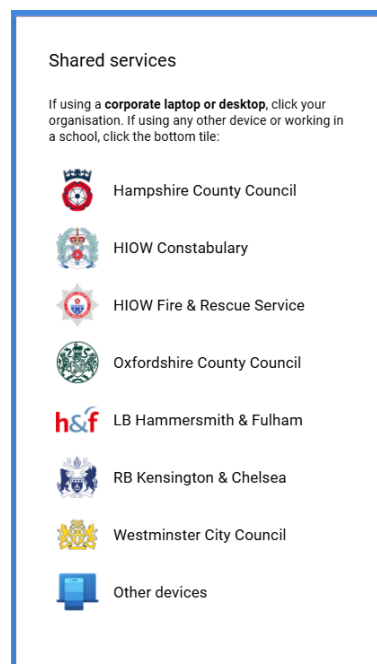
The new journey to reach IBC self-service

1. You access IBC self-service in the same way as before



The screenshot shows a login interface titled 'Shared services' on a blue background. It includes a 'Sign in' section with fields for 'Personnel Number' and 'Password', and a 'Sign in' button. Below this are 'Register' and 'Reset account' buttons. A 'Please remember' note states: '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.' At the bottom, it says 'This system uses cookies to make the site simpler. Privacy statement.'

2. All school users must choose '**Other devices**' option, at the bottom of the list



The screenshot shows a list of 'Shared services' with a blue border. The title 'Shared services' is at the top. Below it is a note: 'If using a **corporate laptop or desktop**, click your organisation. If using any other device or working in a school, click the bottom tile:'. The list includes logos and names for Hampshire County Council, HIOW Constabulary, HIOW Fire & Rescue Service, Oxfordshire County Council, LB Hammersmith & Fulham (h&f), RB Kensington & Chelsea, Westminster City Council, and 'Other devices' (represented by a laptop icon).

3. Once you've done this you won't need to select '**Other devices**' again for 24 hours. After this period, you will be asked to select it again when you log in

Please note: when you're using the IBC portal you must use Edge web browser not Chrome.

What happens if I select the wrong option?

You'll receive an error message to let you know that the system can't find your username.

Simply **close your tab** displaying this message and start again and you can now select the right option: '**Other devices**'

If you have any questions contact the [School Improvement](#) team in Oxfordshire