

Accent Portal – My Account






1. GETTING STARTED

Once you have received your credentials for the Accent system you are able to log in and access the Portal. This Portal has links to all sections of the Accent system to which you have been granted access, this varies from person to person but certain functions are global provided you have an active account.

The system is accessed by the following URL: <https://accent.hicom.co.uk/Portal/Live/Web/>

2. ACCENT PORTAL

Once you have logged into the system you will be taken to the Accent Portal, this area provides you links to your account in the top right corner. The available options are as follows and appear in the header section of every page in the system:

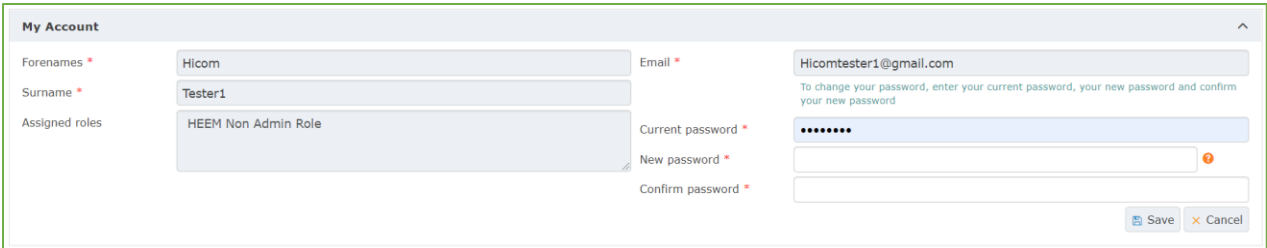
-  My Account
-  My Notifications
-  Log Out

2.1 MY ACCOUNT

In this section you are able to set a new password, set an out of office (if you are a leave approver), and see your security permissions in the system. Your security permissions can be useful if you have problems accessing parts of the system that you are expecting to have access to.

You are also able to change your email address in this section.

Note: Postgraduate doctor in training working for HEE have linked accounts with the HEE Trainee Information System (TIS) and are not able to update their email address.



The screenshot shows the 'My Account' page with the following details:

- Forenames: Hicom
- Surname: Tester1
- Assigned roles: HEEM Non Admin Role
- Email: Hicomtester1@gmail.com
- Current password: [Redacted]
- New password: [Redacted]
- Confirm password: [Redacted]

Buttons: Save, Cancel

2.1.1 PASSWORD COMPLEXITY

The Accent system requires a strong password, and so must contain 8 characters with at least one of each of the following in any combination:

- An upper case letter
- A lower case letter
- A numeric digit e.g. 0-9
- A special character e.g. !, #, &, %



2.1.2 OUT OF OFFICE

If you are a leave approver you are able to set a period for which you will be out of the office and your leave approval applications will be redirected to another approver. There is a specific guide on this function but in essence you must select a date range and a covering approver.

Out of office

Covering approver [Dropdown menu]

Covering approver notified No

Status [Dropdown menu: Active]

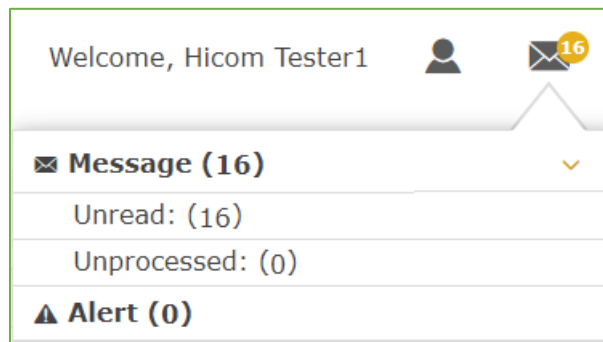
Date from [Date picker]

Date to [Date picker]

[Save] [Cancel]

2.2 MY NOTIFICATIONS

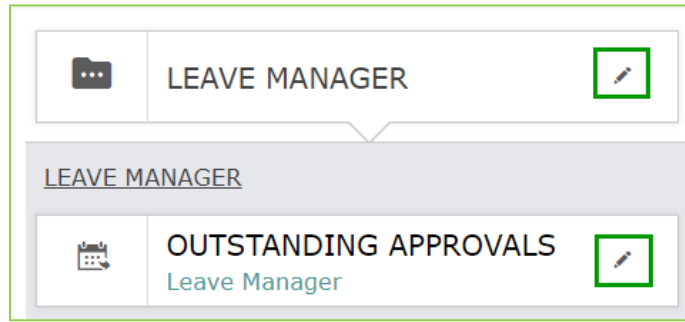
The My Notifications section allows you to access messages and alerts which have been sent to you. In general these will be related to leave applications and you will have also received an email notification advising you of the information. Alerts are general notifications which can be set by system administrators and you can expect far fewer of these. Often these alerts will be displayed in a pop up when you first log into the system.



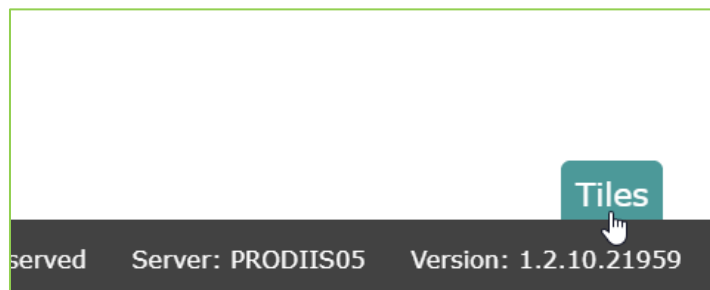
Most messages in Accent will include a link to the record or application to which it refers allowing easy navigation around the system.

2.3 DASHBOARD TILES

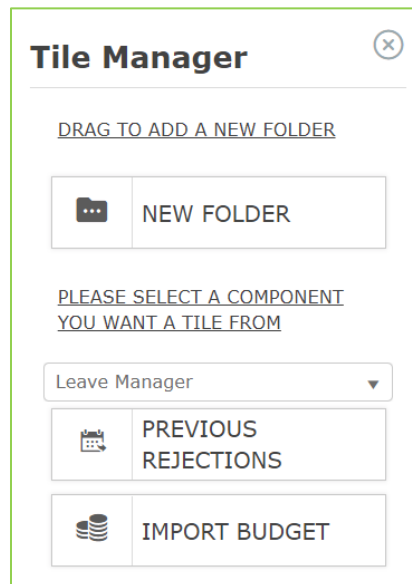
When you initially log into the system you will be presented with a number of pre-set dashboard folders and tiles, these can be adjusted by using the in line pencil icon.



Tiles can be removed or added. To add a tile use the Tiles button in the bottom right hand corner of the screen to launch the Tile Manager menu.



Select the component e.g. leave manager that you wish to add a tile for, and drag the desired tile into the position you'd like it in the Portal dashboard.



2.4 LOG OUT

This function will allow you to log out of the system at any time regardless of which page you are on what you are doing in the system, please be aware that if you log out of the system halfway through a particular action e.g. applying for leave, you may lose the data you have input.



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