



Finance and Corporate Resources  
Personnel Services

## Logging in and changing your password

On this screen choose the People Connect button (highlighted in red).

A screenshot of a web browser displaying the 'People Connect' page for South Lanarkshire Council. The page has a dark blue header with the council's logo and navigation links. Below the header, there's a main content area with the title 'People Connect' and a list of services. A red rectangular box highlights the 'People Connect' button, and a yellow arrow points to it. To the right, there's a 'Related content' section with links for logging in, changing passwords, and other services. The footer includes accessibility and language options, and social media icons.

South Lanarkshire Council logo

Council services A to Z Contacting us

Sign in Register

Sign in Register Enter your search term

Home > Employee information > People Connect

### People Connect

People Connect is the council's online personnel tool.

Once you have logged on you can:

- look at your payslip
- change your personal details
- apply for leave
- book a place on a training course
- submit expenses

**People Connect**

By using People Connect you are helping the council meet our sustainability targets by reducing printing and paper transactions.

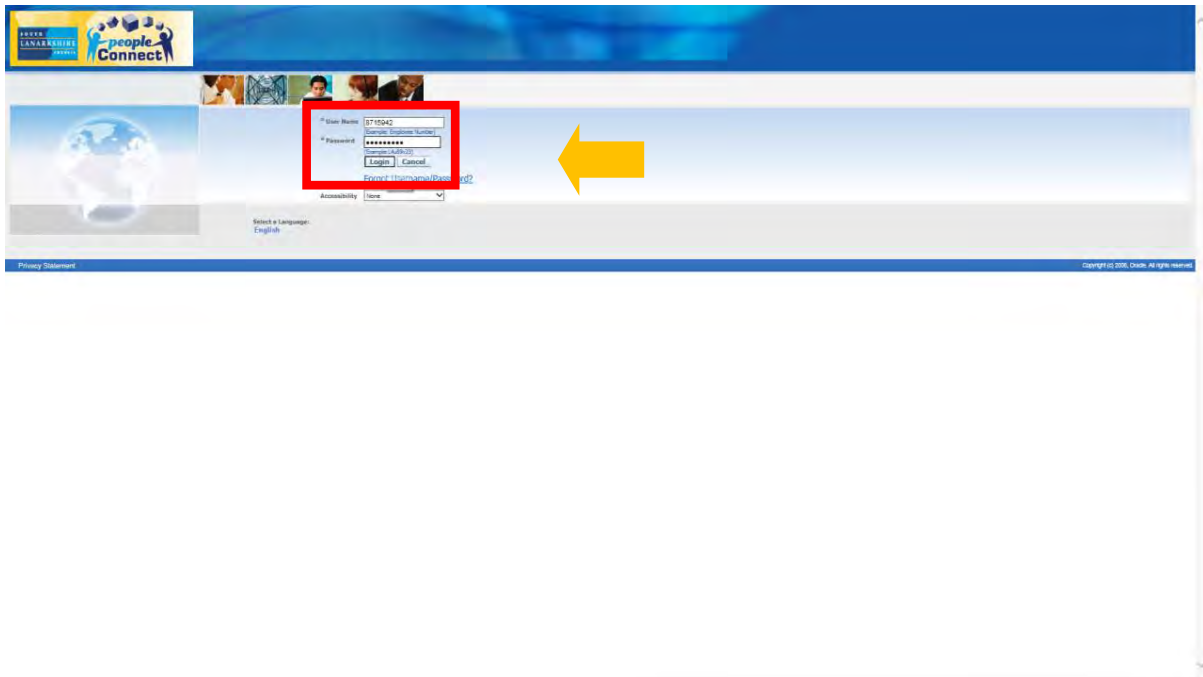
Did you find...

Accessibility Cookies Other Languages

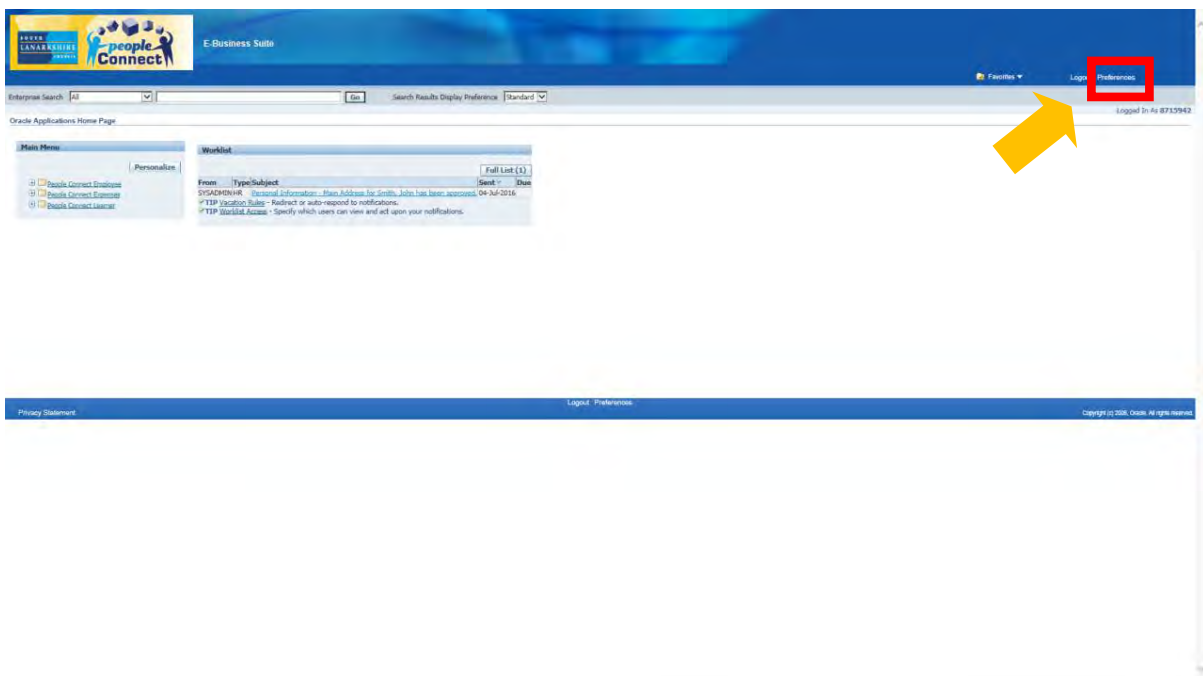
Related content

- People Connect
- Logging in for the first time
- Changing your password
- Your payslip
- Your information
- Your P40
- Updating your bank details
- Your learning
- Errors, notifications and alerts

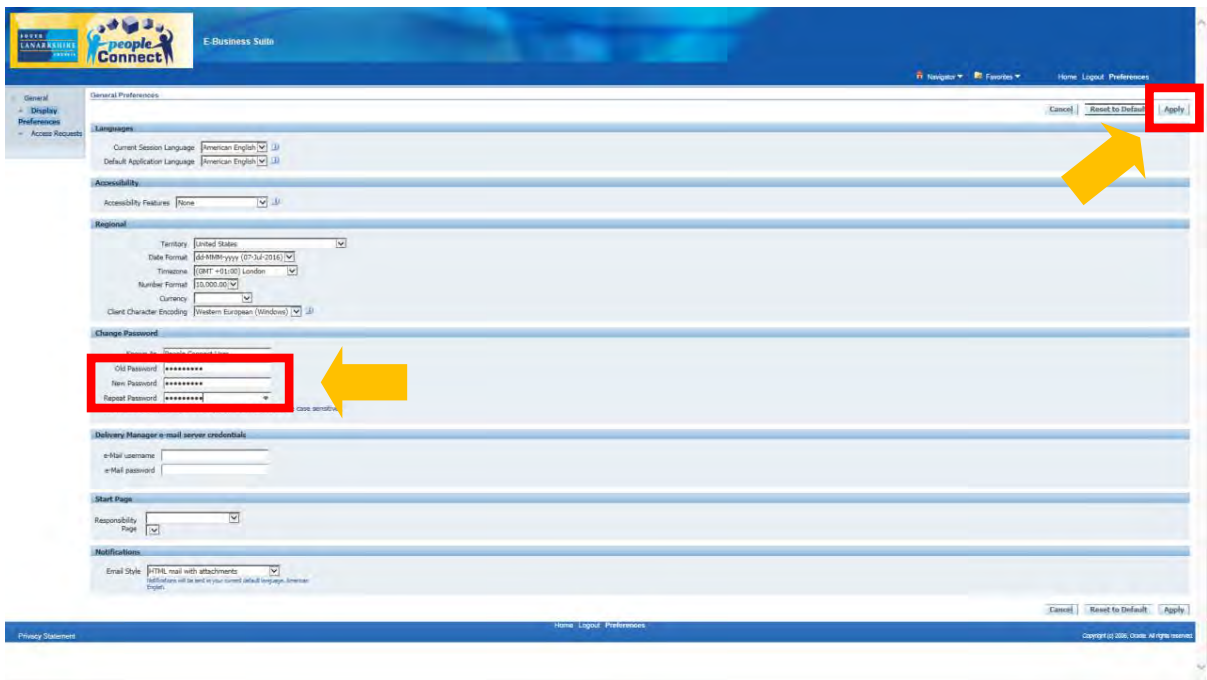
Put your user name and password in the boxes. Your user name is your 7 digit employee reference number. Then choose Login.



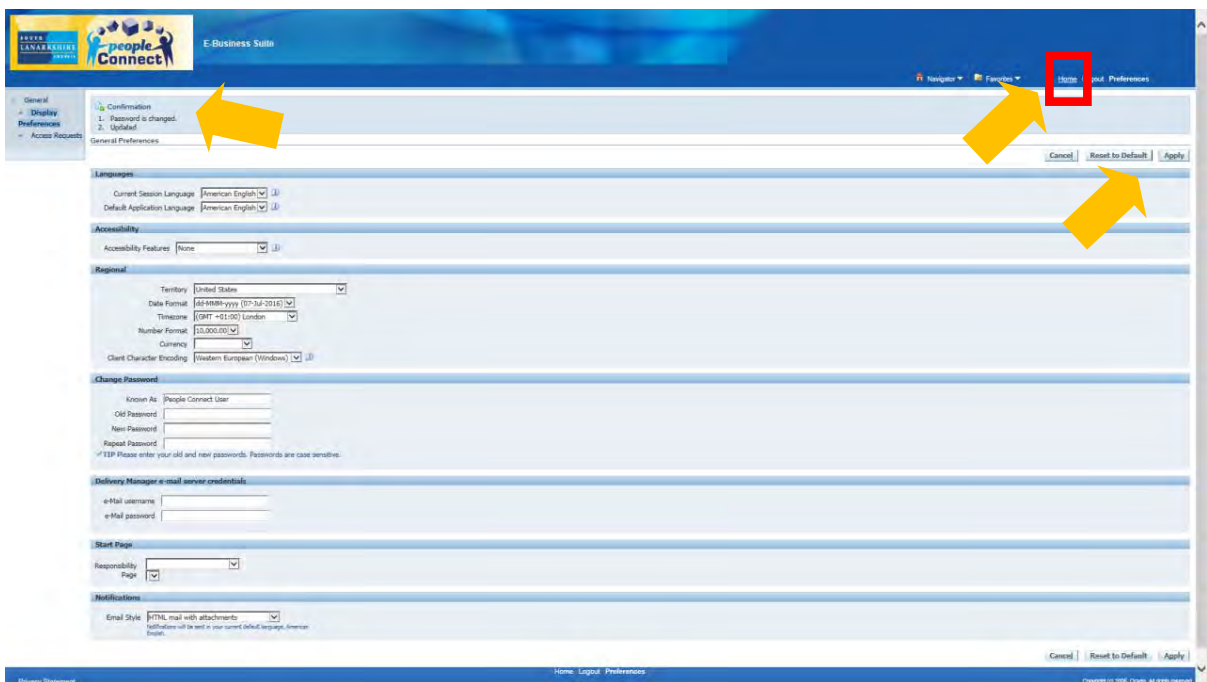
To change your password, first choose Preferences.



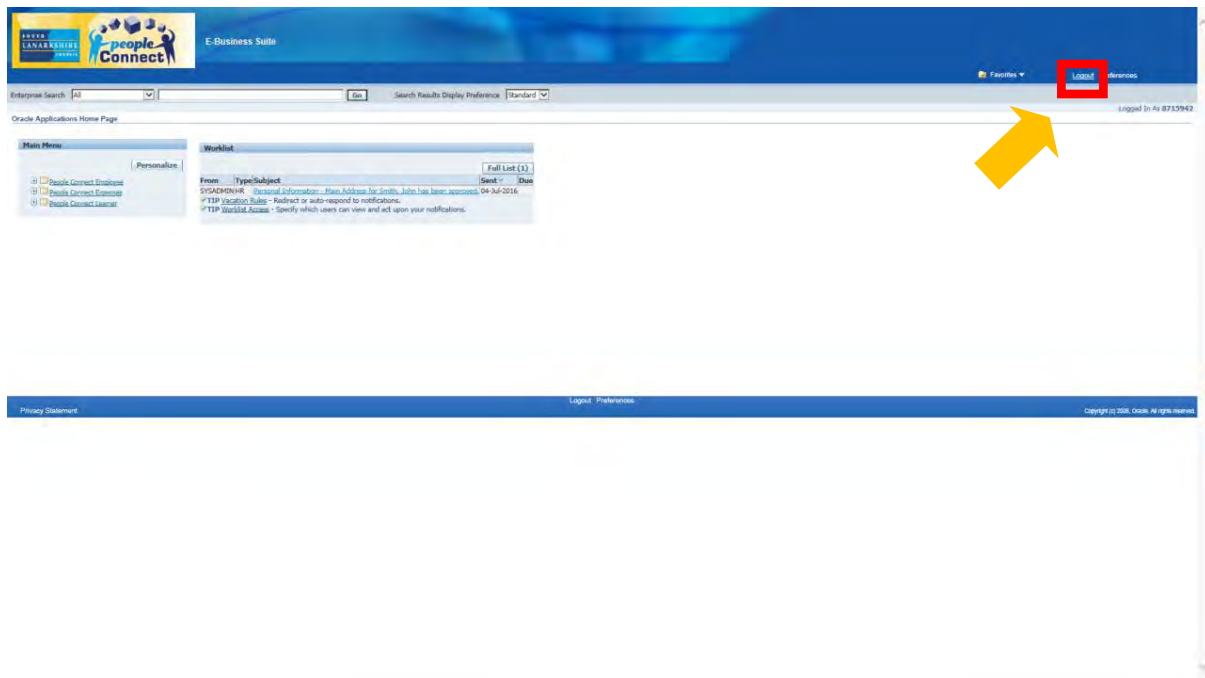
On this screen, type your password in the box. Your new password should be at least eight characters long and should contain at least one number. It should not be your user name or contain any repeating characters. Here's an example: Almada14. Now choose apply.



You can see here, that your password change has been confirmed. To get back to the main Menu, choose Home.



You can now either continue using People Connect, or, choose Logout to exit the system.



If you any problems, phone the IT Help Centre on 01698 455656 during office hours. Please have the following details to hand when you phone:

- your employee number
- your Resource, service and section
- the exact text of the error message you received

If you need this information in another language or format, please contact us to discuss how we can best meet your needs.

Phone 0303 123 1015 or email [equalities@southlanarkshire.gov.uk](mailto:equalities@southlanarkshire.gov.uk)