

# How to use...

# Remote Working Portal

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## What is it?

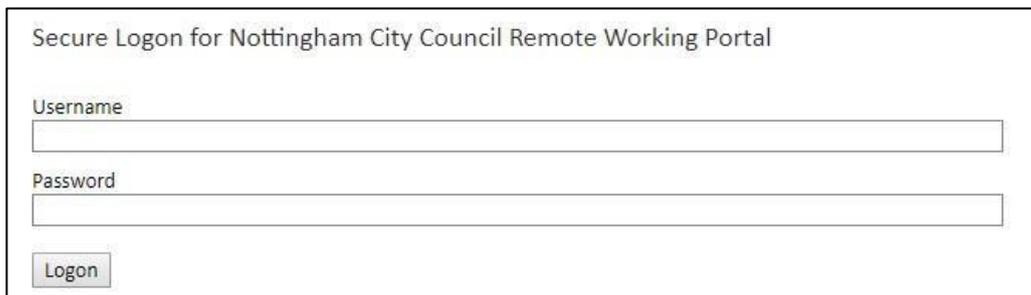
The Remote Working Portal allows you to access Nottingham City Council resources via any internet connected Smart Phone, Tablet or Computer. You can access a number of resources such as RDS (subject to access being granted), Condeco, the Intranet, Oracle, Outlook and Delegated Decisions.

## What do I need to use it?

You will need to be registered for MFA verification code service which ensures multi factor authentication, there is a separate guide for how to enrol for this system and you must know your Nottingham City Council username and password (the same as you use to logon to a Computer). To access RDS via the Remote Working Portal you must already be able to use it in the Office.

## How do I log into the Remote Working Portal?

1. Using an Internet Browser (Edge, Google Chrome etc) go to <https://portal.nottinghamcity.gov.uk>
2. Log on using your Nottingham City Council username and password. (Note: Your username is not your work email address)



Secure Logon for Nottingham City Council Remote Working Portal

Username

Password

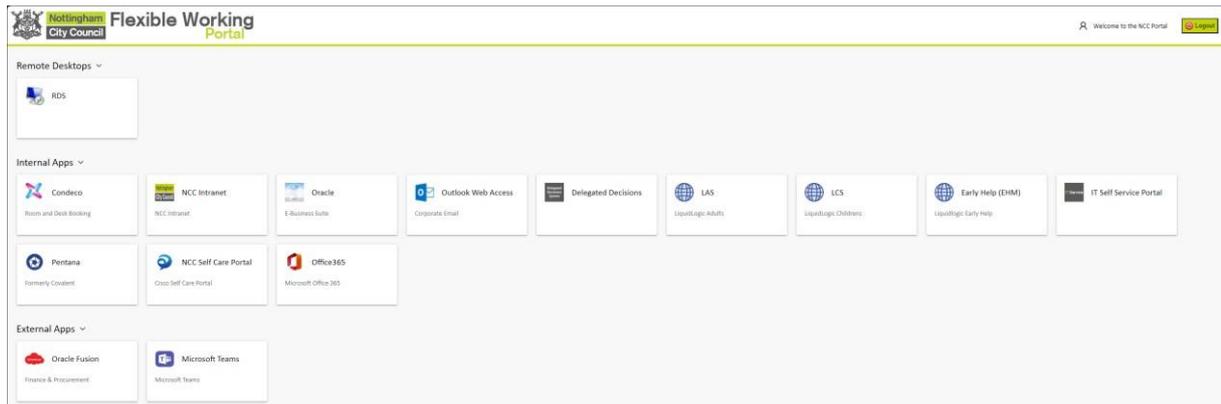
3. After selecting Logon you will be sent a verification code to your mobile phone or email (depending on what you have set up)

To complete your verification, enter the one-time passcode you receive via text message.

Logon

**Colleagues that have set up to use the mobile authenticator app will need to open the app, and select Nottingham City Council and enter the code that is displayed**

4. You will then be logged into the portal and a screen similar to below will be displayed



**Only colleagues with access to RDS will see the RDS option**

5. From this screen you can select the Resource you wish to access, for example you can access the Intranet, as seen below
6. Via the Remote Working Portal Intranet you can access all normal Intranet resources, including Oracle, Condeco and IT Self Service Portal