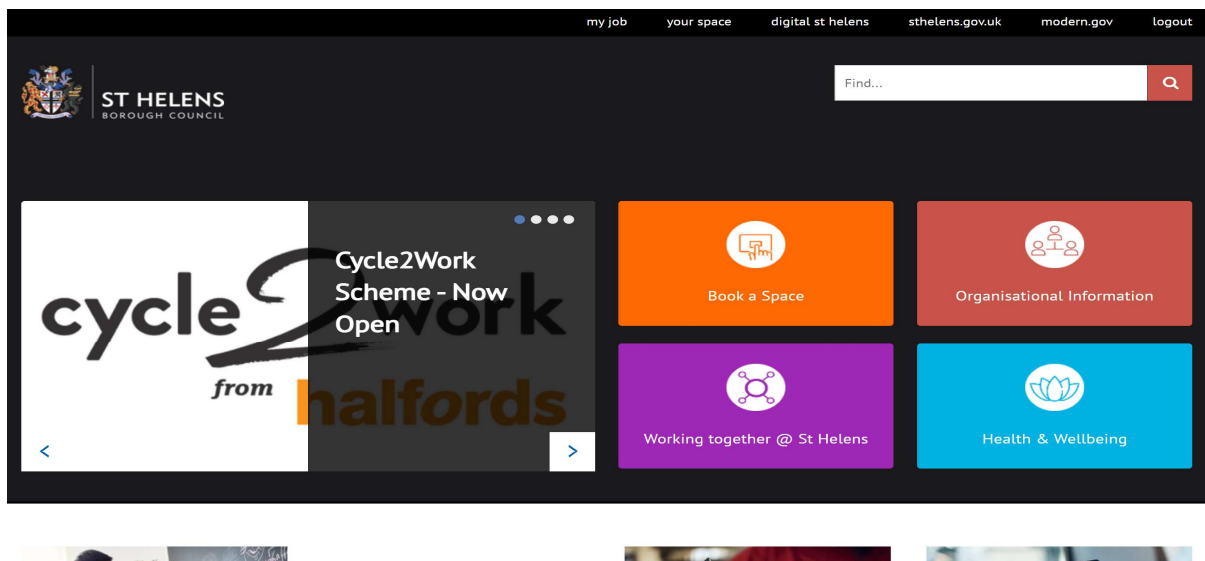## Access to The Cog

What is The Cog?

The Cog is our employee intranet portal where all Council & Staff news, updates and information is held.

On The Cog, you can access policies & procedures, information & guidance and book agile hub spaces.

Please follow these steps to access The Cog

Copy this link into your browser: https://thecog.sthelens.gov.uk/article/2333/

Click 'create new account'.

Enter your personal email address.

Create a new account

Registration

Your email

Register >

Click Register.

For security, you will be sent a pin number to your email address to confirm. You will receive an email from websiteicm, website@digital.sthelens.gov.uk

You will need to enter this pin number to continue.

Create a new account

For your security, we need you to confirm your email address. We have sent you an email containing a PIN, please type it in below to continue.

Enter PIN

Next >

Once entered, click next.

You will be asked to enter the name you would like to use on the site, please enter.

Create a new account

Almost done

Add some details to your account. You can change these later.

What name would you like to use on this site?

Next >

Now you can set up your password.

Create a new account

Great, your account has been created.

The easiest way to modify your account, personal details, or the data we hold about you, is via your My Account page. Set a password below so you can sign in.

If you don't want to do this now you can request a password reset at any time in the future using your registered email address.

Set a password

Passwords must contain at least 10 characters, at least 1 special character, at least 1 numeric character, at least 1 upper case letter, at least 1 lower case letter and no more than two of the same characters in a row.

Enter a new password

Strength

Confirm new password

Set Password >

Create a new account

Password set

Your password has been set successfully. Log in to personalise your account and access the rest of this site.

Login