Unit4 Login Instructions
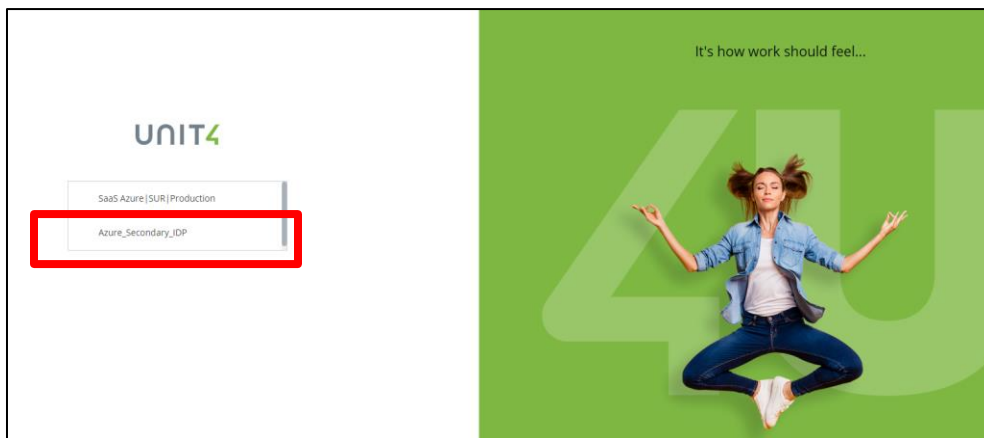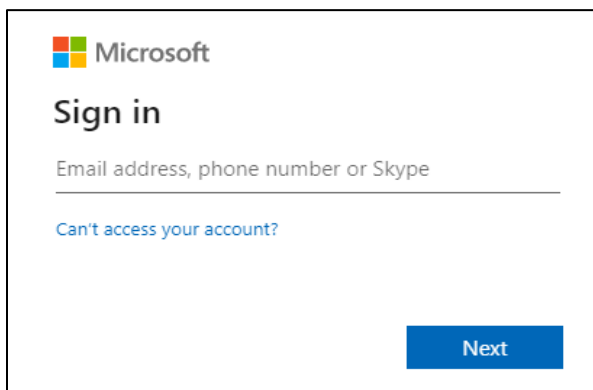
To log into the system, click on the link below.

Login to Unit 4

You will land on the Unit4 page and choose **Azure_Secondary_ IDP**

Sign in with your chosen **e-mail address**, and then press the blue **Next** button. Enter the **Password** you set for your Microsoft account and press the blue **Sign In** button.

A text code will be sent to your mobile phone from Microsoft to **Verify your identity.**
Enter the code to sign in and then press the blue **Verify** button.

Your chosen e-mail
Verify your identity

Text +XX XXXXXXXX52

More information

Are your verification methods current? Check at
https://aka.ms/mfasetup

Cancel

Your chosen e-mail
Enter code

We've texted your phone +XX XXXXXXXX52.
Please enter the code to sign in.

Code

More information

Cancel   Verify

Read through the Surrey County Council Terms of Use. Click the Accept button to confirm you are happy with them.

Microsoft

Surrey County Council Terms of Use

In order to access Surrey County Council resource(s), you must read the Terms of Use.

Surrey County Council Terms of Use   >

Please click Accept to confirm that you have read and understood the terms of use.

Decline   Accept

You will then be taken to your Main screen.

This screen may be different depending on your access.

Homescreen menu

Your employment	Your employment	Your employment
Your employment	Manager Dashboard	Personnel information
Forms	Schools Employee Dashboard	Absences
Time and expenses		Payslip
Personnel		Activate your substitutes
Common		
Reports		

Homescreen menu

Your employment	Your employment	Your employment
Your employment	Schools Employee Dashboard	Personnel information
Common		Absences
		Payslip