

## Who We Are

### About Us

The Councillor Portal was developed by Hartlepool Borough Council's Digital Services team, in partnership with Granicus.

### Contact Us

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## Councillor Portal

*Logging in and  
creating shortcuts*

## Getting started

This guide will show you how to access the Councillor Portal and create shortcuts to it on your device.

You can access the Councillor Portal by following this URL:

[www.hartlepool.gov.uk/councillor-portal](http://www.hartlepool.gov.uk/councillor-portal)



- 1 Right-click on the desktop and select **New > Shortcut**
- 2 Enter the portal's URL, then click **Next**  
Type the location of the item:  
[www.hartlepool.gov.uk/councillor-portal](http://www.hartlepool.gov.uk/councillor-portal)
- 3 Enter the name of the portal, then click **Finish**  
Type a name for this shortcut:  
Councillor Portal
- 4 An icon will now appear on your desktop



- 1 Open the website or web page you want to pin to your home screen:  
[www.hartlepool.gov.uk/councillor-portal](http://www.hartlepool.gov.uk/councillor-portal)
- 2 Tap the menu icon (3 lines or dots in either upper right-hand, or lower right-hand corner)
- 3 Tap **Add page to**  
  
And then **Home screen**
- 4 Enter a name for the shortcut and tap **Add**.
- 5 You will now see the Portal's shortcut on your device's home screen

### Please note:

There are many different makes and models of mobile devices. Instructions for adding shortcuts to the desktop or home screen may vary from those given here.



- 1 Open the **Safari** app
- 2 Enter the URL into the address bar and press **GO**:  
[www.hartlepool.gov.uk/councillor-portal](http://www.hartlepool.gov.uk/councillor-portal)
- 3 Press the box with the arrow point up at the bottom of the screen
- 4 Scroll down the list and select **Add to home screen**
- 5 Press **Add** in the top right-hand corner of the screen
- 6 You will now see the Portal's shortcut on your device

