Who We Are

About Us

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

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Councillor Portal

Logging in and creating shortcuts

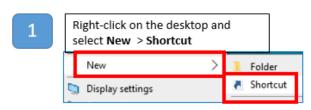
Getting started

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



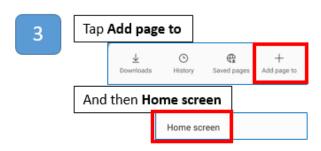


- Enter the portal's URL, then click Type the location of the item: www.hartlepool.gov.uk/councillor-portal
- Enter the name of the portal, then click Finish Type a name for this shortcut: Councillor Portal
- An icon will now appear on your desktop





- Open the website or web page you want to pin to your home screen: www.hartlepool.gov.uk/councillorportal
- Tap the menu icon (3 lines or dots in either upper right-hand, or lower right-hand corner)

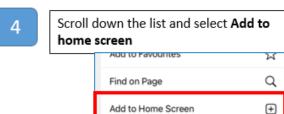




You will now see the Portal's shortcut on your device's home screen



- Open the Safari app
- Enter the URL into the address bar and press GO: www.hartlepool.gov.uk/councillorportal
- Press the box with the arrow point up at the bottom of the screen



- Press Add in the top right-hand 5 corner of the screen Add to Home Screen Add Cancel
- You will now see the Portal's 6 shortcut on your device

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.



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