

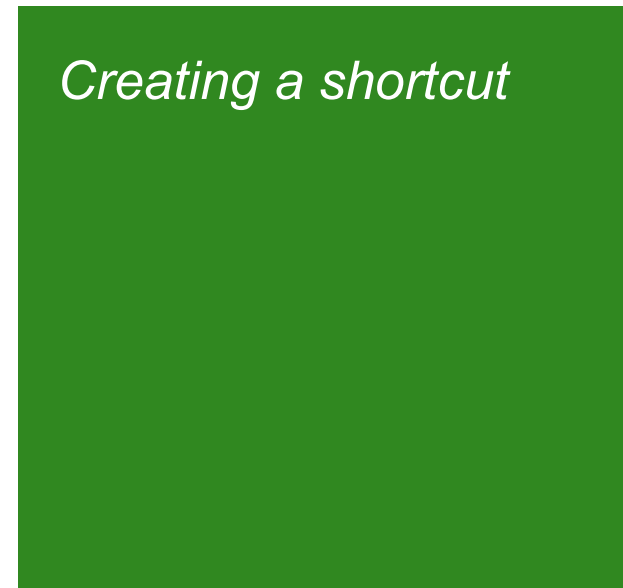
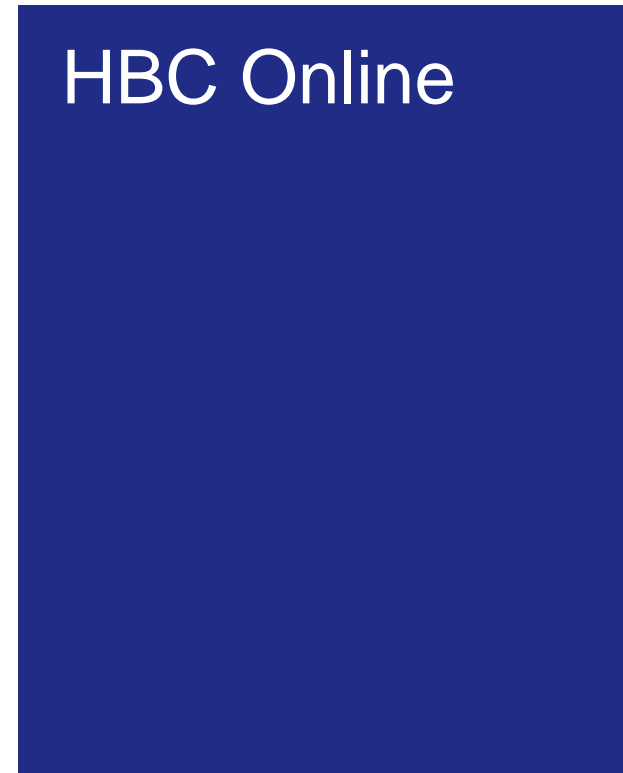
Who We Are

About Us

HBC Online was developed by Hartlepool Borough Council's Digital Services team, in partnership with Granicus.

Contact Us

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Getting started

This guide will show you how to access HBC Online and create shortcuts to it on your device.

You can access HBC Online by following this URL:

<https://online.hartlepool.gov.uk>



- 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:
<https://online.hartlepool.gov.uk>
- 3 Enter the name of the portal, then click **Finish**
Type a name for this shortcut:
HBC Online
- 4 An icon will now appear on your desktop



- 1 Open the website or web page you want to pin to your home screen:
<https://online.hartlepool.gov.uk>
- 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**:
<https://online.hartlepool.gov.uk>
- 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

