



**Business World User Guide**  
**How to Log in to the system**  
**Shropshire Council**

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## 1. General Information

### 1.1 Introduction

This guide has been written to help you work with the Schools' HR Administration element of Business World (BW).

The Business World ERP system (Enterprise Resource Planning system) has been implemented across all Shropshire Council's legal entities, including maintained schools, to replace the previous HR, Payroll and Finance Systems in use. It brings together a collaborative way of working and standardises and streamlines common actions within Finance, HR and Payroll to all employees.

The Business World system ensures the unique user, when logged in, is handed access rights pertaining to their role within the School and Shropshire Council.

Schools use the "Line Manager" reporting system, where an Office Manager/ Administrator acts as the system manager to all staff. The Head Teacher is their Line Manager and can see all reportees within their School.

Many paper and electronic forms are now incorporated in the BW system and have "workflow" and safeguards built alongside them to ensure they are completed correctly. They are directed to the correct recipient always, and the Head, HR Admin Team, Payroll and/or the employee are notified as appropriate. Workflow is automatically assigned in Business World and is dependent on whether it is HR or Financial based (HR will follow the Line Manager route).

## 2. Logging into Business World

These instructions apply to anyone who does **NOT** have an @shropshire.gov.uk email address (i.e. all school staff).

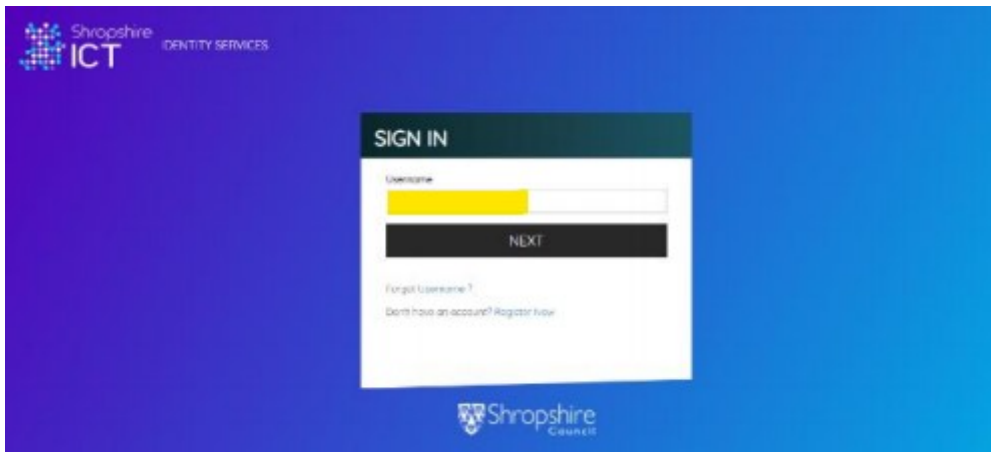
### 2.1 First time log in (on any device)

Whether working on a work device or a personal device, the process for first time users who **do not** have a @shropshire.gov.uk email address is the same. The following instructions refer to the first time you attempt to access Business World. If you have already changed your password and set up One-Time-Passcode, please refer to section 2.2 Subsequent access (on any device).

1. Before attempting to log on for the first time, the following steps must be completed:

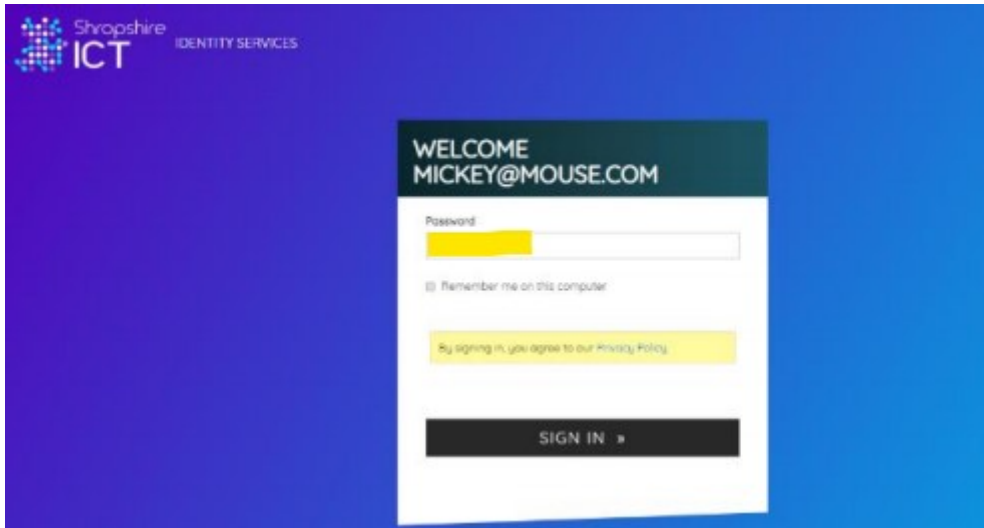
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- a) Make sure you make a note of your **email address registered in MyView**, as this will be your Business World User ID. Where an employee starts since the introduction of Business World, the email address input by Employment Services in the employee's Contact information section in Business World will be used. If the user has any queries logging in to Business World they are welcome to call the IT ServiceDesk on 01743 253030 and they can manually add in an email address (this can be their work email or personal, whichever the employee prefers). Please note that the user will have to verify their identity by confirming their NI number before IT can change their email address.
  - b) Make a note of your **National Insurance number** and your **year of birth**, as these will make up your initial password: LLNNNNNNLYYYY (L= Letter, N= Number, Y= Year).
  - c) You will need a tablet/smartphone with an **authenticator application** installed (either Microsoft/Google Authenticator - any app which supports 6-Digit One-Time-Passcodes). You may already have one of these installed for accessing Microsoft/Google accounts.  
If you do not have a smartphone/tablet, you will be able to receive your passcodes via email (the same email address in step 1a).
2. Navigate to the Business World system by clicking the **Business World link**:  
[https://ubw.unit4cloud.com/uk\\_sh1\\_prod\\_web/](https://ubw.unit4cloud.com/uk_sh1_prod_web/)  
  
OR through the Shropshire Council  
<http://www.shropshire.gov.uk/business-world>
  3. At the Identity Server page, enter your email address (from step 1a) and click **NEXT**.

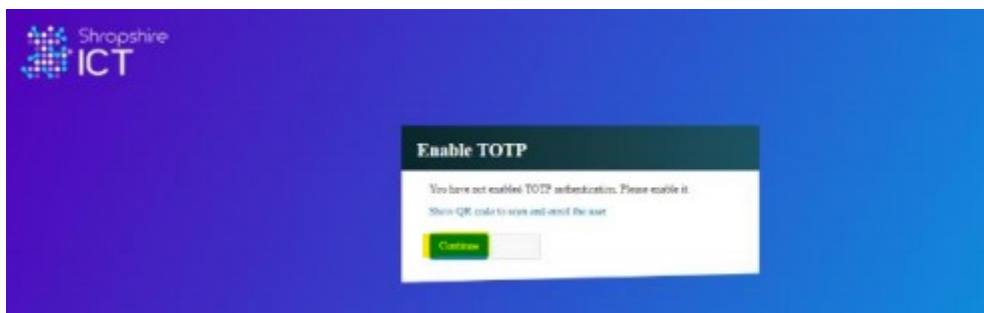


4. Enter your password (see step 1b) and click **SIGN IN**.

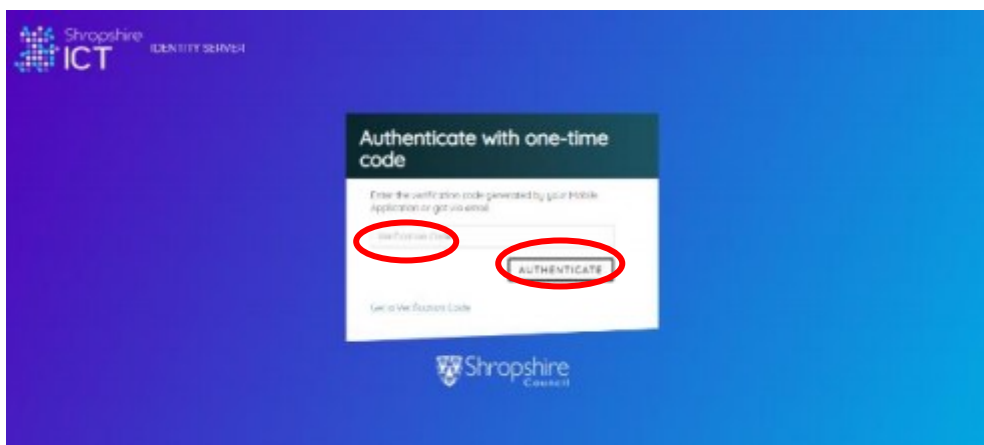
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5. You will then be prompted to set up a One-Time-Passcode. If you have a smartphone/tablet with an authenticator application installed (see step 1c) click on **Show QR code** to scan and enrol the user - then **skip to step 13 below**. If you DO NOT have a tablet/smartphone on which to install an authenticator application, click **Continue**.

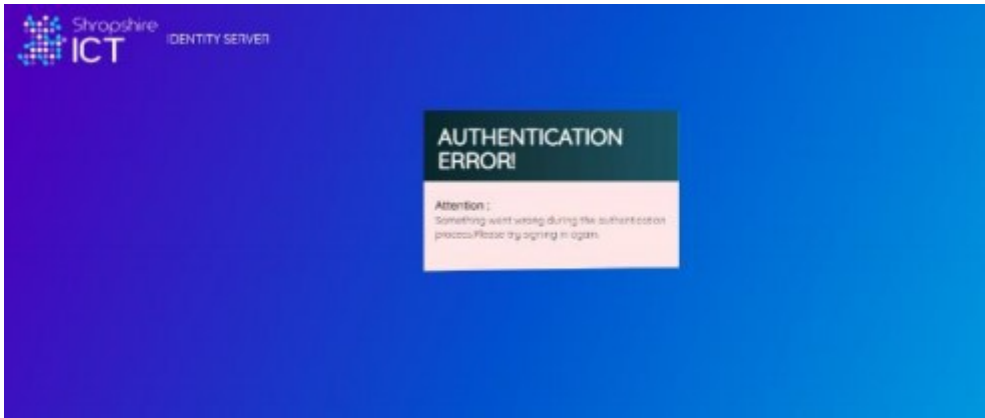


6. **Type in '123456'** in the authentication box to ensure the system is still engaged and processes the data and then click on **AUTHENTICATE**.

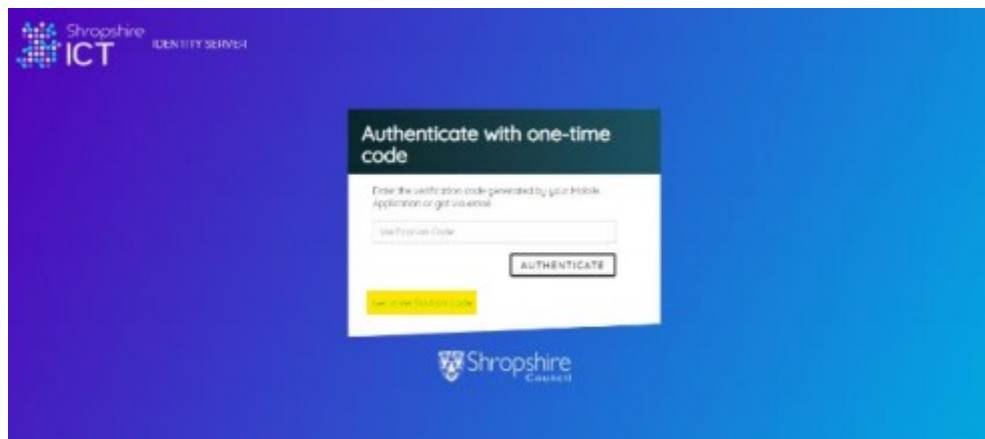


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7. An **error message** will be displayed as you have not yet entered a valid One-Time-Passcode.



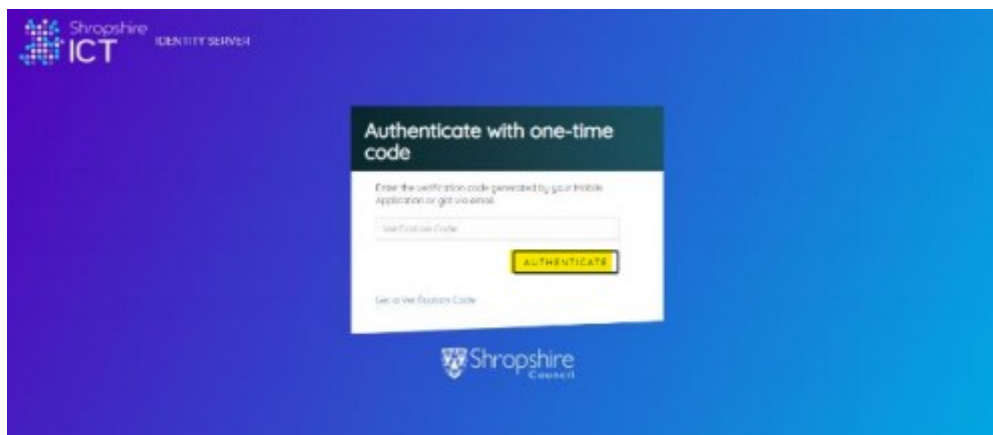
8. At this stage, **close your browser, then start the process again from step 2.** After entering your password at step 4, you will be directed back to the One-Time-Passcode screen.
9. Click on **Get a Verification Code.** A pop-up message will appear stating that a code has been emailed to you.



10. Refresh your email until the email arrives from [identity@shropshire.gov.uk](mailto:identity@shropshire.gov.uk) the email will contain your One-Time-Passcode (note that the code is only valid for 5 minutes).
11. Enter this code into the box and click **AUTHENTICATE** (see step 6). Following this, please **proceed to step 15.**
12. If you have a smartphone/tablet with an authenticator application installed (see step 1c), **open the authenticator application and add a new client** (you may need to find instructions on how to do this from your authenticator provider). When prompted to do so, **scan the QR code** to configure the app, then click **Continue.**

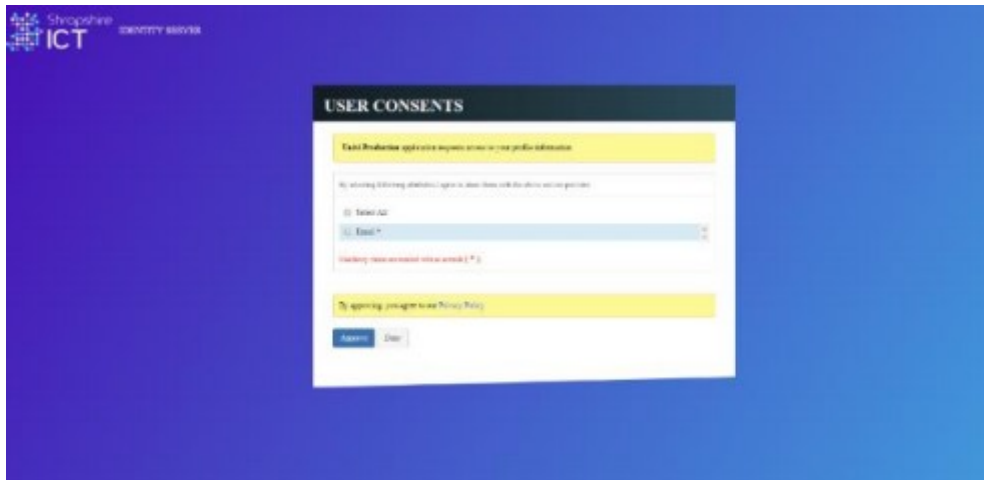


13. Enter the code displayed in your authenticator application and click **AUTHENTICATE**.

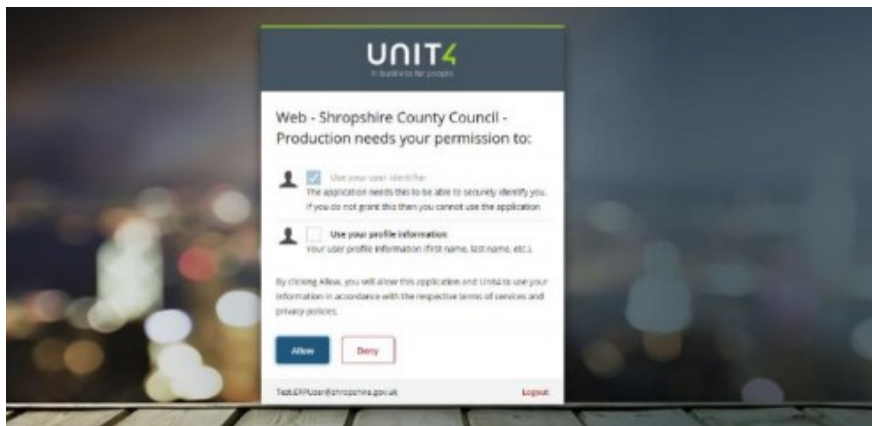


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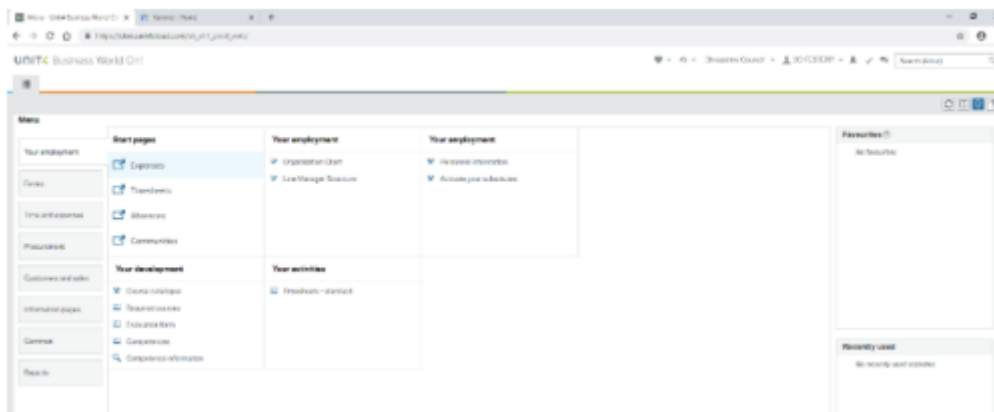
14. The first time you access the system, you will be asked to consent to your active directory “identity” (email address) being shared with both the Shropshire Council identity platform: **Click the check box to accept** and then click **Approve**.



And with Business world: select **Allow**.

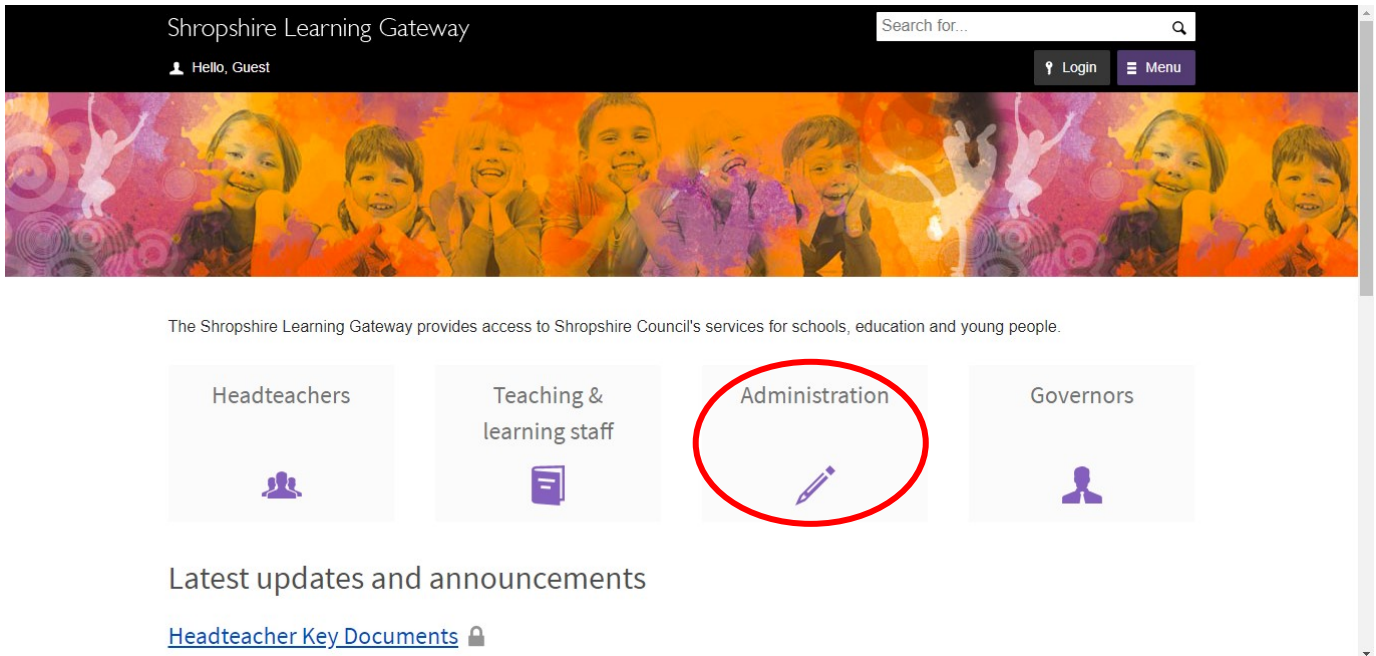


15. You will be forwarded to the Business World dashboard.



## 2.2 Subsequent access (on any device)

- 1) Navigate to the Business World system by clicking the appropriate gateway area\*: (for example, click 'Administration' on the Learning Gateway homepage).



- 2) Click the **Business World** link under 'Quick Links'.  
*\* This process is the same under each learning gateway area (e.g. Headteachers, Teachers & Learning Staff, Administrators and Governors).*

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## Administration

### Service areas

- [Inspire to Learn: Service Schedules 2019-20](#)
- [Inspire to Learn: Service Schedules 2018-19](#)
- [Audit Services](#)
- [Data and Information Guidance Documents](#)
- [Education Access and Inclusion Service](#)
- [Education Improvement Service](#)
- [Educational Psychology Service](#)
- [Shropshire ICT](#)
- [Educational Visits](#)
- [Finance](#)
- [Governor Services](#)
- [Human Resources](#)
- [Looked After Children Education and Health Team](#)

### CPD and training

- [Training and development](#)
- [Continuing Professional Development \(CPD\) & Courses including Early Years](#)
- [NQTs \(Newly Qualified Teachers\)](#)
- [CPD Transition](#)
- [Enterprise Resource Planning \(ERP\)](#)
- [CPD courses at University Centre Shrewsbury](#)

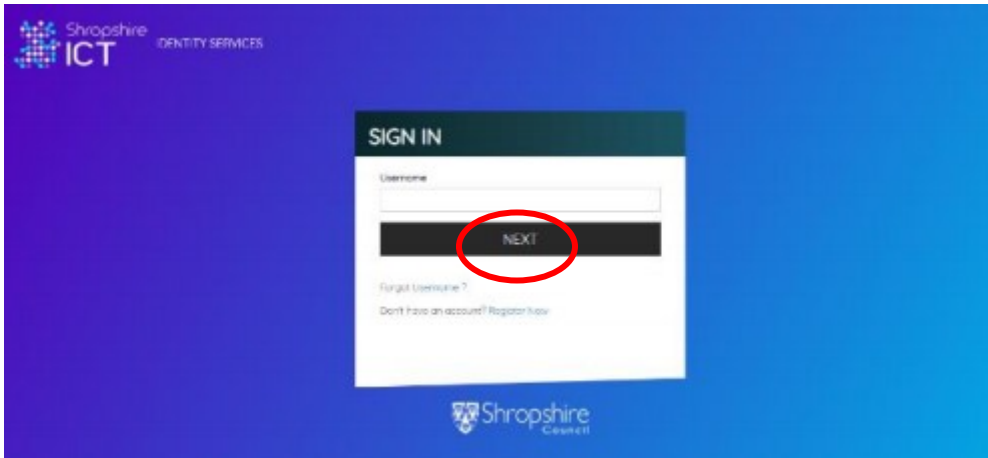
### Quick links

- [Term Dates](#)
- [14-19](#)
- [Counselling service for staff](#)
- [Early Years Funding](#)
- [Furniture for Schools](#)
- [Learning and Skills directory](#)
- [Office365 support](#)
- [Post 16](#)
- [Retention Policy](#)
- [Safeguarding](#)
- [Schools & Colleges Data Sharing Agreement Appendices](#)
- [School website healthchecks](#)
- [Office365 e-mail](#)
- **[Business World](#)**
- [Shire Services](#)
- [Internal vacancies](#)

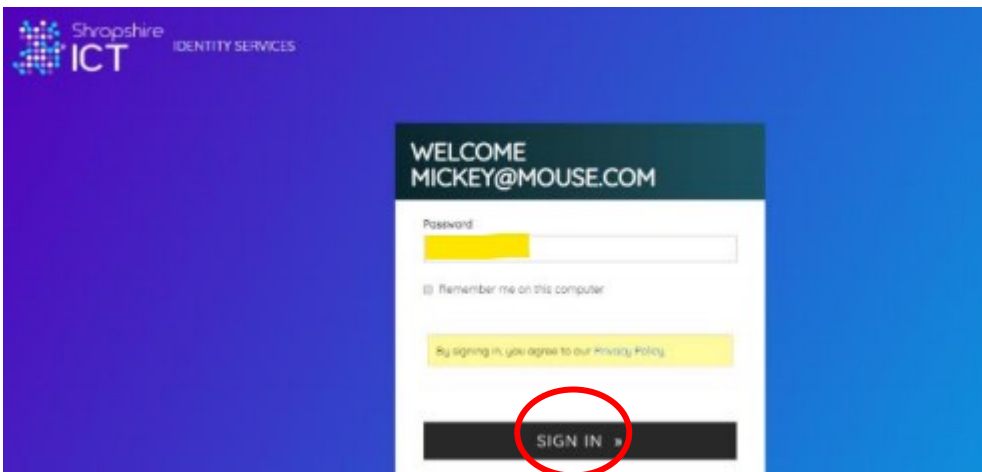


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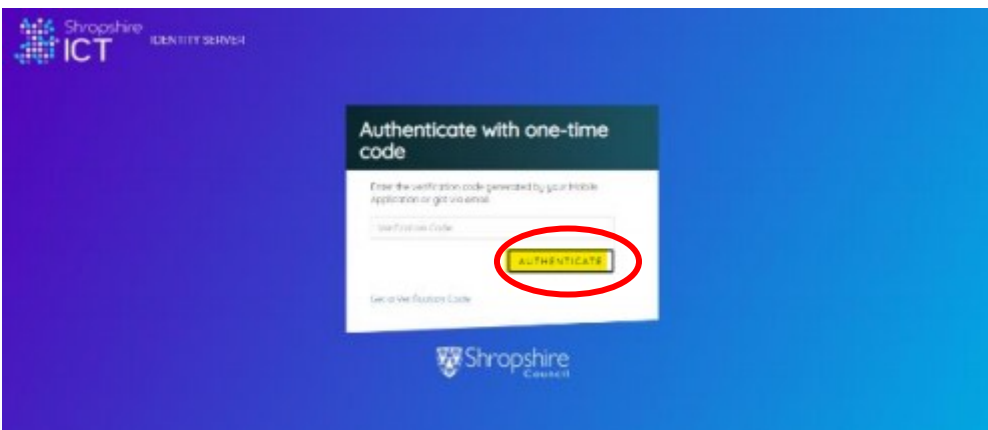
- 3) At the Identity Server page, enter your email address (see step 1a) and click **NEXT**.



- 4) Enter your password (see step 1b) and click **SIGN IN**.

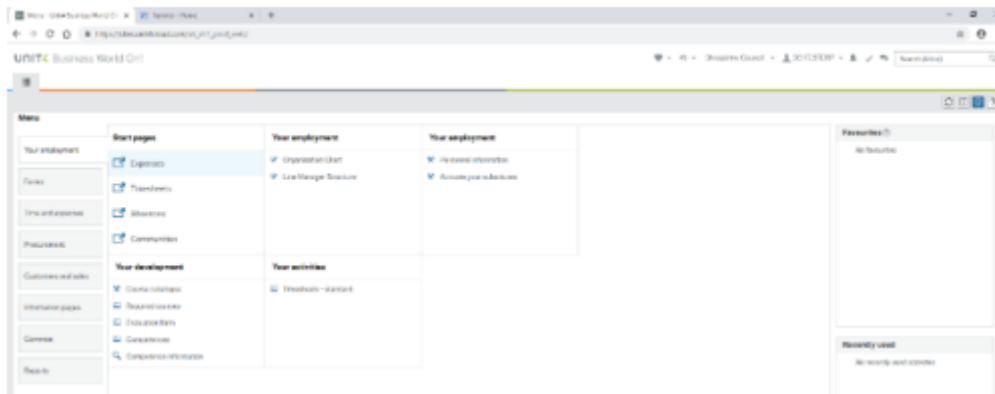


- 5) Enter the code displayed in your authenticator application and click on **AUTHENTICATE**. If you do not have an authenticator application, click on **Get a Verification Code** and input the code you receive via email.



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6) You will then be forwarded to the Business World Dashboard.



### Contact information.

If the user has any queries logging in to Business World they are welcome to call the IT ServiceDesk on 01743 253030.