Quick Reference Guide

How to Access OneSource from your Mobile Device/Smart Device(Tablet)

- 1. Open your Internet Search Browser on your phone or tablet.
- 2. Type or copy this following into the Search bar Link.Walsall.Gov.Uk



3. The Link.Walsall homepage will show on your device.



4. Select Local Authority from the drop down options



link.walsall

A Home



5. Select Administration & Management



link.walsall

A Home







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- 8. This will open the main page with the link to OneSource and the training material. It will look like this on your device so scroll down.
- 9. When you have scrolled down you will see the link to OneSource and a list of different training guides and videos which you can click and watch from your mobile or tablet



- 10. If you have clicked the link at the top of the page it will open the OneSource login page.
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11. You can save this link by Adding a Bookmark to your homepage. So whenever you open a new internet search page the login for OneSource will appear



13. You can rename the Bookmark at this point to something more familia
like OneSource

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14. When you open a new page it will look like this on your default homepage alongside any other bookmarks you have.

