

# Logging In for the First Time

## Accessing MyEmployment

Follow this link to access the log in screen: <https://myemployment.coventry.gov.uk>

The screenshot shows the 'Welcome to the ResourceLink Self Service Portal' page. It includes a 'Sign In' section on the right with fields for 'Your employee number' and 'Your password', a 'Sign In' button, and a 'Forgotten your password?' link. Below the login section is an 'Accessibility' toggle for 'Enable Accessibility Enhancements'. The main content area on the left contains three sections: a welcome message with login instructions, a 'Self Service Deadline' notice for Tuesday 5th December 2017, and a 'Contact Us' section with a table of department contact information.

**Welcome to the ResourceLink Self Service Portal**  
Once you log on you will be able to:

1. view your pay documents
2. change your personal details
3. view and amend your bank account details

**TO LOG ON:**

1. Enter your Employee ID number. Remember to include leading zeros or letters (leading letters must be in capitals)
2. Click on 'forgotten password?'. The system will issue you a password via e-mail.
3. Enter this password into the 'your password' field

**Self Service Deadline is Tuesday 5th December 2017**  
For irregular claims, bank detail and employee changes, this is the guaranteed date for payment providing the transaction has been authorised by the manager and/or delegated staff.

**Contact Us**

Department	Telephone	E-mail Address
Human Resources	024 7683 2454	<a href="mailto:hradvice@coventry.gov.uk">hradvice@coventry.gov.uk</a>
Payroll and Pensions	024 7683 1808	<a href="mailto:payroll.queries@coventry.gov.uk">payroll.queries@coventry.gov.uk</a>
Corporate ICT Service Desk	024 7678 7777	
Schools ICT Service Desk	024 7678 6620	<a href="mailto:schoolsict@coventry.gov.uk">schoolsict@coventry.gov.uk</a>

Office Hours Monday-Thursday: 9.00am - 5.00pm Friday: 9.00am - 4.30pm

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This is a close-up of the 'Sign In' form. It features two input fields: 'Your employee number' and 'Your password', each with a red icon (person and lock respectively) and a red 'X' in the top right corner. Below these fields is a large green 'Sign In' button with a white checkmark. At the bottom of the form, the text 'Forgotten your password?' is enclosed in a red rectangular box. A red arrow points from the text 'Click Forgotten your password?' to this box.

**Sign In**

**Your employee number**

**Your password**

**Sign In** ✓

**Forgotten your password?**

Click **Forgotten your password?**

Forgotten your password?

Your employee number

What is your date of birth (dd/mm/yyyy)?

Reset my account ↩

< Back

Enter your **Employee ID** number (the 6-digit payroll number) and **Date of Birth**.

Click **Reset my account**.

Password reset

✓ If the credentials you supplied are correct, your account has been reset and an email containing a temporary password has been sent to the address associated with this account.

Continue

Click.

If you do not receive an email, contact MyEmployment Support [myemploymentsupport@coventry.gov.uk](mailto:myemploymentsupport@coventry.gov.uk) or ICT Service Desk on 024 76787777.

Sign In

Your employee number

Your password

Sign In ✓

Forgotten your password?

Enter **Employee ID** and the **temporary password**.

Click **Sign In**.

## Security questions

Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.

What is your date of birth (dd/mm/yyyy)?

Verify ✓

Enter your **date of birth** and click **Verify**.

## Security questions

Please set the answers to the following security questions so that they can be stored in ResourceLink Aurora and used to validate access to MyView later.

What was the greatest ever invention?

Who was your childhood hero/ine?

Set Answers ✓

Set up the answers to your two **Security Questions**.

Click **Set Answers**.

Username

Current Password

New Password

Confirm Password

Submit ✓

Enter **Employee ID**.

Enter the temporary password.

Enter **New Password**.

Click **Submit**.