

Updating Contact Details

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

Log in to MyEmployment.

The screenshot shows the 'Sign In' section of the MyView portal. On the left, a 'Welcome to the ResourceLink Self Service Portal' message lists actions like viewing pay documents and changing personal details. It also provides a 'TO LOGON:' guide. On the right, the 'Sign In' form has two input fields: 'Your employee number' and 'Your password'. A red arrow points to the employee number field with the label 'Employee ID number'. Another red arrow points to the password field with the label 'Password'. Below the fields is a green 'Sign In' button with a checkmark, and a link for 'Forgotten your password?'. At the bottom, there is an 'Accessibility' section with a toggle for 'Enable Accessibility Enhancements'.

The screenshot shows the 'Security questions' section of the MyView portal. It asks the user to complete security questions to ensure their answers match data in their ResourceLink Aurora record. There are two questions: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. Red arrows point to the input fields for these questions. A box labeled 'Confirm date of birth' points to the first field, and a box labeled 'Answer security question' points to the second field. Below the questions is a green 'Verify' button with a checkmark.

The screenshot shows a vertical menu titled 'MyDetails'. The menu items are: 'Update My Bank Details', 'Update My Contact Details', 'My Equality & Diversity Info', and 'My Irregular Claims'. The 'Update My Contact Details' item is highlighted with a red rectangular box.

Click on **Update My Contact Details**.

My Contact Details

Overwrite the existing information.

Contact Emergency Complete

Contact Detail

Contact Details - Home

Address

Address

Address

Address

Post Code

Post Code

Home Telephone

Home Phone

Personal Mobile Phone Number

Personal Mobile

Work Mobile Number

Work Mobile

Work Email Address

WORK EMAIL ADDRESS

[Previous]

Click **Save** to finish later, or **Submit** to submit.

[Next]
[Save] [Submit]

Emergency Contacts

Click **Next** or the tab that says **Emergency** to update emergency contact(s).

Contact Emergency Complete

Click the **Relation** to amend or remove

Click **Add Contact** to add a contact

Emergency Contact

Relation	Title	Forename	Surname
Emergency contact/Next of Kin			
Emergency contact/Next of Kin			
Spouse			

[Add Contact]

[Previous] [Cancel]

[Next]
[Save] [Submit]

Select either **Spouse** or **Next of**

Fill in the **Details**.

Add Contact

• Relation

--- --Select-- ---

Title

Forename

Surname

Relationship to Employee

Home Telephone Number

Mobile Telephone Number

Work Telephone Number

Emergency Contact Address

Country

Address

Post Code

[Cancel Add Contact]

[Save Contact]

When finished, click **Save** to return and finish the changes later, or **Submit** to submit the changes.