

Requesting a Reasonable Adjustment in Training

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

Log in to MyEmployment.

myview

Welcome.

Please enter your login details:

Your employee number

Your password

Log in

[Forgotten your password?](#)

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Enter **Employee Number** (6 digit payroll number).

Enter **Password**.

Click.

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)?

What was the greatest ever invention?

Verify

Enter the answers to your two **Security Questions**.

Click **Verify**
This will now log you into MyView

myview

Name
Employee number & Job title

Welcome Name [Edit dashboard](#)

Dashboard
My Pay Documents
My Details
My Pay Documents (old)
My Irregular Claims
My Expenses/Mileage
My Training
My Sickness
My Delegations
Employee Benefits
My Forms History
Help Guides
Payroll Schedule & Deadlines
Privacy Statements

My Pay
MAY 31 Your next pay date is in 24 days
View Summary
View All Pay Documents
Payslip 30 Apr
Payslip 31 Mar

In Progress
You have no forms in progress

My Training
New Training Request
Update Courses Attended
Training Module
Training Reasonable Adjustment

From the menu on your dashboard, select **My Training**. From that menu select **Training Reasonable Adjustment**.

You will see the following form. Complete the form as applicable.

Training Reasonable Adjustment

Training Reasonable Adjustments

This form only needs to be completed if you consider yourself to be disabled. Under the Equality Act 2010 a person is classified as disabled if they have a physical or mental impairment which has a substantial and long-term effect on their ability to carry out normal day-to-day activities (ACAS).

1. What reasonable adjustments do you require within your training?

- back support chair
- foot rest
- ground floor room
- handouts in advance
- handouts in large print 30pt
- handouts in yellow background
- hearing loop
- other
- sign language interpreter
- subtitles on video

2. If you have selected 'other', please provide further detail in the box below:

A member of our staff may contact you to clarify reasonable adjustments that you have requested.

All data and information contained in this form will be treated with the strictest of confidence, it will only be used to manage, administer and improve services within Coventry City Council.

[Save](#) [Submit](#)

Complete the form and click **Submit**.