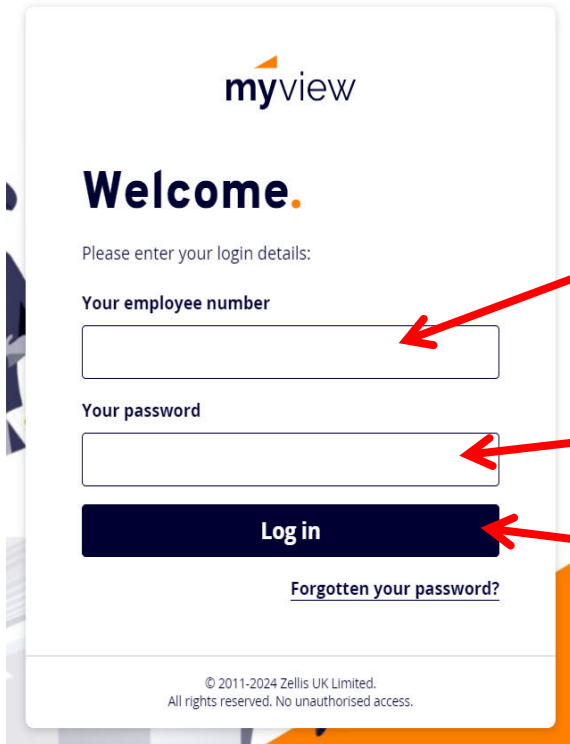


Viewing your Training Record

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

Log in to MyEmployment.

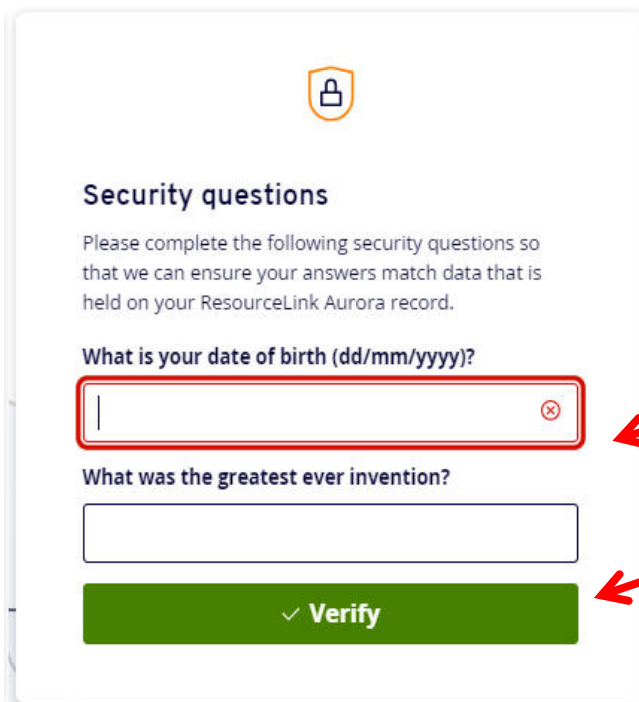


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for 'Forgotten your password?' is located below the button. At the bottom, there is a copyright notice: '© 2011-2024 Zellis UK Limited. All rights reserved. No unauthorised access.'

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

Enter **Password**.

Click.



The security questions screen has a lock icon at the top. It is titled 'Security questions' with the instruction 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. Each question has a corresponding input field. A green 'Verify' button with a checkmark is at the bottom.

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

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

myview

Name
Employee number & Job title

Dashboard

My Pay Documents

My Details

My Pay Documents (old)

My Irregular Claims

My Expenses/Mileage

My Training

My Sickiness

My Delegations

Employee Benefits

My Forms History

Help Guides

Payroll Schedule & Deadlines

Privacy Statements

Welcome Name

Edit dashboard

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

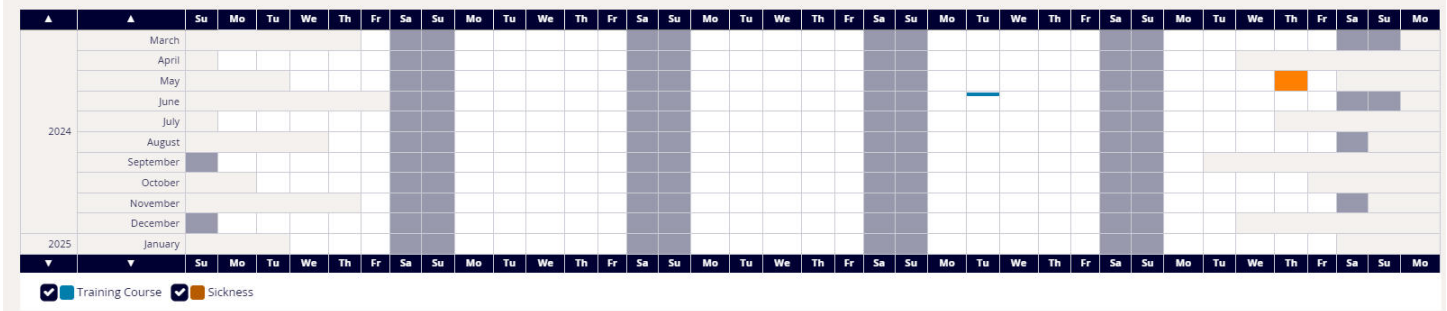
Update Courses Attended

Training Module

Training Reasonable Adjustment

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

Training Request [You have 2 training requests]



The grid displays your training and sickness data.

Below that, there will be a list of

Courses you are due to attend or on the waiting list for.

Courses Requested

Date	Course	Status	Start Time	Form	Initial Eval	
18/06/2024	Appraisal Training for New Employees	Requested	09:30			
Non-Scheduled	Appraisal Training for New Employees	On Waiting List	13:30			

Courses Completed

Date	Course	Status	Start Time	Form	Initial Eval	Follow Up Eval
05/09/2023	Data Protection and Information Security	Attended	09:00			
05/09/2023	GDPR - Core (Staff) Training	Attended	09:00			
12/10/2022	Mindfulness	Attended	13:00			
11/10/2022	Healthy Eating	Attended	14:30			

Form History

Date	Course	Status		Form	Initial Eval	Follow Up Eval
18/06/2024	Appraisal Training for New Employees	Authorised	-	0000100917		
Non-Scheduled	Appraisal Training for New Employees	Authorised		0000097156		

Update Courses Attended

Request Training

A History of your Forms.