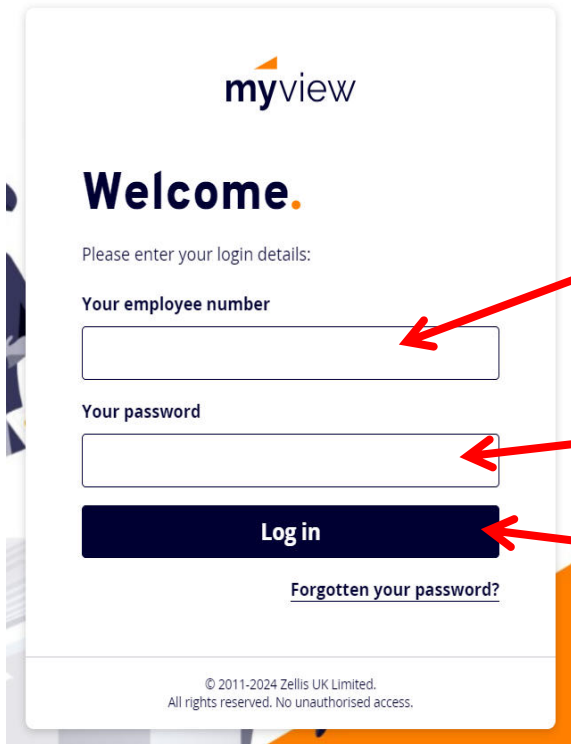


Booking Training for Your Team

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

Log in to MyEmployment.

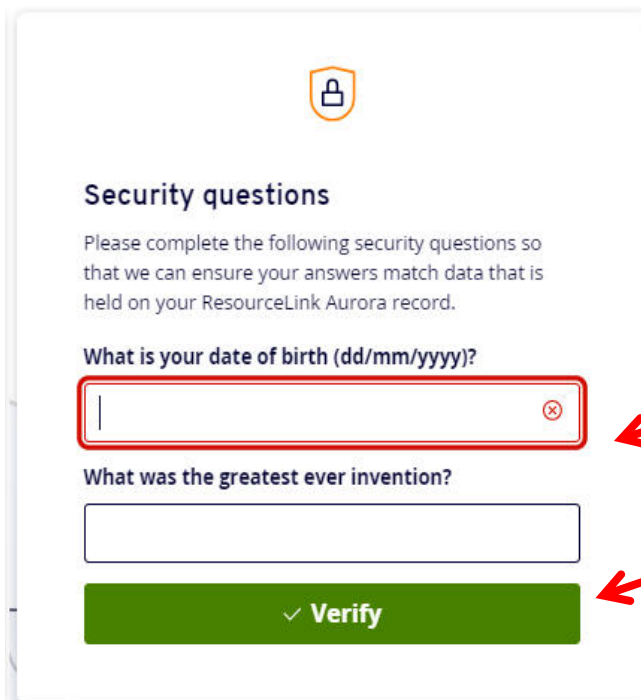


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for 'Forgotten your password?' is located below the button. At the bottom, a copyright notice states '© 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 asks the user to '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.

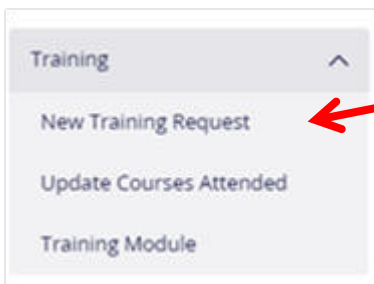
Enter the answers to your two **Security Questions**.

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

Click on **My People** and select the employee.



Click into **Training** and click **New Training Request**.



Submit the training request as you would if it were for yourself. The only difference is that you will not need to authorise the request once it has been made.