Logging In for the First Time

Accessing MyEmployment

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

Welcome to MyEmployment

Once you log on you will be able to:
view your pay documents
change your personal details
view and amend your bank account details

Login with your employee number and password. Remember to include leading zeros or letters (leading letters must be in capitals)

New User

To sign in you will need your employee number and a password.

If you do not know your employee number please ask your line manager.

Once you have your employee number you should click the 'forgotten your password?' link, found below the sign in section and follow the instructions. Your new password will be sent to your registered email address.
If you do not have a registered email address or do not receive the password email please Contact the ICT Service Desk.

Forgotten your Password or Memorable Word

Simply click the 'forgotten your password?' link, found below the sign in section and follow the instructions. Your new password will be sent to your registered email address.

If you do not have a registered email address or do not receive the password email please Contact the ICT Service Desk.

Contact Us

Department	Telephone	E-mail Address
Human Resources		hradvice@coventry.gov.uk
Payroll and Pension	02476978920	payroll.queries@coventry.gov.uk
MyEmployment Support		myemploymentsupport@coventry.gov.uk
Corporate ICT Service Desk	024 7678 7777	

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

myview

Welcome.

Please enter your login details:

Your employee number

Your password

Log in

Forgotten your password?

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Click **Forgotten your password?**

Forgotten your password?

Your new password will be sent to your registered email address. If you do not have a registered email address or do not receive the password email please Contact the ICT Service Desk.

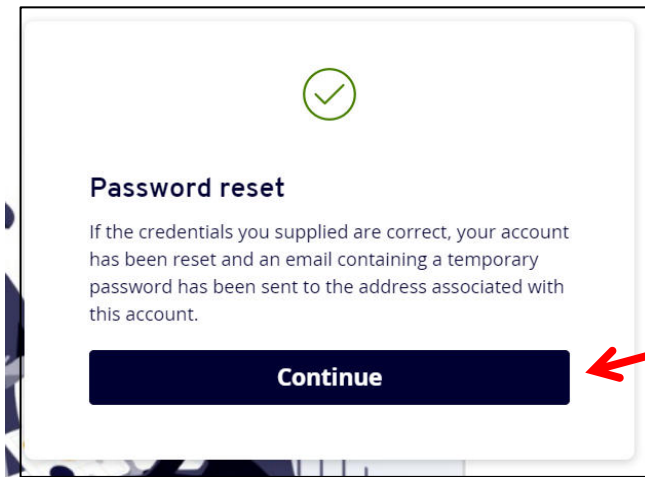Your employee number

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

Reset my account

< **Back**

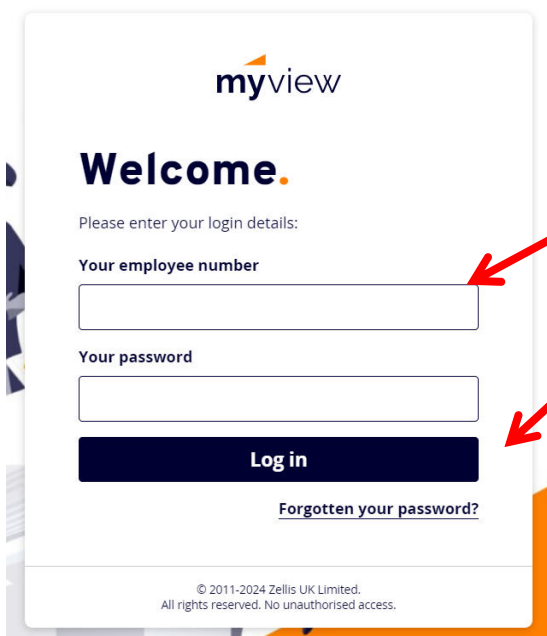Enter **Employee Number** (6-digit payroll number).

Confirm **Date of Birth**.

Click **Reset my account**.

Click **Continue**.
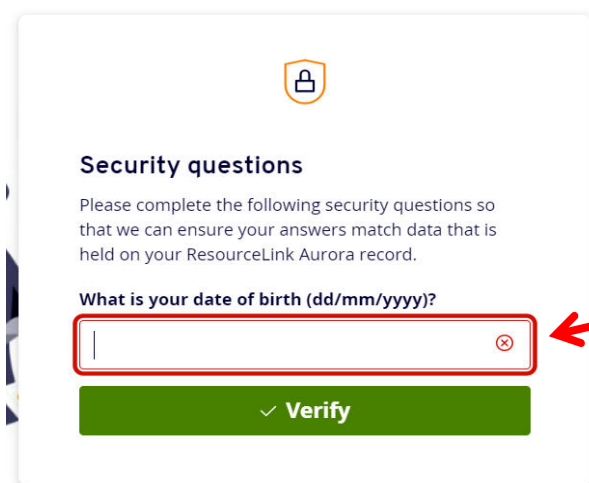
If you do not receive an email, contact MyEmployment Support myemploymentsupport@coventry.gov.uk or ICT Service Desk on 024 76787777.

Enter **Employee ID** and the **temporary password** you received through email.

Click **Log In**.

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

Click **Set Answers**.
This will now log you into MyView

Username

Enter **Employee ID**.

Current password

Enter the temporary password.

New password

Enter **New Password**.

Confirm password

Click **Submit**.

Submit ✓