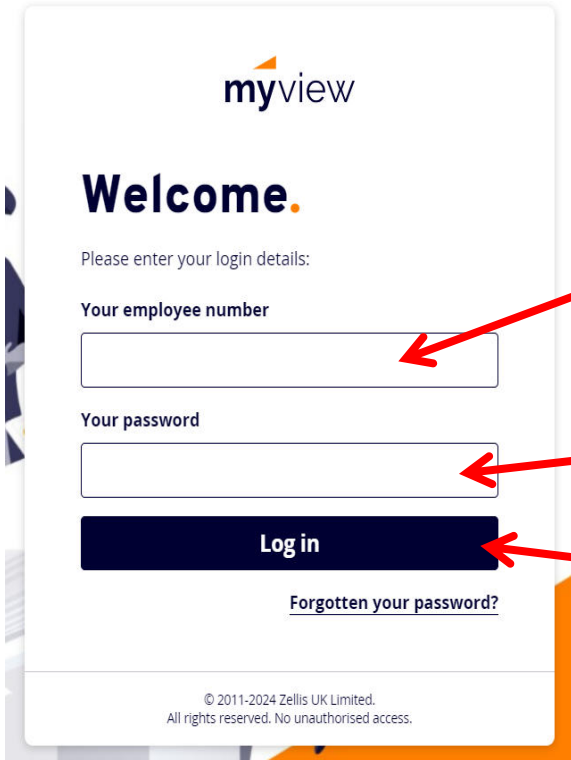


## Navigating MyEmployment

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

Log into MyEmployment.

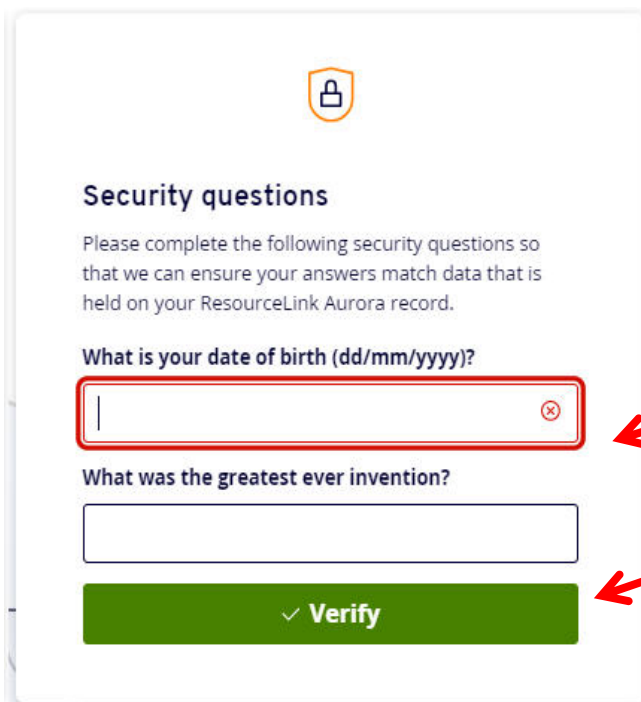


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for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

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

Enter **Password**.

Click.

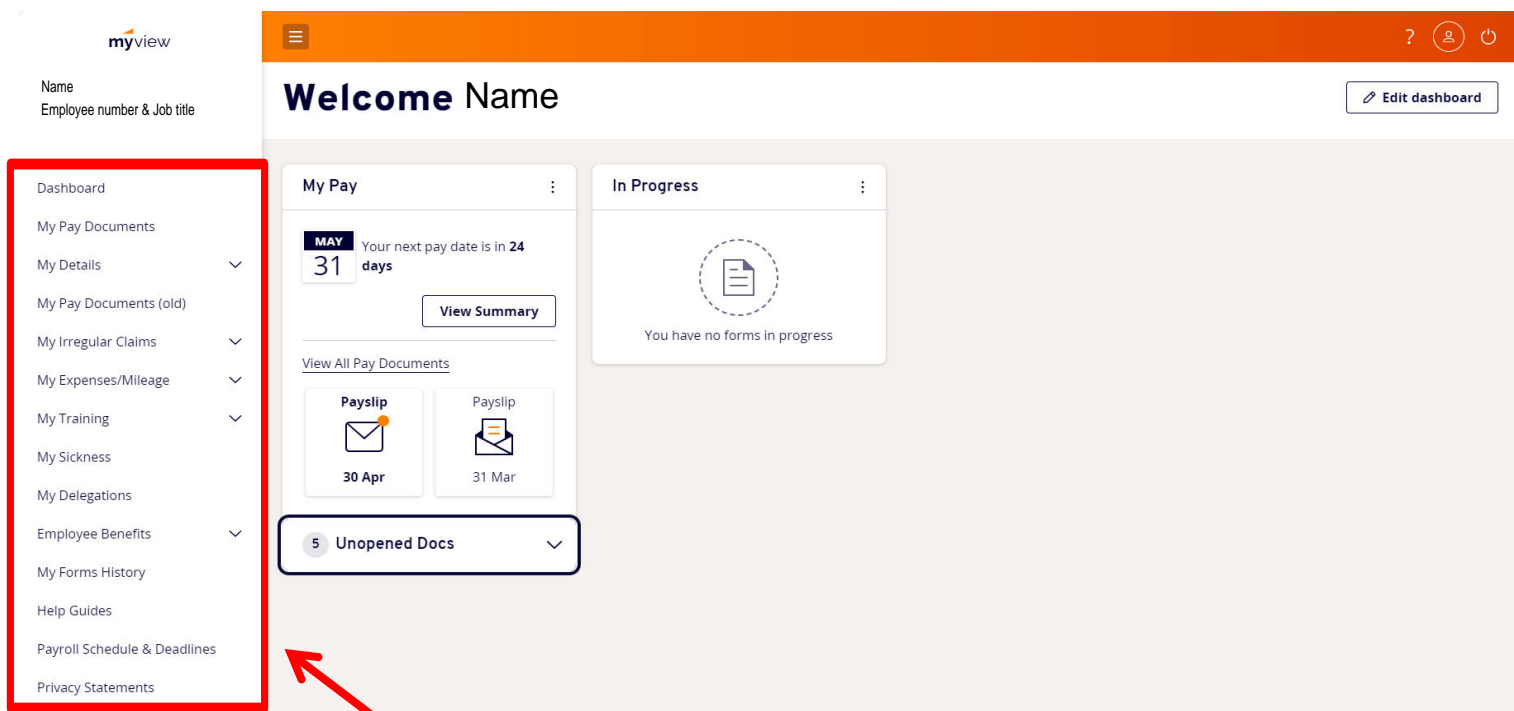


The security questions screen has a lock icon at the top. It is titled 'Security questions' and includes the instruction 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is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

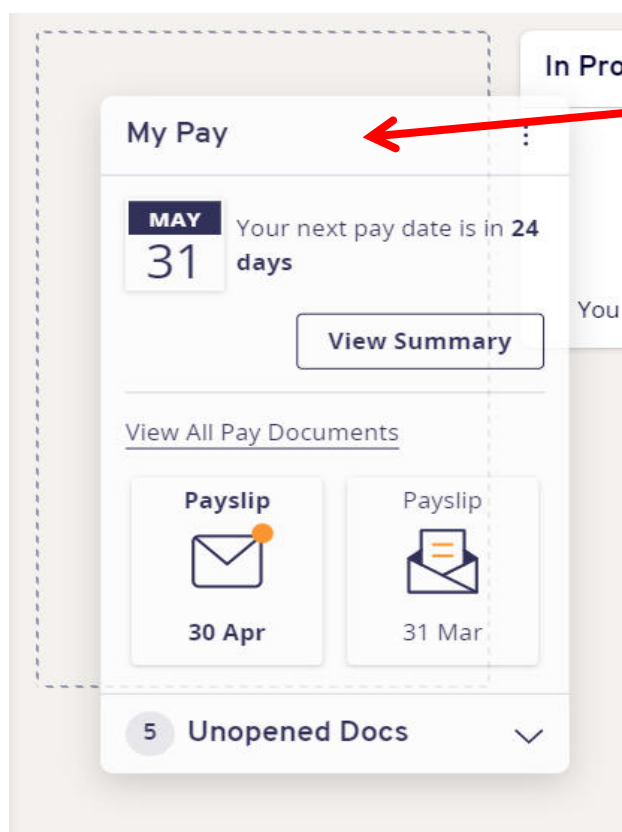
Enter the answers to your two **Security Questions**.

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

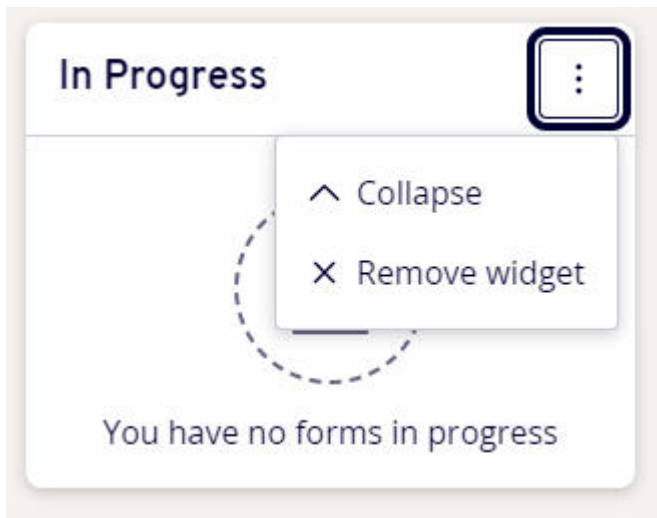
This is the dashboard.



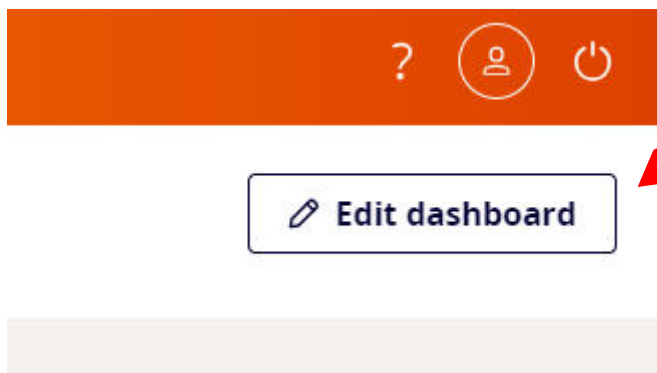
Click the menu items to go to these services.



To move a widget, click and hold the widget title. Move the mouse and release the button.



Click to remove widget from dashboard.



To add widgets, click **Edit dashboard**

