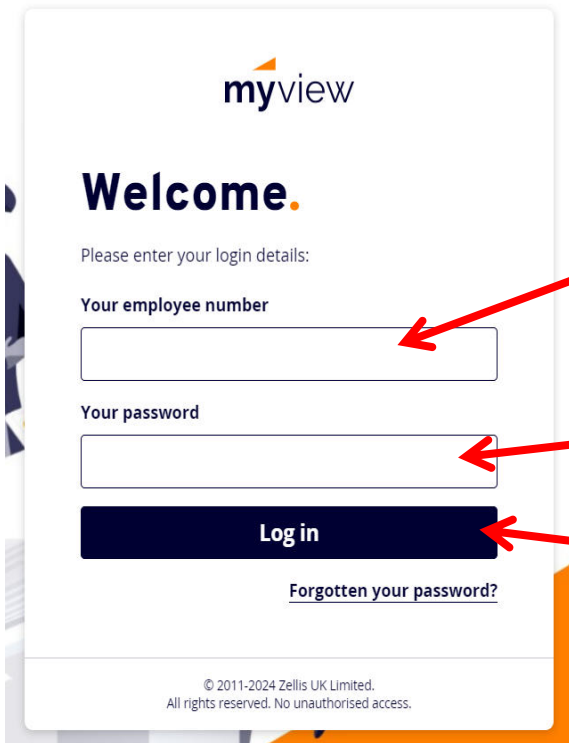


## Equalities Information

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

Log in to MyEmployment.

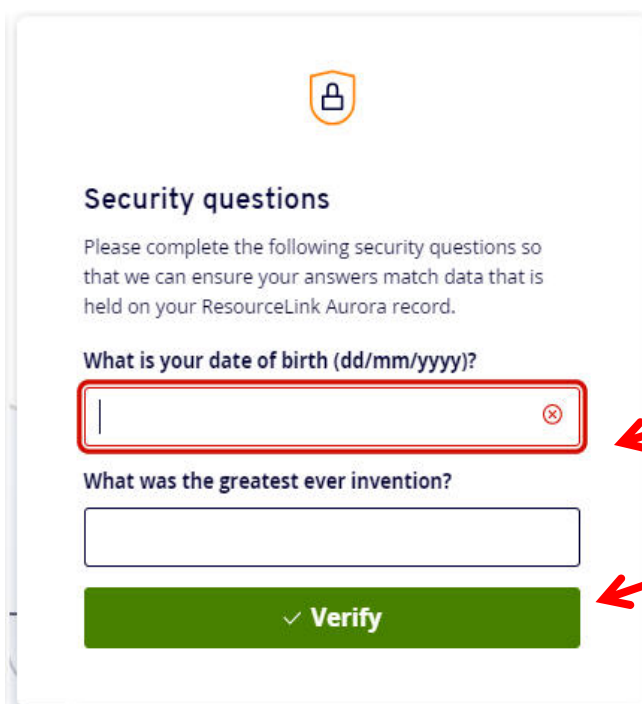


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for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

Welcome Name

Edit dashboard

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

My Pay

May 31

Your next pay date is in 24 days

View Summary

In Progress

You have no forms in progress

View All Pay Documents

Payslip 30 Apr

Payslip 31 Mar

5 Unopened

My Details

Update My Bank Details

Update My Contact Details

My Equality & Diversity Info

From the menu on your dashboard, select **My Details**. From that menu select **My Equality & Diversity Info**

Personal Complete

Personal Detail

Legal Sex Female

Gender Identity

Self Describe Gender Identity

Transgender

Ethnic Origin

Religion

Sexual orientation

Self Describe Sexual Orientation

Disability

Nature of Disability

Nature of Disability

Previous

Next Submit

Use dropdown options to update your details.

When you have finished, click **Submit** to submit the changes.

saastest.zellis.com says

Please confirm you want to submit these details for processing.

OK Cancel

You will see this pop up message, click **OK** to submit your changes.