

## Updating Contact Details

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

Log in to MyEmployment.

The screenshot shows the 'MyView' sign-in interface. On the left, a 'Welcome to the ResourceLink Self Service Portal' message lists actions like viewing pay documents and updating details. It includes a 'TO LOGON:' section with three steps: entering the Employee ID number, clicking 'forgotten password?' to receive a password via email, and then entering the password. On the right, the 'Sign In' form has two input fields: 'Your employee number' and 'Your password'. Red arrows point from external labels to these fields. Below the fields is a green 'Sign In' button with a checkmark, a 'Forgotten your password?' link, and an 'Accessibility' toggle for 'Enable Accessibility Enhancements'.

Employee ID number

Password

The screenshot shows the 'Security questions' screen. It asks the user to complete security questions to ensure their answers match data in their ResourceLink Aurora record. Two questions are shown: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. Red arrows point from external labels to the input fields. Below the questions is a green 'Verify' button with a checkmark.

Confirm date of birth

Answer security question

The screenshot shows a vertical menu titled 'MyDetails'. The menu items are 'Update My Bank Details', 'Update My Contact Details', 'My Equality & Diversity Info', and 'My Irregular Claims'. The 'Update My Contact Details' item is highlighted with a red rectangular box.

Click on **Update My Contact Details**.

## My Contact Details

Overwrite the existing information.

Contact Emergency Complete

Contact Detail

Contact Details - Home

Address

Address

Address

Address

Post Code

Post Code

Home Telephone

Home Phone

Personal Mobile Phone Number

Personal Mobile

Work Mobile Number

Work Mobile

Work Email Address

WORK EMAIL ADDRESS

[ Previous ]

Click **Submit** to submit.

[ Next ]  
[ Save ] [ Submit ]

## Emergency Contacts

Click **Next** or the tab that says **Emergency** to update emergency contact(s).

Contact Emergency Complete

Click the **Relation** to amend or remove

Click **Add Contact** to add a contact

Emergency Contact

Relation	Title	Forename	Surname
Emergency contact/Next of Kin			
Emergency contact/Next of Kin			
Spouse			

[ Add Contact ]

[ Previous ] [ Cancel ]

[ Next ]  
[ Save ] [ Submit ]

Select either **Spouse** or **Next of**

Fill in the **Details**.

**Add Contact**

• Relation

--- --Select-- ---

Title

Forename

Surname

Relationship to Employee

Home Telephone Number

Mobile Telephone Number

Work Telephone Number

Emergency Contact Address

Country

Address

Post Code

[ Cancel Add Contact ]

[ Save Contact ]

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