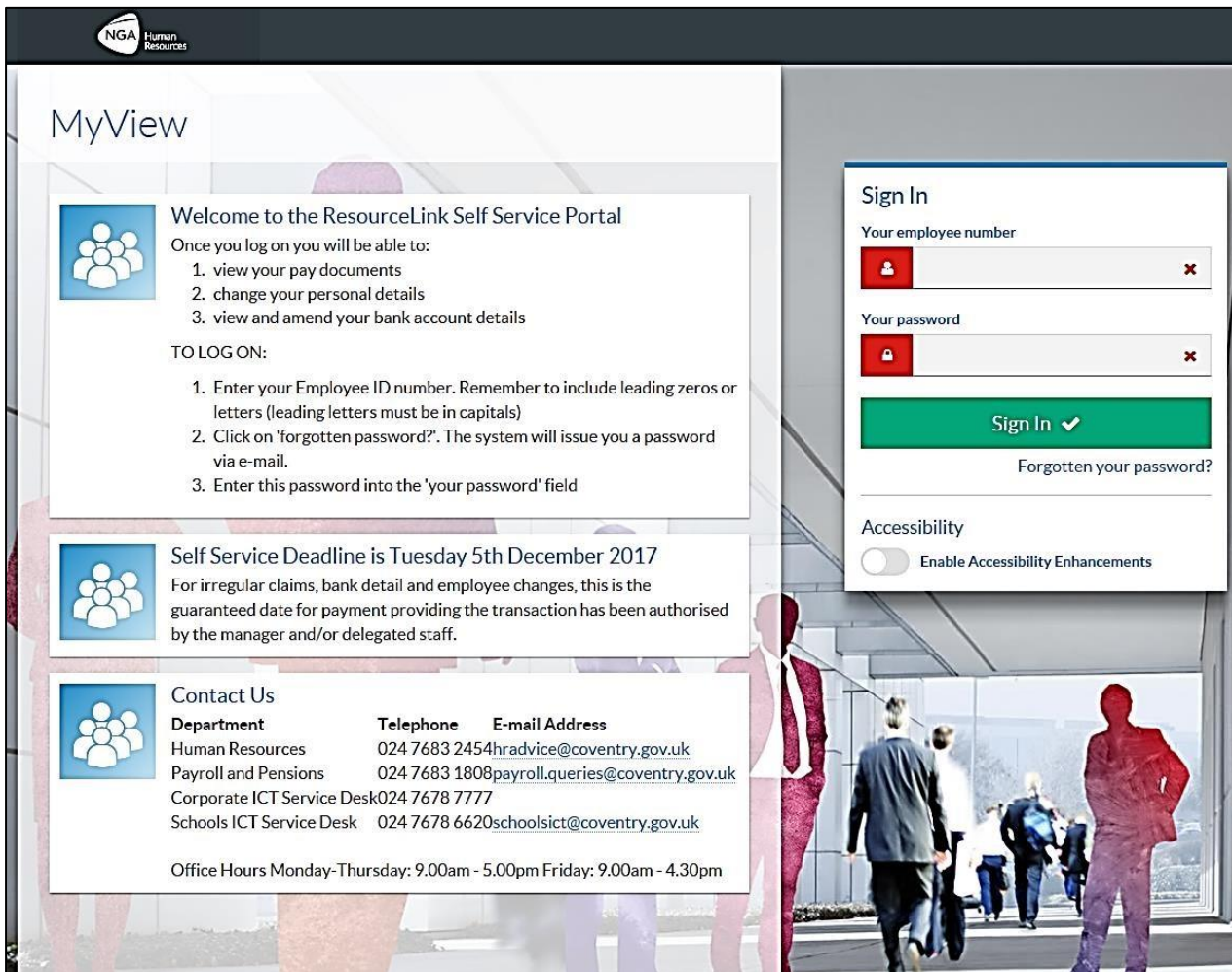


Logging In

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



The screenshot shows the 'MyView' portal with a dark header containing the 'NGA Human Resources' logo. The main content area has a light background with a large, faint image of people in a modern office. On the left, there are three white boxes with blue icons of a group of people. The first box is a welcome message, the second is about a self-service deadline, and the third is contact information. On the right, there is a 'Sign In' panel with input fields for employee number and password, a green 'Sign In' button, a link for 'Forgotten your password?', and an 'Accessibility' section with a toggle switch.

MyView

Welcome to the ResourceLink Self Service Portal

Once you log on you will be able to:

1. view your pay documents
2. change your personal details
3. view and amend your bank account details

TO LOG ON:

1. Enter your Employee ID number. Remember to include leading zeros or letters (leading letters must be in capitals)
2. Click on 'forgotten password?'. The system will issue you a password via e-mail.
3. Enter this password into the 'your password' field

Self Service Deadline is Tuesday 5th December 2017

For irregular claims, bank detail and employee changes, this is the guaranteed date for payment providing the transaction has been authorised by the manager and/or delegated staff.

Contact Us

Department	Telephone	E-mail Address
Human Resources	024 7683 2454	hradvice@coventry.gov.uk
Payroll and Pensions	024 7683 1808	payroll.queries@coventry.gov.uk
Corporate ICT Service Desk	024 7678 7777	
Schools ICT Service Desk	024 7678 6620	schoolsict@coventry.gov.uk

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

Sign In

Your employee number

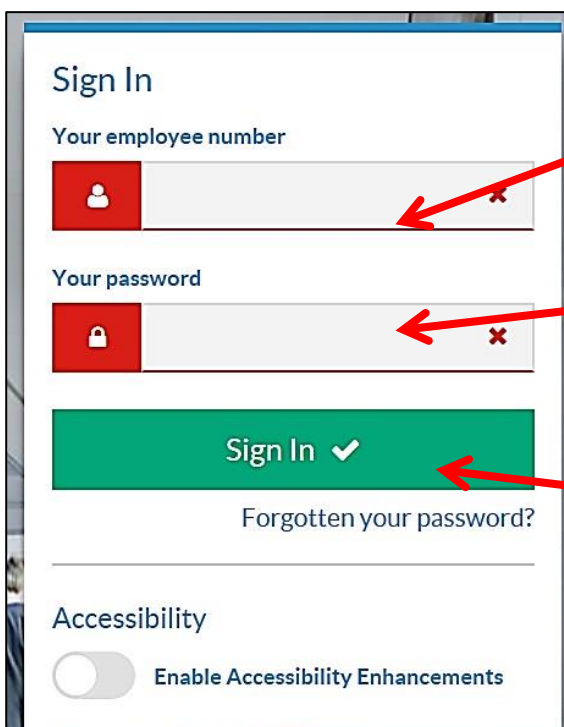
Your password

Sign In ✓

Forgotten your password?

Accessibility

☐ Enable Accessibility Enhancements



This is a close-up of the 'Sign In' panel from the previous screenshot. It shows the 'Your employee number' and 'Your password' input fields, the green 'Sign In' button, and the 'Forgotten your password?' link. Red arrows point from the text labels on the right to each of these elements: the first arrow points to the employee number field, the second to the password field, and the third to the 'Sign In' button.

Sign In

Your employee number

Your password

Sign In ✓

Forgotten your password?

Accessibility

☐ Enable Accessibility Enhancements

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

Enter **Password**.

Click.

Security questions

Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.

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

Confirm **Date of Birth**.

Who was your childhood hero/ine?

Answer **Security Question**.

Click.

Password Reset

Sign In

Your employee number



Your password



Sign In ✓

[Forgotten your password?](#)

Click **Forgotten your Password?**

Forgotten your password?

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.

Password reset

✓ If the credentials you supplied are correct, your account has been reset and an email containing a temporary password has been sent to the address associated with this account.

Continue

Click.

Sign In

Your employee number

Your password

Sign In ✓

Forgotten your password?

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

Click **Sign In**.

Security questions

Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.

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

Verify ✓

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 ✓

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

Click **Set Answers**.

Username

Current Password

New Password

Confirm Password

Submit ✓

Enter **Employee ID**.

Enter temporary password.

Enter **New Password**.

Click **Submit**.