

My Details

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

Log in to MyEmployment.

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 14th November 2017

Sign In

Your employee number

Your password

Sign In ✓

[Forgotten your password?](#)

Accessibility ☐ Enable Accessibility Enhancements

Employee ID number

Password

MyView

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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)?

What was the greatest ever invention?

Verify ✓

Confirm date of birth

Answer security question

Updating Bank Details

Your Name	BARRY
Post Number & Job Title	030821 Training & Development Co-ord

drops down, select

- Dashboard
- My Details
- My Irregular Claims
- My Expenses/Mileage
- My Training
- My Sickness
- My Delegations
- Employee Benefits

From the menu on your dashboard, select **My Details**. From the menu that **Update My Bank Details**.

Dashboard

My Details

Update My Bank Details

Update My Contact Details

Read **Bank Deadlines** document before making changes to bank details.

Bank Details
You can now change your Bank Account details online.

[Bank Deadlines Help & Guidance](#)

Please note that bank account changes **will not** be effective immediately and you should ensure that you follow the "Bank Deadlines" timetable should you require a change from your next pay date. The "Bank Deadlines" document can be accessed by clicking the link above.

Your new account details will only become effective **AFTER** you have received a confirmation e-mail.

*Please note that you need to click **SUBMIT** to send the request to Employment Services.*

INSTRUCTIONS:

- 1) Select [edit these details]
- 2) Enter your sort code first.
- 3) Overtyping your existing account number in the field "Account Number" with your new details
- 4) You will need to enter your old account number in the field "Previous Account Number for Security Validation"
- 5) Click on Submit.

For Coventry Building Society account holders (sort code: 40-63-01), where your account number is 9 digits long, please only use the last 8.

[edit these details]	
Account Number	
Account Name	
Account Type	
Roll Number	
Bank/Bulding Society Detail	
Sort Code	
Bank Name	
Branch	

Click to **Edit** bank details.

Enter **Sort Code**.

Click to exit 'edit mode'.

[\[back to view only mode\]](#)

Account Number	New Account Number	
Previous Account Number for Security Validation	Old Account Number	[completion required for submitting of any changes]
Account Name	Your Name	
Account Type	Current ▾	
Roll Number		
Bank/Bulding Society Detail		
Sort Code	Sort Code	[Search]
Bank Name	Bank Name	
Branch	Details	
Address		

Overwrite old number.

Type old number.

[\[back to view only mode\]](#)

Account Number	New Account Number
Previous Account Number for Security Validation	Old Account Number
Account Name	Your Name
Account Type	Current ▾
Roll Number	

Bank/Bulding Society Detail

Sort Code	Sort Code	[Search]
Bank Name	Bank Name	
Branch	Details	
Address		

For Coventry Building Society account holders (sort code: 40-63-01), where your account number is 9 digits long, please only use the last 8.

Click **Submit** to submit the changes.