



## Logging Off

After you have updated or viewed your record, please ensure you log off immediately by clicking the 'Sign Out' button at the top, right:



If you don't click this (you just close the browser) then MyView will think you are still logged in so next time you try to log in it will say you already have an active session and do you want to close it – you will need to click OK to continue with this session which will close your other session.

