



Logging On

There are two methods of logging on to MyView.

The correct method depends on which staff group you are in:

- University of Nottingham staff
Log in using your UoN UserID
- University of Nottingham casuals and associates, and Non-University of Nottingham staff (e.g., Unitemps)
Log in using your payroll number

This can be complicated, so if you experience issues when logging in, please contact one of the teams listed in the instructions below.

Log in for the first time using your UoN UserID

- Applicable to University of Nottingham staff only

Welcome.

Please enter your login details:

Payroll No or UserID

Password

Log in

[Forgotten your password?](#)

Step 1 Enter your UoN UserID (e.g., brzabc, mszabc)

Step 2 Enter your UoN password

Step 3 Click 'Log in'

Step 4 Provide the additional data requested to verify your identity

Step 5 Set answers to the three security questions: a memorable place, a memorable name, and a memorable word.



Each time you log on to MyView after this, you will need to answer one of these questions to proceed to your MyView record. The question will be presented to you at random.

Log in subsequently using your UoN UserID

- Applicable to University of Nottingham staff only

Welcome.

Please enter your login details:

Payroll No or UserID

Password

Log in

[Forgotten your password?](#)

Step 1 Enter your UoN UserID (e.g., brzabc, mszabc)

Step 2 Enter your UoN password

Step 3 Click 'Log in'

Step 4 Enter the answer to the security question, which will be chosen at random from the three security questions you set previously.

If you are struggling to log in using this method, please contact the IT Service Desk on 0115 95 16677 or via the [IT Self Service Portal](#).

Log in for the first time using your payroll number

- Applicable to University of Nottingham casuals and associates, and Non-University of Nottingham staff

You can find your payroll number on any of your paper payslips or P60s.



If you are a University of Nottingham casual or associate, you can also find your payroll number on your Letter of Assignment, which was either emailed or posted to you when you started your assignment with us. If you still cannot find your payroll number, please contact HR@nottingham.ac.uk

If you are Non-University of Nottingham staff and you do not know your payroll number, please contact Payroll@nottingham.ac.uk

If you contact HR or Payroll for your payroll number, we will ask you to confirm some additional details to verify your identity.

Once you have your payroll number:

Step 1 Generate a password by clicking the 'Forgotten your password?' link underneath the Log in button.

Forgotten your password?

This is only relevant if you are logging on using your Payroll Number. Enter the details requested. You will then be sent an email with a temporary password which will enable you to log on. Please see our User Guide at www.nottingham.ac.uk/hr/myview for more detailed guidance.

Payroll No or UserID

Enter your Date of Birth (dd/mm/yy)

Reset my account

< Back

Step 2 Enter your payroll number (e.g., 123456)

Step 3 Enter the additional data requested to verify your identity

Step 4 Click the 'Reset my account' button.

MyView will send an email containing a temporary password to the email address we hold for you in the Human Resources system.

If you believe the email address that we hold is incorrect, or if you do not receive the email containing the temporary password, please contact:



Payroll@nottingham.ac.uk (for non-University of Nottingham staff)

HR@nottingham.ac.uk (for all other staff)

We will ask you to confirm some additional details to verify your identity.

Once you have received the temporary password, log on as follows:

Welcome.

Please enter your login details:

Payroll No or UserID

Password

Log in

[Forgotten your password?](#)

Step 1 Enter your payroll number (e.g., 123456)

Step 2 Enter your temporary password from the email you received

Step 3 Click the 'Log in' button.

Step 4 Provide the additional data requested, to verify your identity

Step 5 Set answers to the three security questions: a memorable place, a memorable name, and a memorable word.

Each time you log on to MyView after this, you will need to answer one of these questions to proceed to your MyView record. The question will be presented to you at random.

Step 6 Enter your temporary password again from the email you received

Step 7 Enter a new password of your choice. It must be at least 8 characters long, and it must contain an uppercase (capital) letter, a lowercase letter, and a number.

Step 8 Enter your new password again.

Step 9 Click the 'Submit' button.



Log in subsequently using your payroll number

- Applicable to University of Nottingham casuals, associates, and Non-University of Nottingham staff

A screenshot of the MyView login interface. It features a 'Welcome.' heading, a prompt to enter login details, and two input fields: 'Payroll No or UserID' and 'Password'. Both fields have a red border and a small 'x' icon in the top right corner. Below the fields is a black 'Log in' button and a link for 'Forgotten your password?'.

Welcome.

Please enter your login details:

Payroll No or UserID

Password

Log in

[Forgotten your password?](#)

Step 1 Enter your payroll number (e.g., 123456)

Step 2 Enter your chosen password

Step 3 Click 'Log in'

Step 4 Enter the answer to the security question, which will be chosen at random from the three security questions you set previously.

If you are struggling to log in using this method, please contact the IT Service Desk on 0115 95 16677 or via the [IT Self Service Portal](#).