



Logging On

There are two methods of logging onto MyView dependent on which staff group you are in. This can therefore be a complicated area so if you experience issues, please do not hesitate to contact one of the teams mentioned below. The different groups are:

- University of Nottingham Staff
- University of Nottingham casuals / associates and Non University of Nottingham staff (e.g. Unitemps, Nottingham Scientific Ltd)

➤ University of Nottingham Staff

First time logon using Username:

Step 1 Enter your UoN Username
e.g. brzabc, mszabc.

Step 2 Enter your UoN password.

Step 3 Click 'Sign In'.

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

Step 5 You will now be asked to set answers to the security questions shown opposite. Your answers are case sensitive.

Each time you subsequently log on to MyView, **one** of these questions will be presented to you at random, which you will need to answer correctly to proceed to your MyView record.



Subsequent logon using Username:

Sign In

Payroll No/Username

Person icon

Password

Lock icon

Sign In

[Forgotten your password?](#)

Step 1 Enter your UoN Username
e.g. brzabc, mszabc.

Step 2 Enter your UoN password.

Step 3 Click 'Sign In'.

Step 4 Provide the answer to the additional security question you previously set, to verify your identity.

If you are struggling to log on using this method, please contact the IT Service Desk on 0115 95 16677 or via the IT Self Service Portal at <https://selfservice.nottingham.ac.uk/sw/selfservice/>

➤ University of Nottingham casuals / associates and Non University of Nottingham staff

You will need to log on using your payroll number. This can be found on one of your paper payslips or P60s. Alternatively, for University of Nottingham casual / associate staff, you can also find this on your Letter of Assignment which was either emailed or posted to you when you commenced your assignment with us.

If you still do not know your payroll number, please contact Payroll@nottingham.ac.uk for non-University of Nottingham staff and HR@nottingham.ac.uk for all other staff. When contacting us, you will be asked to confirm a number of additional details to confirm your identity.

First time logon using payroll number:

When you log on to MyView for the first time using payroll number, you will need to generate a password. Follow the steps below to do this:



Sign In

Payroll No/Username

Password

Sign In

[Forgotten your password?](#)

Step 1 Click 'Forgotten your password?'

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 the User Guide if you require further information.

Payroll No/Username

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

Reset my account

[< Back](#)

Step 2 Enter your Payroll Number e.g. 123456

Step 3 Provide the additional data requested, to verify your identity.

Step 4 Click 'Reset my account'.

You will then be sent an email with a temporary password to the email address we hold in the Human Resources System.

If you believe the email address held to be incorrect, please contact Payroll@nottingham.ac.uk for non-University of Nottingham staff and HR@nottingham.ac.uk for all other staff. When contacting us, you will be asked to confirm a number of additional details to confirm your identity.

If you do not receive an email with a temporary password, please contact the applicable team above who will be able to look into this for you.

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



Sign In

Payroll No/Username

Password

Sign In

[Forgotten your password?](#)

Step 1 Enter your Payroll Number
e.g. 123456

Step 2 Enter your temporary password as per
the email sent to you.

Step 3 Click 'Sign In'.

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

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.

A memorable place

A memorable name

A memorable word

Set Answers

Step 5 You will now be asked to set answers
to the security questions shown
opposite. Your answers are case
sensitive.

Each time you subsequently log on to MyView, **one** of these questions will be presented to you at random, which you will need to answer correctly to proceed to your MyView record.

Current Password

New Password

Confirm Password

Submit ✓

Step 6 Enter your temporary password again
as per the email sent to you.

Step 7 Enter a new password of your choice.
This must be a minimum of 8
characters and must contain an upper
and lower case character and a
number.

Step 8 Re-enter your new password.

Step 9 Click 'Submit'.



Subsequent logon using payroll number:

You will then use the password you have just set each time you subsequently log on to MyView as follows:

Sign In

Payroll No/Username

Person icon

Password

Lock icon

Sign In

Forgotten your password?

Step 1

Enter your Payroll Number
e.g. 123456

Step 2

Enter your password.

Step 3

Click 'Sign In'.

Step 4

Provide the answer to the additional security question you previously set, to verify your identity.

If you are struggling to log on using this method, please contact the IT Service Desk on 0115 95 16677 or via the IT Self Service Portal at <https://selfservice.nottingham.ac.uk/sw/selfservice/>