



Overview

Once you have logged in, this is what MyView looks like:

The screenshot shows the 'Personal Details' page in MyView. The page has a dark sidebar on the left with a navigation menu. The main content area is titled 'Personal Details (TEST TEST)'. It includes a progress indicator showing 'Personal' as complete. Below this, there are form fields for 'Title' (Mr), 'First Forename' (TEST), 'Other Forenames' (TEST), 'Surname' (TEST), and 'Nat. Ins. No.'. There are 'Previous', 'Next', and 'Submit' buttons at the bottom. A 'Help' button is also present. The top right of the page shows 'Welcome, TEST', 'Account', and 'Sign Out'.

- 1 Your Name and Job Family.
- 2 The blue highlighting tells you what section you are in.
- 3 Link to the HR Website where you can access Frequently Asked Questions and the User Guide.
- 4 Click 'Help' to expand brief Help text.
- 5 This is the data we currently hold about you.
- 6 After updating your data, click 'Submit'.
- 7 Click the 'Account' button and then click 'View Details' to show your start date, location, contract type, hours and grade.
- 8 Sign Out button.