



## Protecting Your Security

MyView contains your personal data. Please consider the following when using MyView:

- Is this computer public?
- If the web browser asks you whether you wish it to remember your MyView logon details, to protect your data, you should select **no**.
- When looking at MyView, can others potentially see your computer screen?
- If you are leaving your desk whilst logged into MyView ensure you lock your workstation so that others cannot view / amend your MyView data.
- Always ensure you log out of MyView (see '**Logging Off**' section).



Information

### Remember:

You should NEVER divulge your MyView password as no-one in the University will legitimately ask you for this data.

Phishing attacks may send you an email asking you to click a link to re-set your MyView password. As you will see in the '**Passwords**' section, the only time your password will be re-set is if YOU have asked for this. Therefore, if you receive an email asking you to re-set your MyView password and you have **not** asked for this, please inform the IT Service Desk on 0115 95 16677 or via the IT Self Service Portal at <https://selfservice.nottingham.ac.uk/sw/selfservice/>.

Phishing attacks may also send you an email asking you to provide an item of your identity such as your payroll number, your University of Nottingham username, your password, your date of birth or your answers to the MyView security questions. You should **NEVER** divulge any of this information (unless you have contacted us for help). You should inform the IT Service Desk on 0115 95 16677 or via the IT Self Service Portal at <https://selfservice.nottingham.ac.uk/sw/selfservice/> if you receive an email asking you to provide this information.