



What is MyView?

MyView is a module within the University's HR System. It is a web based system that contains some of the personal details the Human Resources Department holds about you. For example, MyView includes your name, home address, bank details.

In addition to viewing these details, you are also able to amend some of your details. For example, your name, home address, bank details.

Some changes you make will require 'authorisation' from Human Resources or Payroll Services (for example, changes to bank details), whilst other changes you make will be immediately updated in MyView (for example, equality monitoring data).

It is really important that you read the '**Protecting Your Security**' section: if you inadvertently provide your logon details to a fraudster, they may potentially be able to access your MyView record and change your bank details, for example.