



MyView Self-Service

Welcome to MyView, employee Self-Service for Payroll Services.

MyView will enable you to access and update your personal details, where appropriate, as well as accessing the following features:

- Payslips
- P60's
- Helpful Websites

These will be accessible online through MyView once you have signed in.

You do not require any special software to use MyView. It can be accessed from any internet browser such as Google Chrome or Internet Explorer, as it is a web based system.

To gain access to MyView you will need to type the following into the address bar of your chosen internet browser <https://myview.torbay.gov.uk/dashboard/> and this will enable you to sign into MyView. The first time you sign into MyView you will be required to register to access this service.

If you do not have access to a PC or laptop there are a number of sites where these facilities are available which provide free internet access to the public, including libraries.

It is important that you register for this service as pay documents will not be supplied in paper format.

When you select '**forgotten your password?**' from the sign in screen, you will be asked to enter your **Employee Number** and **Date of Birth** to receive a unique temporary password. This will be your password for the first time of logging into MyView to register your details.

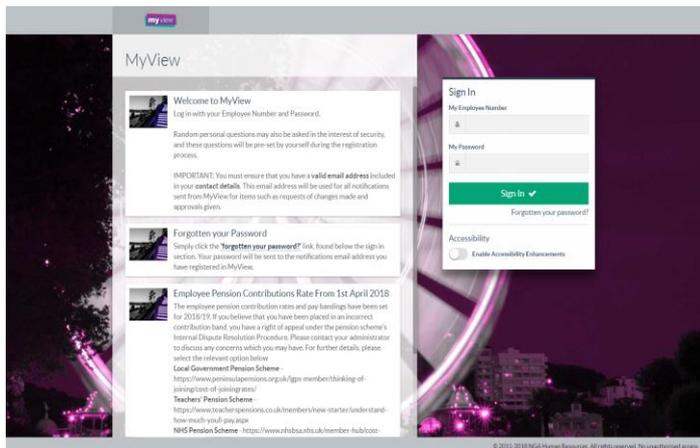
The password included in the body of the email is case sensitive and will expire after 60 minutes of being sent to you.

Please ensure you visit <https://myview.torbay.gov.uk/dashboard/> prior to the expiry time and complete your registration for this service. **We recommend that you read all the guidance before commencing the registration.**



MyView Registration

When you first visit the MyView webpage [<https://myview.torbay.gov.uk/dashboard/>] it will ask you to sign in.

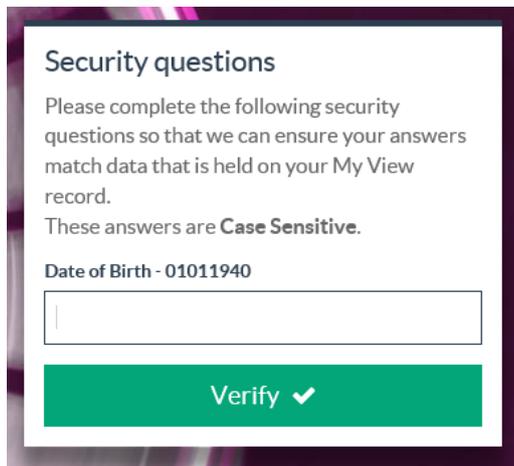


'Your Employee Number' - Your 5 digit employee number including any leading zeros. If you are not aware of your employee number, please contact your school administrator/manager

'Your Password' - Enter the temporary password which can be found in the email

'Sign In' – Use once the above details are entered

You are presented with the three screens to complete the registration process.



'Date of Birth' - Enter your date of birth in the format DDMMYYYY (i.e. 01011940)

'Verify' – Use once the above details are entered

The second screen requires you to set five further security questions.

Security questions

Please set the answers to ALL the following security questions so that they can be stored in My View and used to validate access on future log on attempts.

These answers are **Case Sensitive** and we recommend answering them all in lower case. Please bear in mind that your answers to these questions could potentially be known by others close to you.

Mothers Maiden Name

Street Name of First Family Home

In Which Town was Your First Job

Name of Your First School

Fathers first name

Set Answers ✓

Please be mindful that the answers are case sensitive. It is recommended you answer these questions all in lower case.

During this process you are **setting** the answers to these questions, we DO NOT currently hold this information.

The answers you provide in this section will be used for future sign in attempts.

When you have answered all the questions please select **Set Answers**.

The third screen is required to set your new password

Change your password

Enter a new password which must be a minimum of 8 characters and contain at least one CAPITAL letter, one lower case and one number. Re-enter this password to confirm the change.

Your username

Current password

New password

Confirm password

Submit ✓

'Current password' – This is the same password used in the first screen (the password within the email)

'New password' – Enter a new password of your choosing which must be a minimum of 8 characters and contain at least one CAPITAL letter, one lower case and one number.

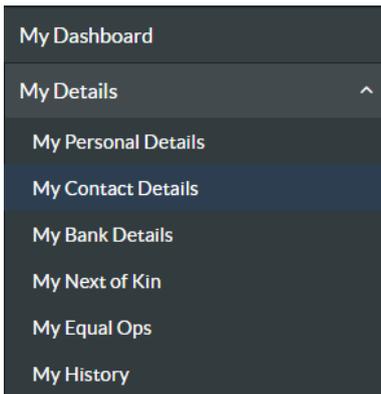
'Confirm password' – re enter the password which must match the one entered in 'New password'

'Submit' - Use once the above details are entered

You will then be granted access to your personal MyView page.



Adding or Changing an email address

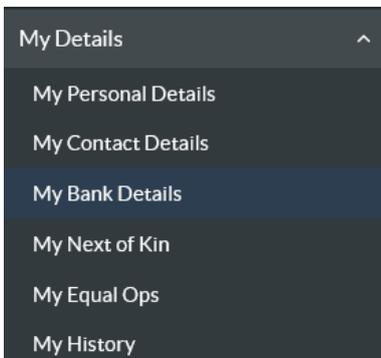


Select **My Details** followed by **My Contact Details** to be taken to your contact details.

Enter your email address in the **Notification Email Address** and then click the **Submit** button. 

Notification Email Address	<input type="text" value="name@example.com"/>
-----------------------------------	---

Adding Bank Details



Select **My Details** followed by **My Bank Details** to be taken to your bank details.

Check your Personal Details are correct and click the Next button.

Select the radio button for **Bank Account** or **Building Society Account**.

Personal	Bank	Complete
Bank Details Help		
Bank Type	<input type="radio"/> Bank Account <input type="radio"/> Building Society Account <input checked="" type="radio"/> Account Details not available	
Account Name	<input type="text" value="MR B Bennet"/>	
Bank Name	<input type="text"/>	
Previous	Next	Submit



Click the **Edit** button and enter your 8 digit account number as the **New Account Number**. Leave the **Old Account Number** field blank. Make any necessary change to the **Account Name** and enter the **Sort Code**. If your new account is a Building Society Account please ensure that you also enter your Building Society Roll Number in the relevant field.

Bank Details Help

Bank Type Bank Account Building Society Account Account Details not available

Account Number

New Account Number

Confirm Old Account Number

Account Name

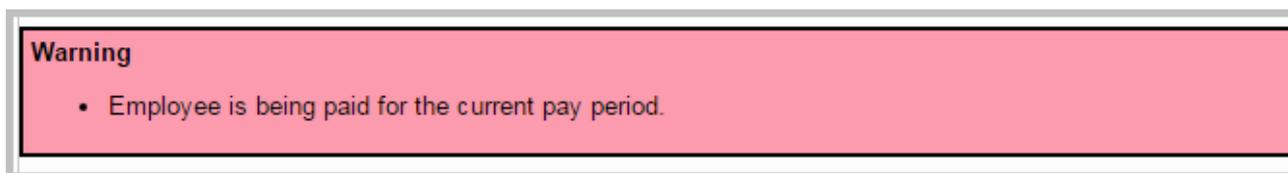
* Sort Code

Bank Name

Previous Next
Submit

Once all the relevant fields have been updated please press the **Submit** button.

There are times when MyView is set to 'View Only'. This occurs around pay day each month. This is to ensure the integrity of the data held during the pay cycle. This is indicated by a pink banner across the top of the page.



On or shortly after pay day MyView becomes fully accessible again.

If you require any additional support or help logging into MyView or have any additional questions then please contact:-

- Schools – Bursar/Business Manager
- Torbay Council – MyView Team on 01803 208090 or myviewsupport@torbay.gov.uk

