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Medway Council

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# MyView Login Instructions

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User Guide – First Login

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## Welcome to MyView

MyView is Medway Council's HR Self-service portal allowing employees to view their own personal details held on the HR System, including addresses, contact and equality information, bank details (last four numerics of the account number only) and pay slips – including the ability to update or correct certain items, as necessary. Therefore, you will not receive paper copies of any pay documents and will need to access MyView to do so. Whilst you can access MyView from any internet enabled computer, if you have been issued with a work email address, your first logon will need to be done when you are able to access this.

## User Guide – First Login

- MyView can be accessed via the internet site [www.medway.gov.uk](http://www.medway.gov.uk).
- Select the option 'View more council services' and then select the heading 'Your council'.
- In 'Jobs and working for us' click on 'Employee resources'.
- On the page that loads, click on the MyView link which will open the portal and display the screen below.
- To login the first time, click on "Forgotten your password?".

**Message Board**

December payslips for **Medway Council** employees are now available to view.

**Medway Council employees:** Monday 6th January is the last day for all correspondence and claims to be received by Payroll/HR Services to guarantee payment / changes are made.

**Gravesham Borough Council employees :** Thursday 13th January is the last day for all correspondence and claims to be received by Payroll/HR Services to guarantee payment / changes are made.

December payslips for **Gravesham Borough Council** employees are now available to view.

Staff are reminded that changes to personal and bank account details must be actioned on-line using the MyView portal. Please do not send paper notification to Payroll/HR Services as it will not be processed.

**If you have left employment since 6th April your P45 will now be available to view and print in Pay Documents.**

P11ds for 2020/21 are now available in Pay Documents.

P60s for 2020/21 are now available to view in Pay Documents.

**Attention all medway.org.uk email address holders:**  
Your email address is no longer valid and you need to be issued with a new email account. Please contact Marc Dermody on 01634 338558 who will activate a new address for you with the suffix medwaymail.org You can still access SS4U but until your new address is set up, you will not receive any email notifications from the site - ie leave authorisations, password resets etc.

**myview**

# Welcome.

Please enter your login details:

**Your Employee Number**

**Your Password**

**Log in**

[Forgotten your password?](#)

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The following screen will then be displayed:

**Forgotten your password?**

Your Password must be a minimum of 8 characters and contain at least one lowercase and one uppercase and one digit

**Employee Ref No**

**Reset my account**

< Back

- Enter your 7-digit Employee Reference Number (this is displayed on a previously issued printed pay slip, to the left of your name, or if you are a new employee will be on your contract under 'Our Ref').
- Click on 'Reset my account'.
- The system will now generate a link with a temporary secure password which will be e-mailed to your corporate address (@medway.gov.uk, @gravesham.gov.uk **or** your school email address).  
Please Note: The temporary password must be used within 60 minutes; else it will expire, and the above process will need to be repeated.
- Click the link to return to the Welcome Page on MyView and:
  - Enter your 7-digit Employee Reference Number
  - Enter the Temporary password issued in the field 'Your Password'
  - Click on 'Sign in'.

- You will now be prompted to enter your date of birth and to change your password (passwords must be a minimum of 8 characters and contain at least one lowercase, one uppercase character and one digit (i.e., Example1).



## Change your password

Your Password must be a minimum of 8 characters and contain at least one lowercase and one uppercase and one digit e.g. Football1

**Employee Ref No**

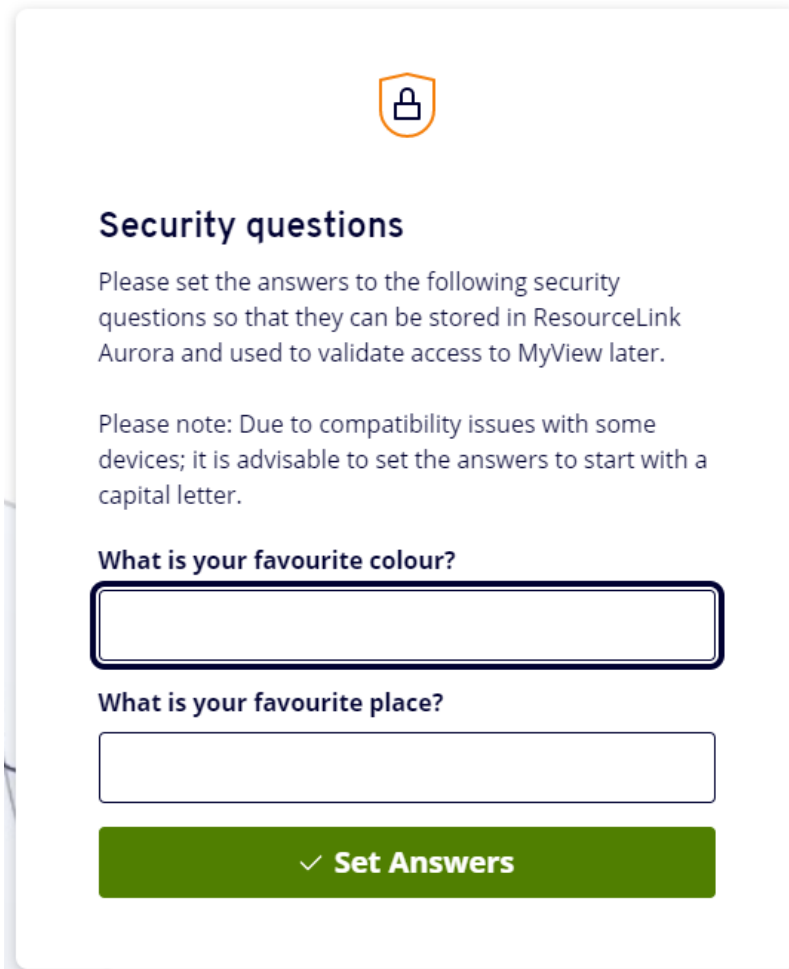
**What is your Date of Birth? DDMMYYYY**


**New password**

**Confirm password**

✓ **Submit**

- You will next be prompted to set up answers to two security questions (the answers are case sensitive).





## 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.

Please note: Due to compatibility issues with some devices; it is advisable to set the answers to start with a capital letter.

**What is your favourite colour?**

**What is your favourite place?**

✓ **Set Answers**

## Signing Out

You must sign out of MyView by clicking on 'Sign Out' especially if you are not using your own private PC.

## Future Logging In

You will be required to enter your 7-digit employee reference number, password, date of birth and answer one of the two security questions.

## Questions or difficulties?

If you fail to answer the questions correctly, after 5 attempts you will be locked out. Should this occur, or if you encounter any other problems or need assistance, please log a request via [Request HR Advice](#) on Service Desk if you have access to the Medway network, if you do not then please email [hrservices@medway.gov.uk](mailto:hrservices@medway.gov.uk). Or alternatively telephone the HR Advice helpline on 01634 334499.

## DOCUMENT HISTORY

### Copyright Notice

The original format of this document is copyright Medway Council.

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