



# A Guide to MyView for Employees

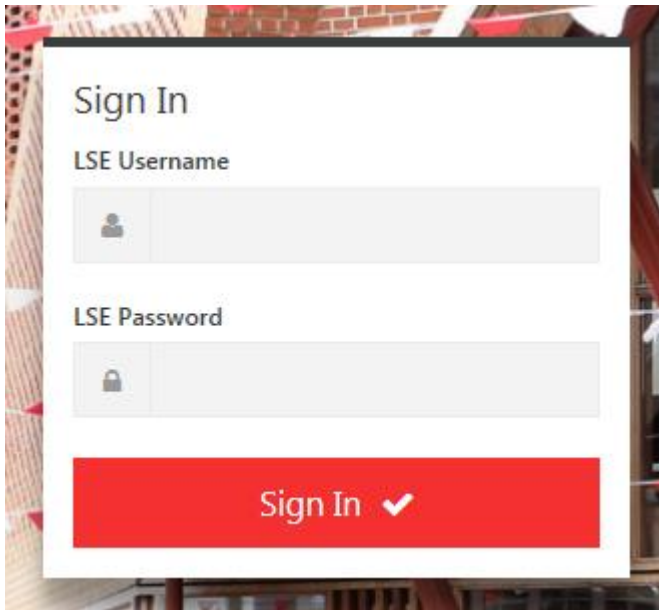
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## Logging In and Out of MyView

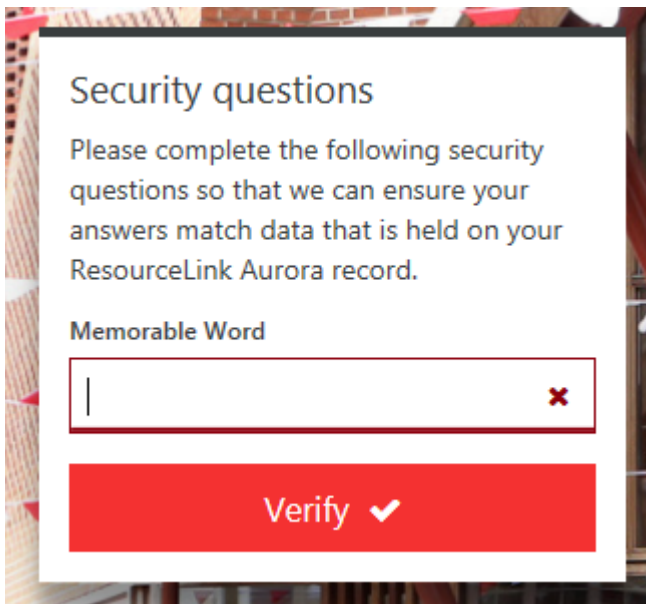
To access MyView please use the following link: <https://myview.lse.ac.uk>

You will need to use your LSE Username and Password



The screenshot shows a 'Sign In' form with two input fields: 'LSE Username' and 'LSE Password'. The 'LSE Username' field has a person icon on the left. The 'LSE Password' field has a lock icon on the left. Below the fields is a red button labeled 'Sign In' with a checkmark icon.

When logging in for the first time you will be prompted to create a memorable word as an additional security measure for the system.



The screenshot shows a 'Security questions' form. It includes the text: 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' Below this is a 'Memorable Word' input field with a red border and a red 'x' icon on the right. At the bottom is a red button labeled 'Verify' with a checkmark icon.

Each subsequent login will ask for the same details.

When you are ready to log out please ensure you select the Sign Out button to prevent other users from accessing your details



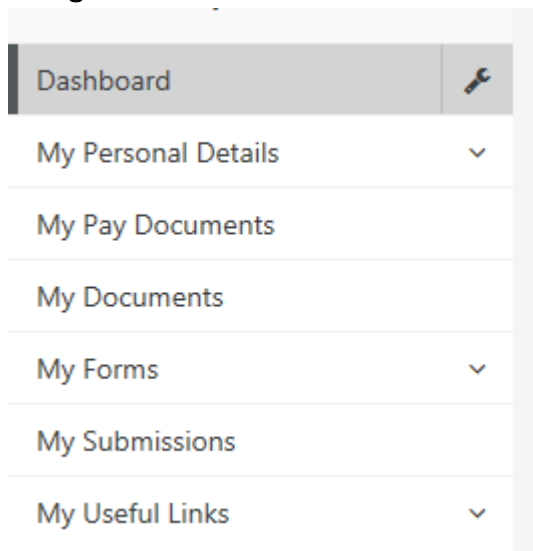
The screenshot shows a button with a power icon and the text 'Sign Out'.

## Home Screen/Dashboard

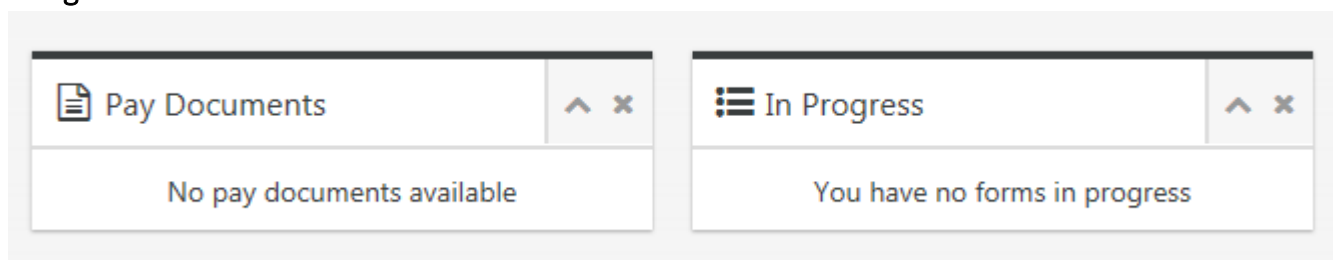
The first screen displayed when you log-in to MyView is known as the Dashboard.

From the Dashboard, you can view the following information:

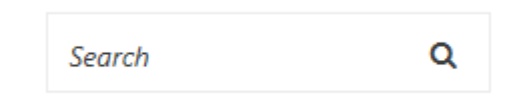
### Navigation Menu



### Widgets

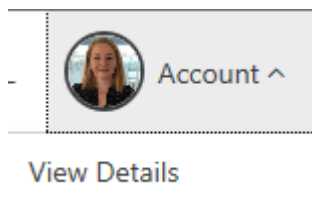


Search function which allows you to search current members of staff



### Account

By selecting Account you can see details about your current post at LSE

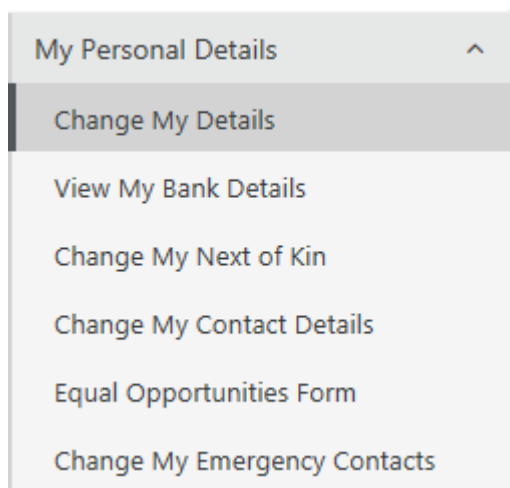


At any given time you can select Dashboard or select the Home icon to take you back to the main homepage

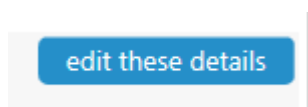


## My Personal Details

You can view details that LSE hold on your by selecting My Personal Details and the relevant menu item that you wish to view and in some cases, amend.



Where information requires updating you will be able to use the Edit button to edit the items that are unlocked.



When you have made the amendment please select Submit if you wish for the data to be amended in the core HR/Payroll system.

You can save the form and come back to it later. This information will be stored in your **In Progress** Widget

We have taken the decision to restrict some data to ensure that we can receive appropriate documentation or that require authorisation before any data amendments take place.

Amendments to boxes that are not able to be edited can be requested using the Change of Details Request form which can be found under My Forms.

For a list of items that are not editable and the reasons please visit the FAQs.

## My Pay Documents

Payslips will be available to view in the Pay Documents widget on your main Dashboard or can be found under My Pay Documents s on the left-hand menu.

More information to follow.

## My Forms

My Forms contains any system form that can be submitted to request changes to data currently held that is restricted. Only the relevant fields need to be populated.

Change of Details Request allows you to inform HR of any amendments. An appropriate member of HR will contact you to follow up.

### Personal Detail Changes

My Title is incorrect	<input type="text"/>	↑ ↓
My Surname is incorrect	<input type="text"/>	↑ ↓

### Equal Opportunities

**Please select the most suitable category from the drop downs below.**

Nationality	<input type="text" value="--Select--"/>	↓
Person Disability 1	<input type="text" value="--Select--"/>	↓
Person Disability 2	<input type="text" value="--Select--"/>	↓

### Employee Post Details

My Post Title is incorrect:	<input type="text"/>	↑ ↓
Who is your Line Manager?	<input type="text"/>	↑ ↓

[Print Completed](#) [Save](#) [Submit](#)

Change of Bank Details allows you to notify Payroll that you wish to change your bank details. Payroll will contact you upon receipt of your form to confirm that you are indeed the individual requesting the change before the system is updated. Please ensure you are aware of the pay deadlines when requesting a change.

You will be able to view any eForms that you have previously saved in My Saved eForms.

## My Submissions

Any amendments made directly via editing in your Personal Details or request for change via eForms will be stored here detailing the date and the status of the change.

## My Useful Links

A variety of links have been provided to assist employees with areas such as HMRC, Immigration & Compliance and useful LSE web pages.

## Further Support

If you wish to contact a member of the team please contact [hr.myview@lse.ac.uk](mailto:hr.myview@lse.ac.uk) who can assist you with guidance.

A series of training sessions are being provided for ESS, bookings can be made via the LSE training booking system which can be found [here](#)