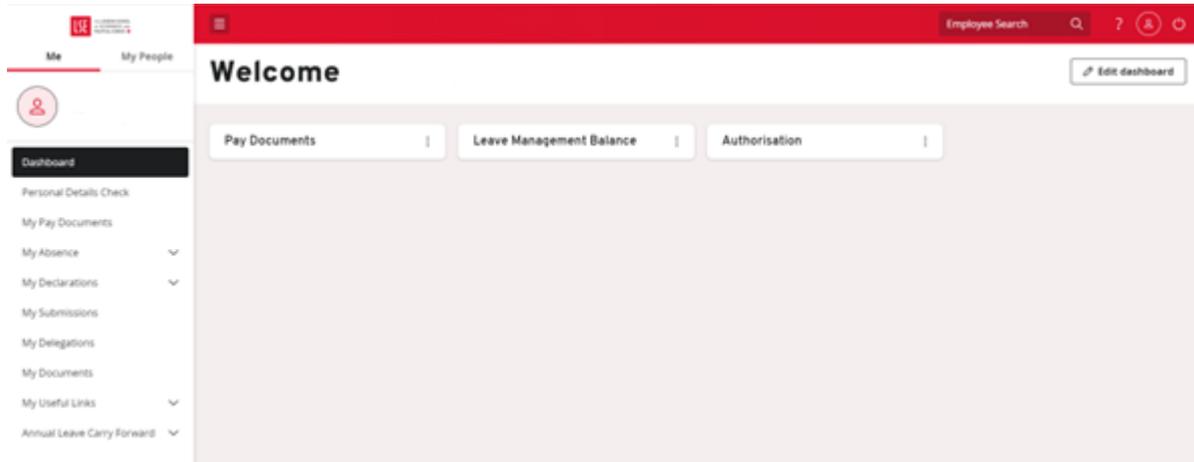


## **Completing your Declaration of Interests in MyView**

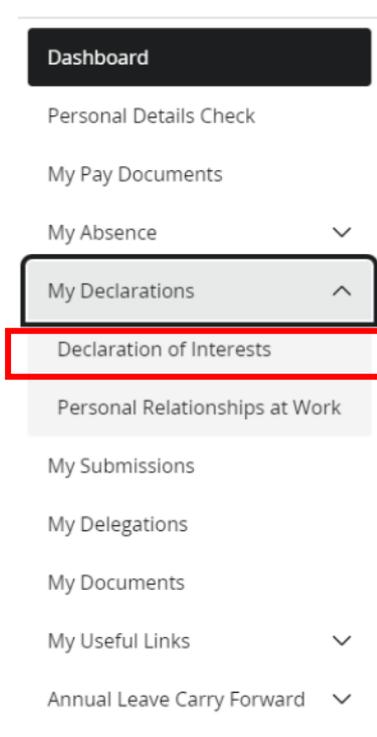
The link for MyView is <https://myview.lse.ac.uk>. You can log into MyView using your usual network username and password.

Once logged into MyView, look at the menu on the left-hand side of the screen.



The menu on the left-hand side will include a section for 'My Declarations'. Select this and the following sub-menu will appear.

To update your declarations of interest select the 'Declarations of Interest' option (shown in red below). If you want to declare a personal relationship, select the 'Personal Relationships at Work' option.



The declaration form will then appear:

The screenshot shows the top of a web form titled "Declaration of Interests". At the top left, there is a breadcrumb trail: "Dashboard / Declaration of Interests". The title "Declaration of Interests" is prominently displayed in a large, bold font. To the right of the title is a small icon of a document with a checkmark. Below the title, the section is labeled "Introduction". The text explains the purpose of the form, stating that it is to uphold the School's commitment to integrity under the Ethics Code. It mentions that staff should disclose any interests that might lead to conflicts of interest. A conflict of interest is defined as where personal interests may influence decisions. The form is required for recruitment panels and senior managers. It also notes that SMC members, Council, and Council committees have a separate process. The form is divided into 8 sections, with the first two being "The Ethics Code" and "Committee Membership". At the bottom of the form, there are four buttons: "Clear", "Download", "Save", and "Submit/Update" (with a checkmark icon).

You can scroll down to complete all the sections.

Please note: Some questions are mandatory and these are marked with a red dot.

The bottom of the form has the following options:

Two buttons are shown: "Clear" and "Download". The "Clear" button is a simple rectangular button with the text "Clear". The "Download" button is a rectangular button with a download icon (a square with a downward arrow) and the text "Download".

Two buttons are shown: "Save" and "Submit/Update". The "Save" button is a dark rectangular button with the text "Save". The "Submit/Update" button is a green rectangular button with the text "Submit/Update" and a checkmark icon.

**Clear** - This will clear all the answers you have currently entered.

**Download** - This will download a copy of the form.

**Save** - This will save the form and you can come back to complete it (see Retrieve a saved form below to continue completion).

**Submit/Update** - Your answers will be submitted to the HR system and can be reportable. Your manager will be able to see the completed form.

Please note that your information will not be retained on the form if you do not save or submit before leaving the page.

## Retrieve a saved form

You can save and come back to the form. To do so, select My Submissions on the left-hand side menu:

- Dashboard
- Personal Details Check
- My Pay Documents
- My Absence ∨
- My Declarations ∨
- My Submissions**
- My Delegations
- My Documents
- My Useful Links ∨
- Annual Leave Carry Forward ∨

You will then need to locate the declaration of interests form. The status will show as open.

## Form History

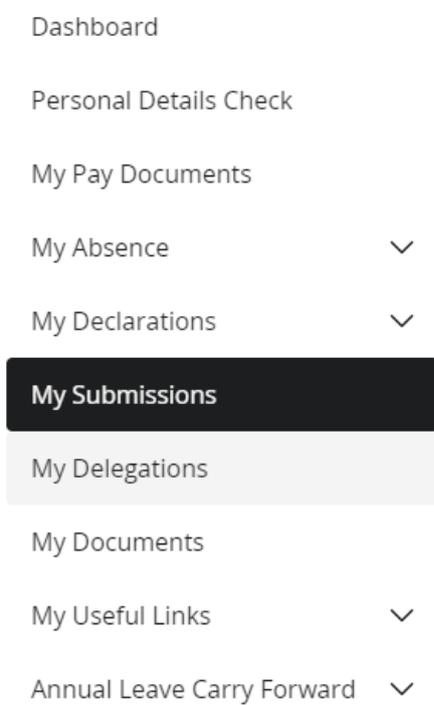
The screenshot displays the 'Form History' interface. At the top, there are search filters: 'Keyword Search' (with a text input), 'Date From' (with a date input 'dd/mm/yyyy'), and 'Date To' (with a date input 'dd/mm/yyyy'). Below these are 'Event Filter' (with buttons for Absence, Contact Details, Employee Changes, and MyForms) and 'Status Filter' (with buttons for Authorised, Open, Rejected, and Withdrawn). A 'Clear search' button and a 'Search' button are also present. Below the filters, there is a 'Results per page' dropdown set to 20 and a pagination bar showing 'Showing 144 results' with page numbers 1, 2, 3, ..., 8. The main content is a table with the following columns: Description, Event, Status, and Raised Date. The first row in the table has 'Declaration of Interests' in the Description column, 'MyForms' in the Event column, 'Open' in the Status column, and '2 Jun 2023' in the Raised Date column. The 'Declaration of Interests' text is highlighted with a red box.

Description	Event	Status	Raised Date
Declaration of Interests	MyForms	Open	2 Jun 2023

Click on the 'Declaration of Interest' form description (as shown in the red box) to open the saved form. You will now be able to complete the saved form.

## **View a submitted form**

You can save and come back to the form. To do so, select My Submissions on the left-hand side menu:



You will then need to locate the declaration of interests form. The status will show as authorised.

Click on the 'Declaration of Interest' form description (as shown in the red box) to open a copy of the saved form.



## **Managers: Viewing a submitted declaration**

Information on how line managers can view a submitted declaration by a direct report can be found here: <https://info.lse.ac.uk/staff/divisions/Secretarys-Division/Assets/Documents/Ethics/DOIMyViewGuidanceManagers.pdf>