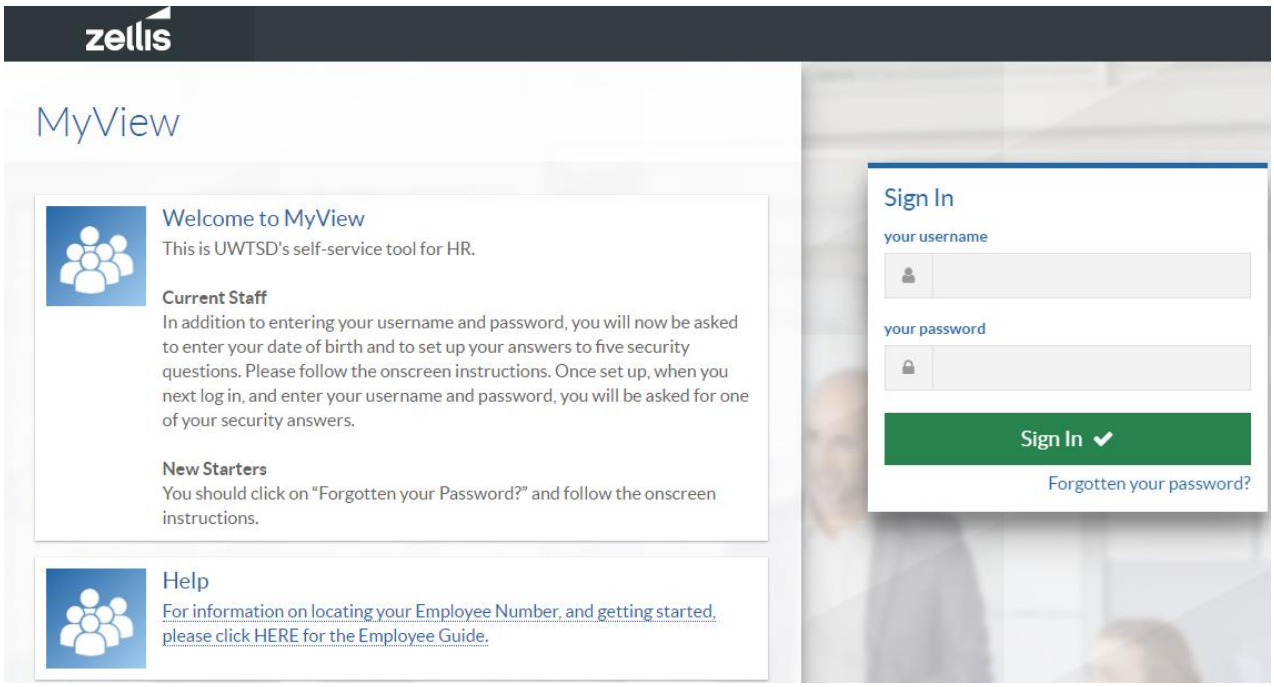
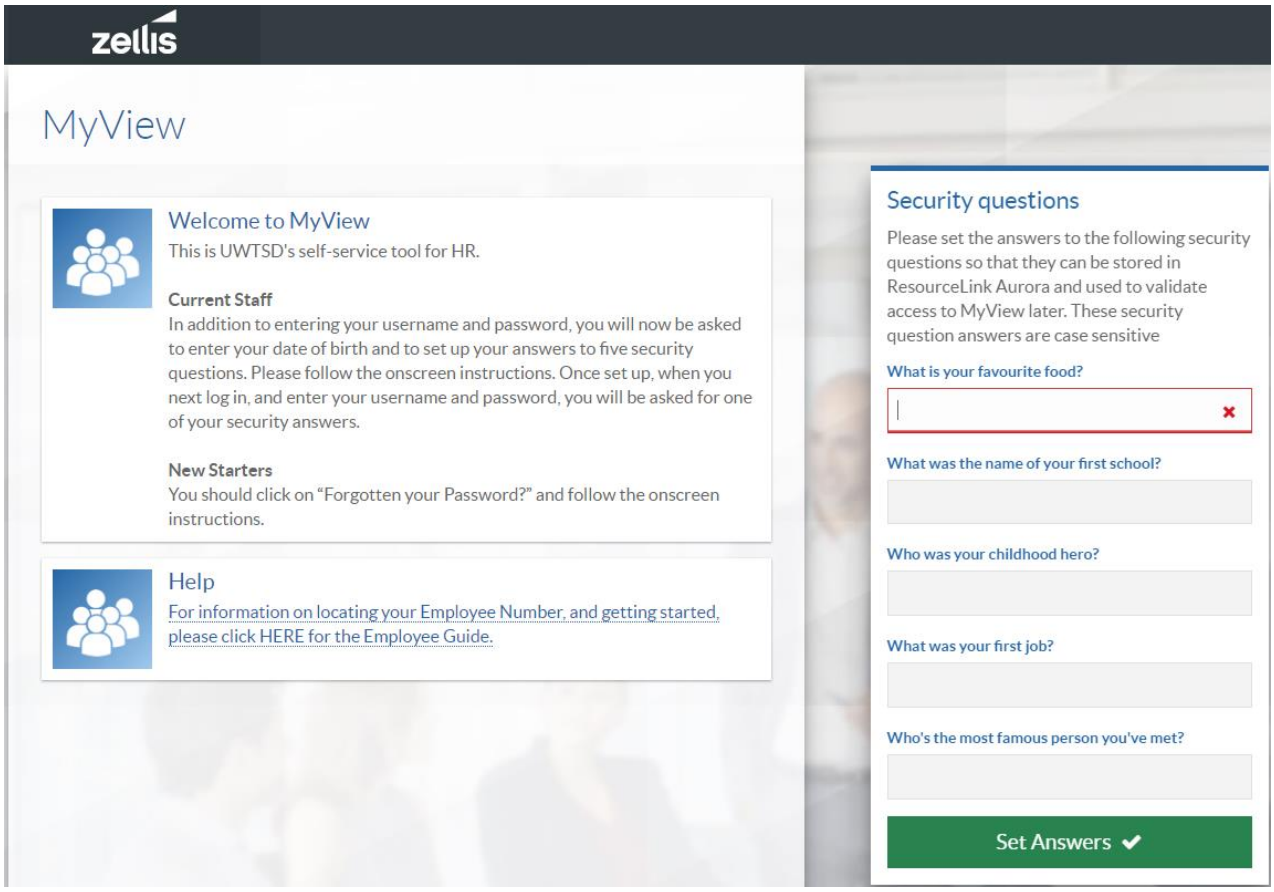
My View Security Questions User Guide

Current Staff

1. Navigate to MyView: https://myview.uwtsd.ac.uk/dashboard



2. Enter your Username (6-digit employee number) and Password in the spaces provided
3. Click 'Sign In'
4. You will be prompted to verify your date of birth. Please enter this in *DDMMYYYY* format
5. Click 'Verify'.
6. You will be prompted to provide answers to a set of five security questions. Please note that your answers will be **case sensitive**



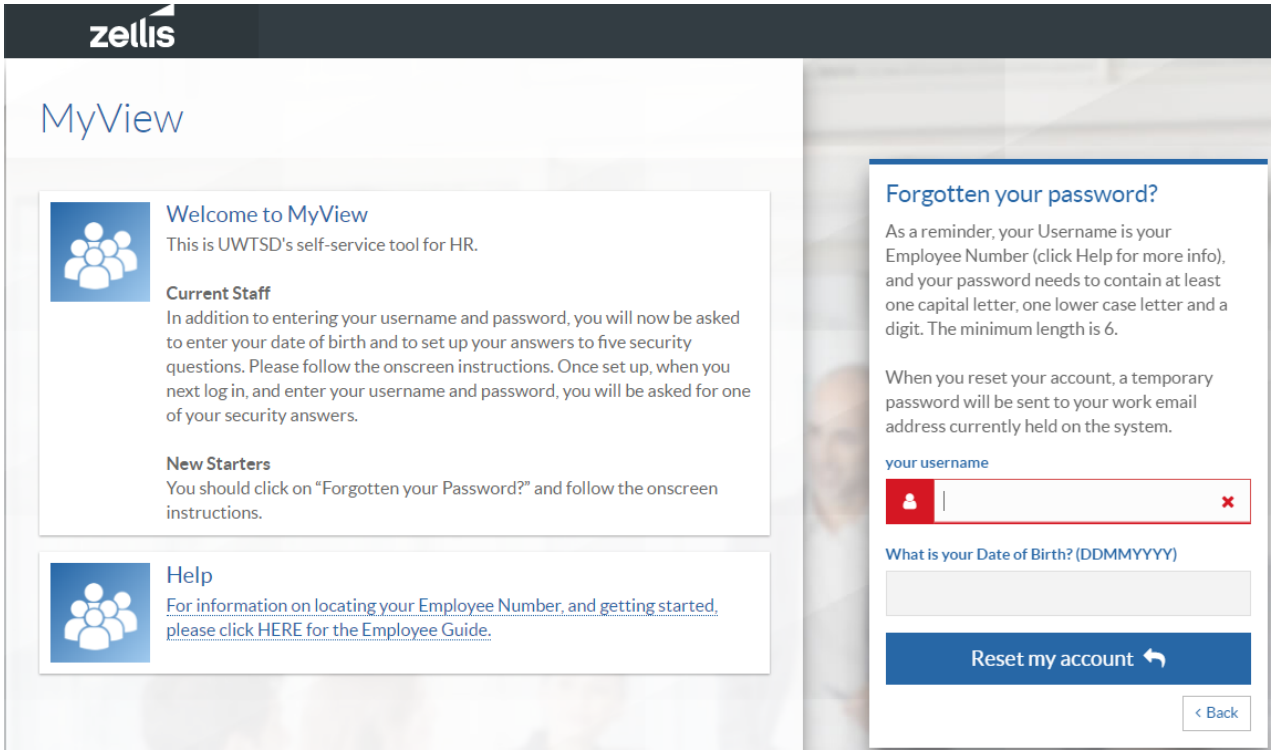
7. Click 'Set Answers' to confirm. Each subsequent time you log into MyView, you will now be asked to answer a random security question to confirm your identity

New Starters / Resetting your Password

1. Navigate to MyView: https://myview.uwtsd.ac.uk/dashboard

2. Click 'Forgotten your password?'

3. You will be prompted to enter your Username (6-digit employee number) and date of birth (in *DDMMYYYY* format). Click 'Reset my account'



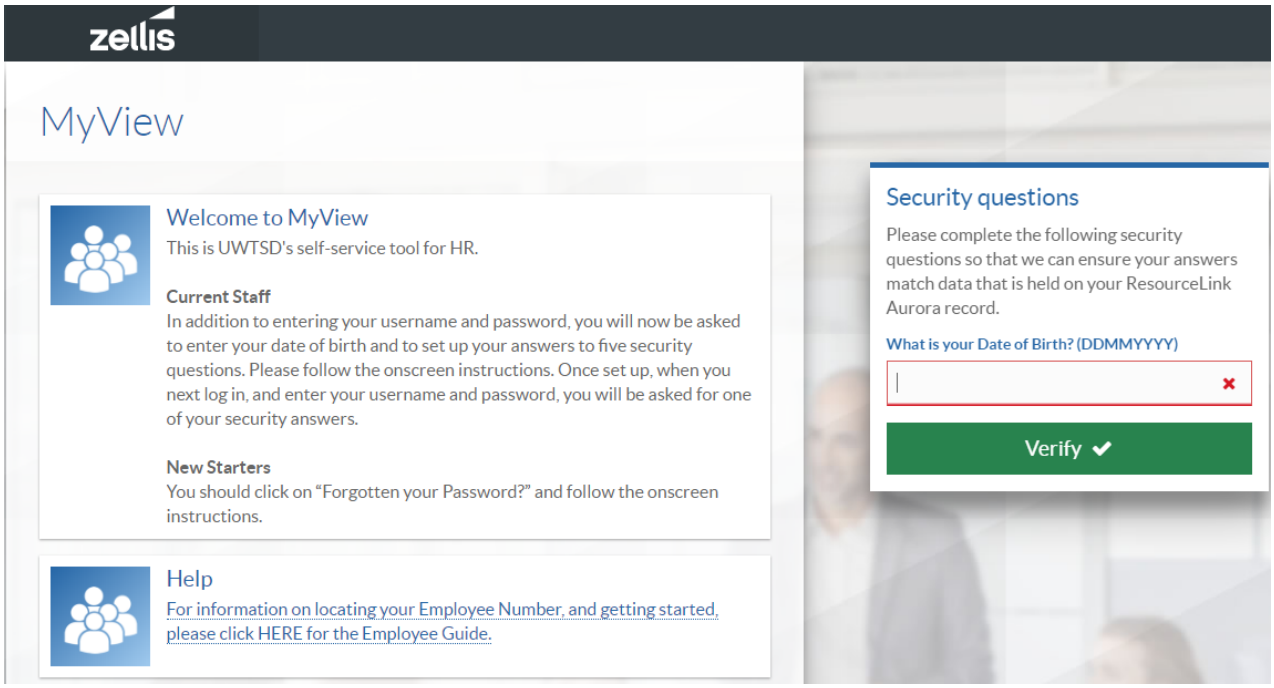
4. If the details you've entered are correct, you will receive a temporary password via email to your work email address. This email can sometimes be automatically directed to your 'Junk', 'Spam' or 'Clutter' folders, so please check these if your email hasn't arrived

5. Return to the MyView login screen

6. Enter your Username (6-digit employee number) and temporary password in the spaces provided

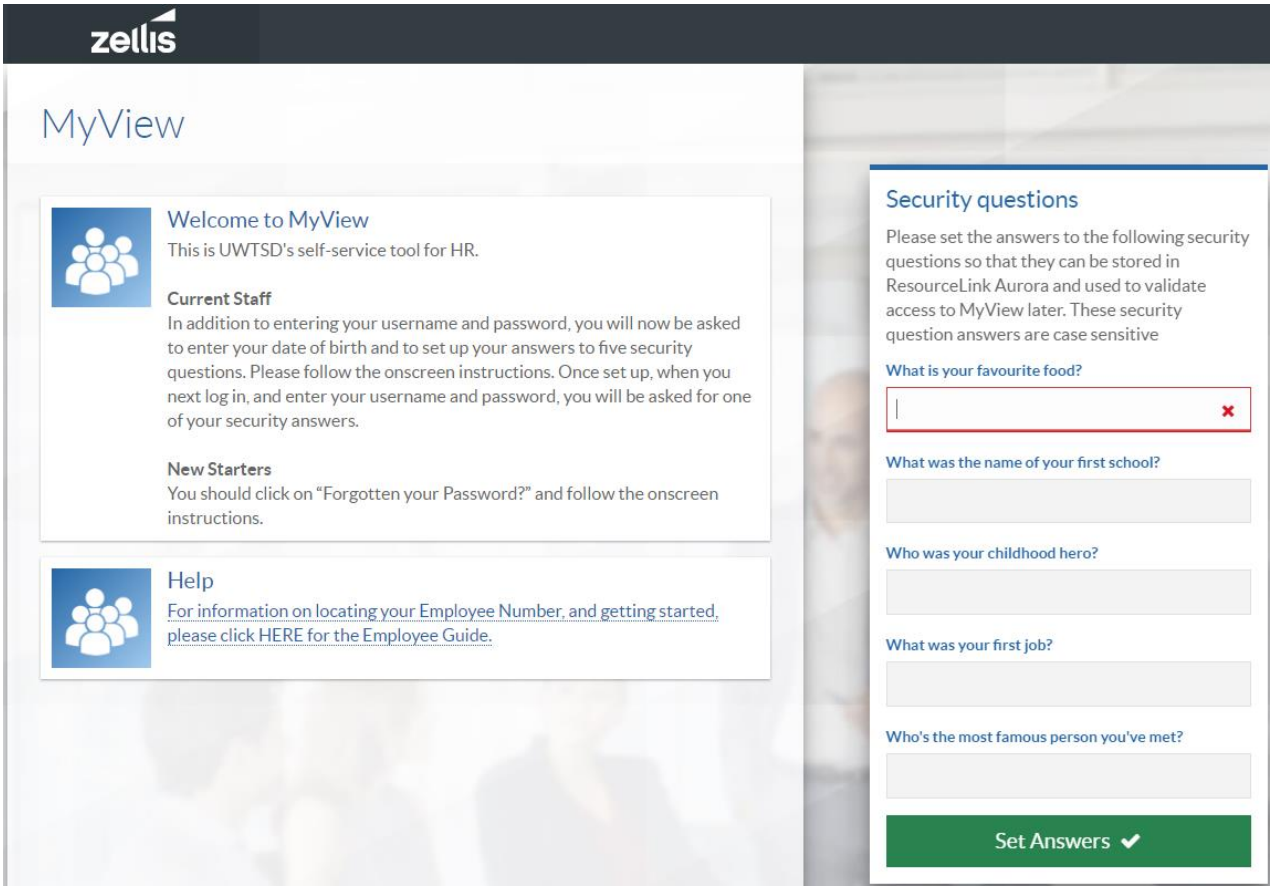
7. Click 'Sign In'

8. You will be prompted to verify your date of birth. Please enter this in *DDMMYYYY* format



9. Click 'Verify'

10. You will be prompted to provide answers to a set of five security questions. Please note that your answers will be **case sensitive**



11. Click ‘Set Answers’ to confirm. Each subsequent time you log into MyView, you will be asked to answer a random security question to confirm your identity

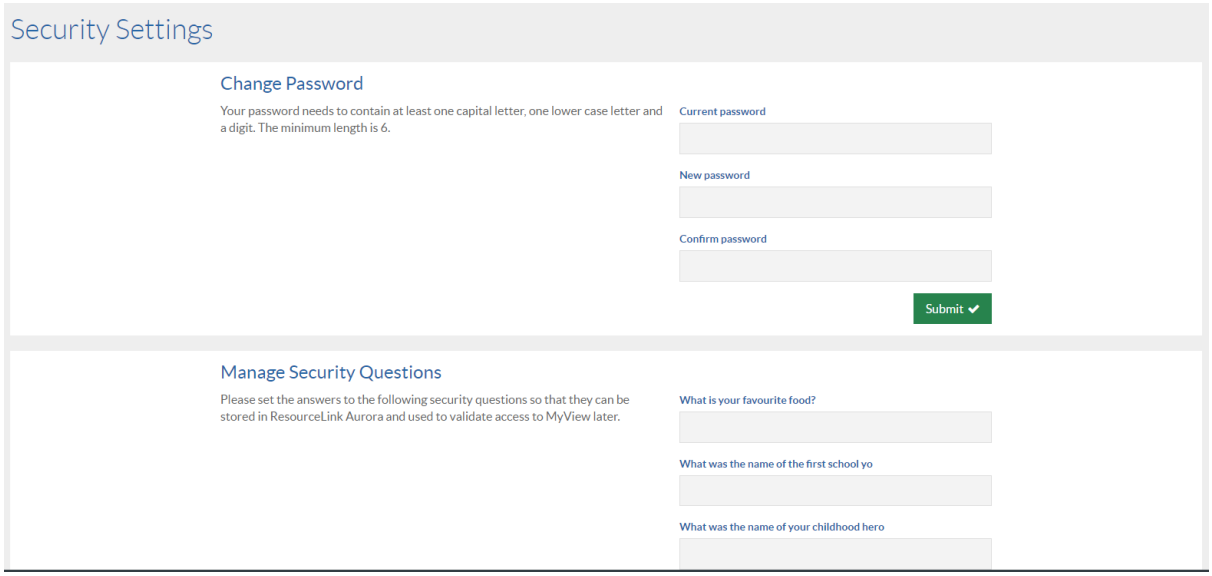
12. You will be prompted to create a new password. Enter your temporary password and a new password in the spaces provided and click ‘Submit’

13. Log in with your Username and your newly-created password

Amending your Security Questions

1. Log into MyView: https://myview.uwtsd.ac.uk/dashboard

2. From the top menu, select ‘Account’ and then ‘Security Settings’



3. Update your answers under ‘Manage Security Questions’ section
   - Please note that if you want to change just one of your security answers, you will need to type all answers in again
   - Please also note that it is not necessary to change your password when you change your security answers

4. Click ‘Submit’