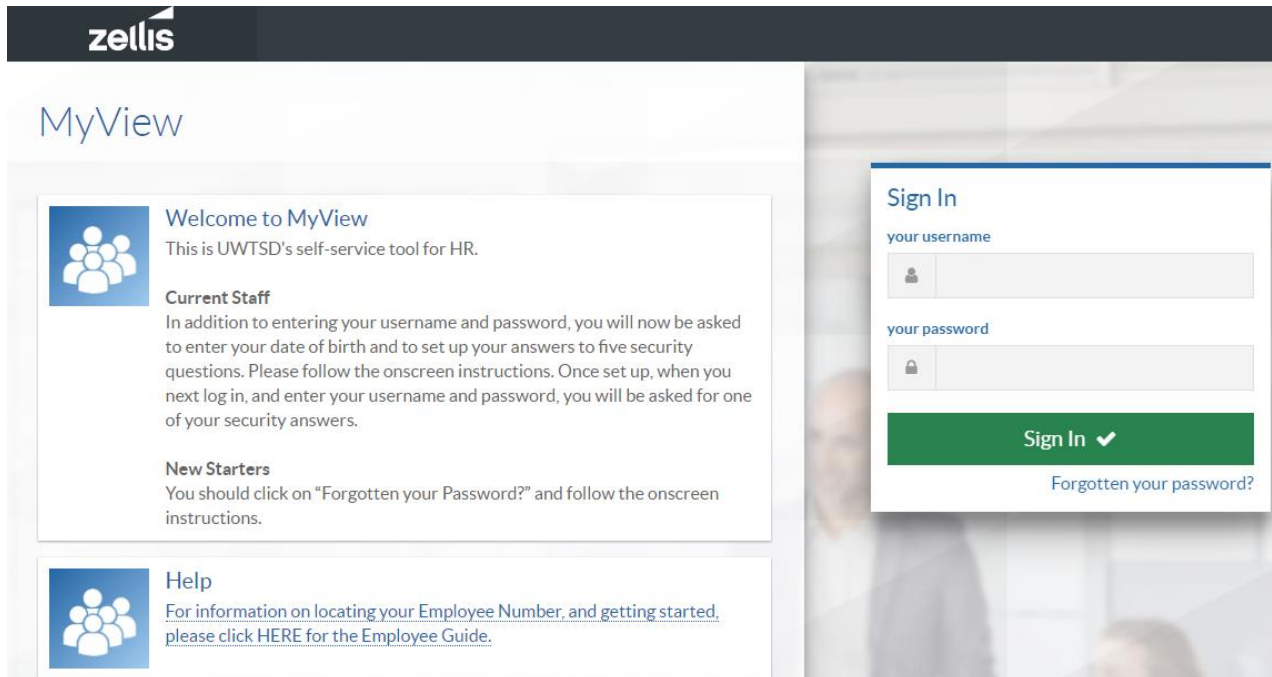


# My View Security Questions User Guide

## 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**

## MyView



### Welcome to MyView

This is UWTSB's self-service tool for HR.

#### Current Staff

In addition to entering your username and password, you will now be asked to enter your date of birth and to set up your answers to five security questions. Please follow the onscreen instructions. Once set up, when you next log in, and enter your username and password, you will be asked for one of your security answers.

#### New Starters

You should click on "Forgotten your Password?" and follow the onscreen instructions.



### Help

For information on locating your Employee Number, and getting started, please click [HERE](#) for the Employee Guide.

### 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. These security question answers are case sensitive

What is your favourite food?

What was the name of your first school?

Who was your childhood hero?

What was your first job?

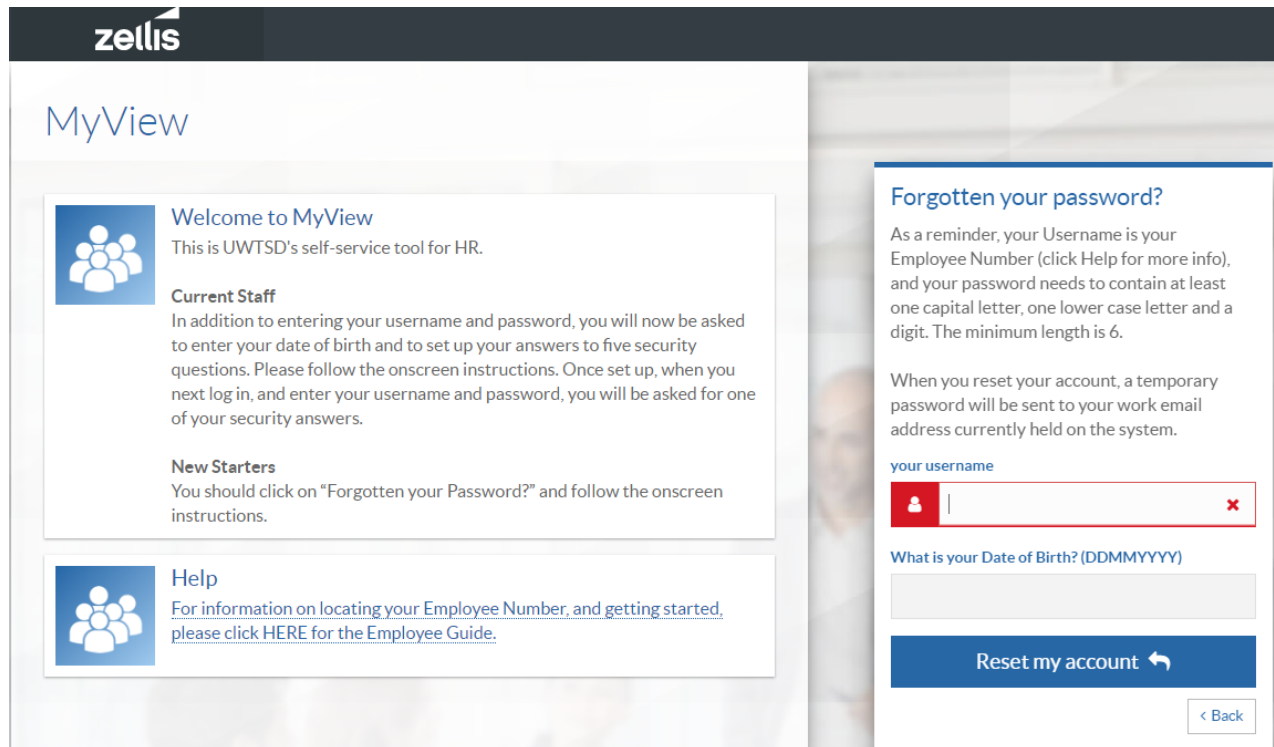
Who's the most famous person you've met?

Set Answers ✓

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

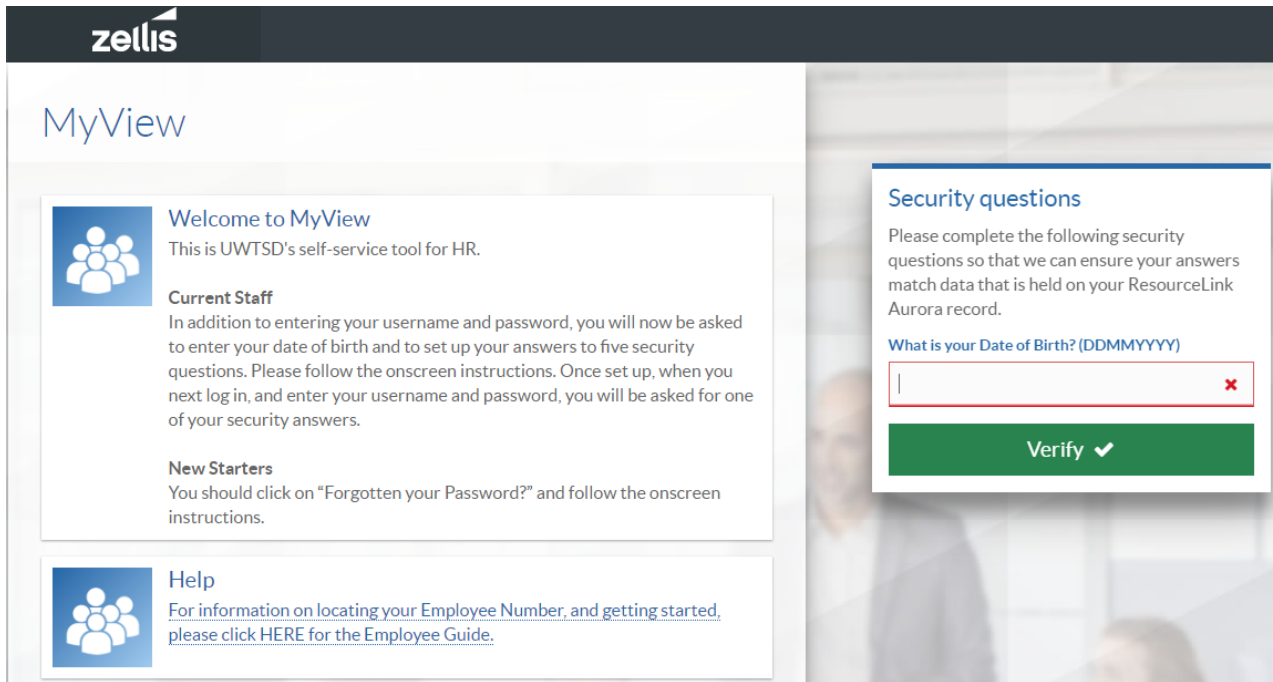
## **New Starters / Resetting your Password**

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'



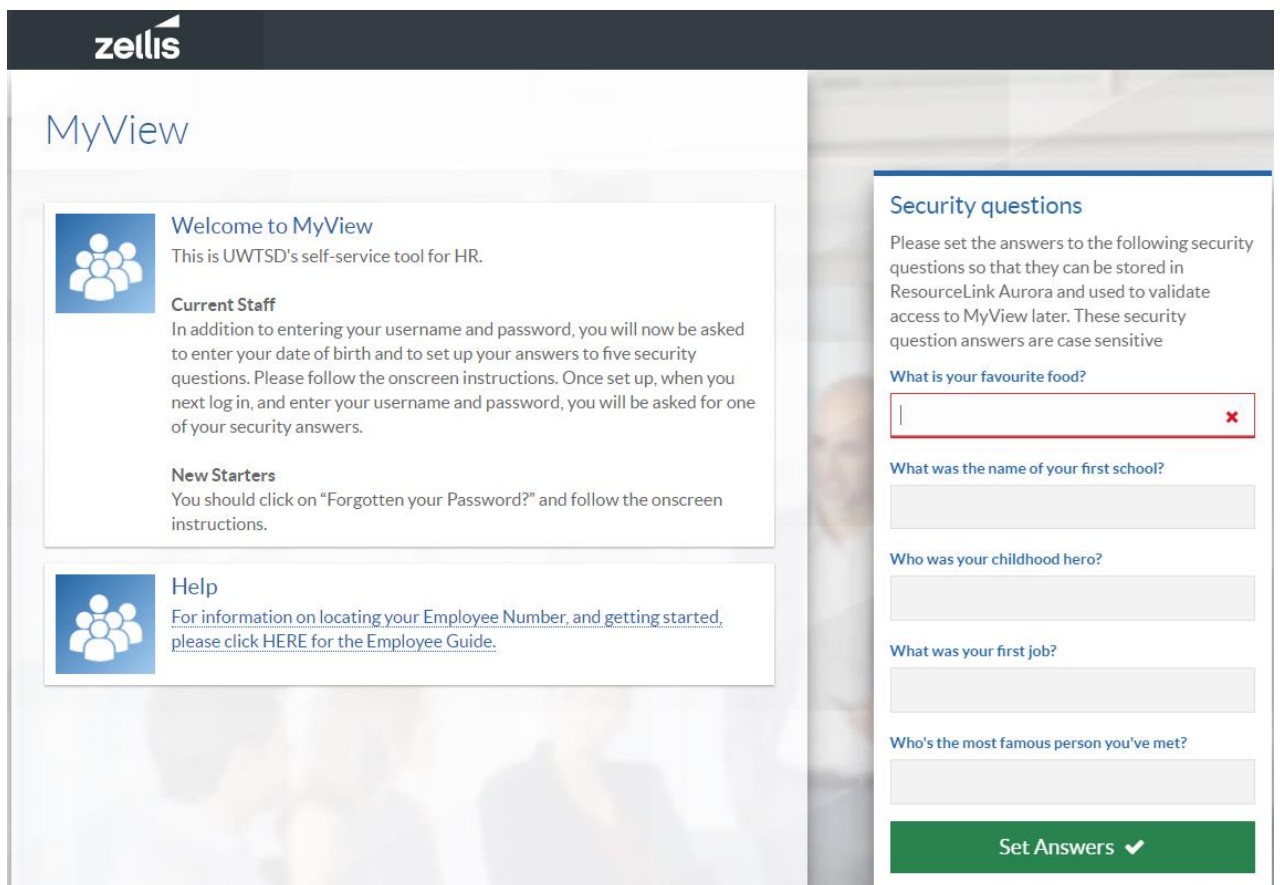
The screenshot shows the MyView dashboard on the left and a 'Forgotten your password?' form on the right. The dashboard has a 'zellis' logo at the top left and a 'MyView' title. It contains three main sections: 'Welcome to MyView' with a group icon and text explaining it's a self-service tool for HR; 'Current Staff' with instructions for existing users; and 'New Starters' with instructions for new users. The 'Help' section provides a link to an Employee Guide. The 'Forgotten your password?' form includes a title, a reminder of the username (Employee Number) and password requirements (at least one capital letter, one lower case letter, and a digit, with a minimum length of 6), and a note that a temporary password will be sent to the user's work email. The form has a 'your username' field with a red border and a red 'x' icon, a 'What is your Date of Birth? (DDMMYYYY)' field, a blue 'Reset my account' button with a right arrow, and a '< Back' button.

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'

**Security Settings**

**Change Password**  
Your password needs to contain at least one capital letter, one lower case letter and a digit. The minimum length is 6.

Current password

New password

Confirm password

**Submit** ✓

**Manage 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.

What is your favourite food?

What was the name of the first school you attended?

What was the name of your childhood hero?

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'