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Introduction

This guide should be used in conjunction with [Leaving the College](#) information on the Staff Intranet.

Process

If you plan to leave the College you should make your intention known to your manager, with the appropriate notice period detailed in your [Terms and conditions of employment](#) or your contract.

On accepting the resignation, the manager will initiate the Leavers process using MyView. The member of staff leaving the College will receive an email asking them to log into MyView and approve the leaver's action. Once approved the request is submitted to HR for processing.

Logging in

To access MyView, please use the following [link](#). You will need to use your College Username and Password.

This will take you straight into the main MyView landing page.

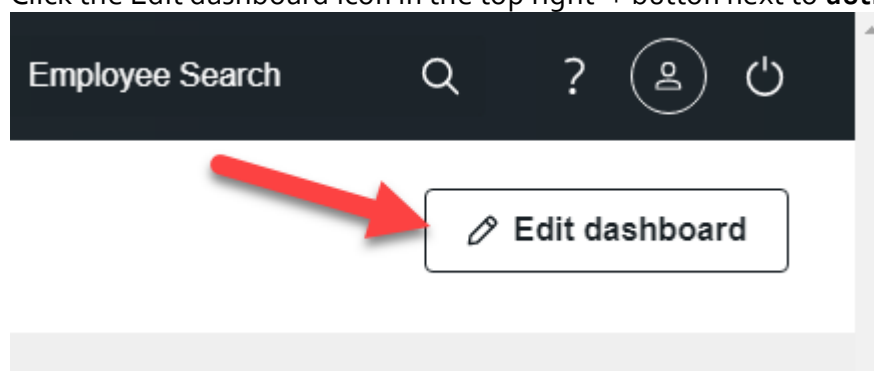
Navigation is by way of a **Sidebar** Menu on the left with **shortcuts** displayed on the dashboard.

If you experience any difficulties logging into your new staff account, please contact the IT Service Desk. For problems logging into MyView please contact selfservice-HR@rhul.ac.uk

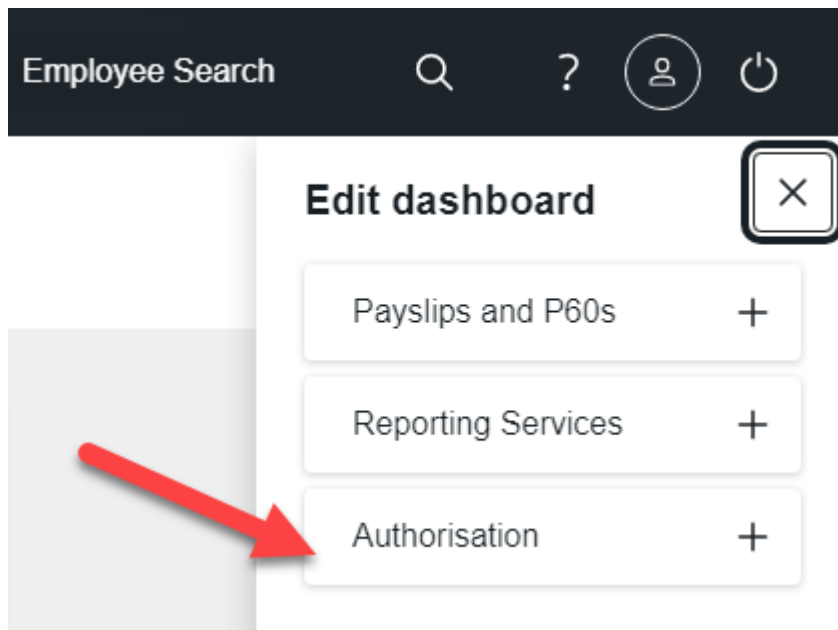
Authorisations widget

If you do not have the authorisations widget you will need to add this. If you already have this enabled, skip the next step.

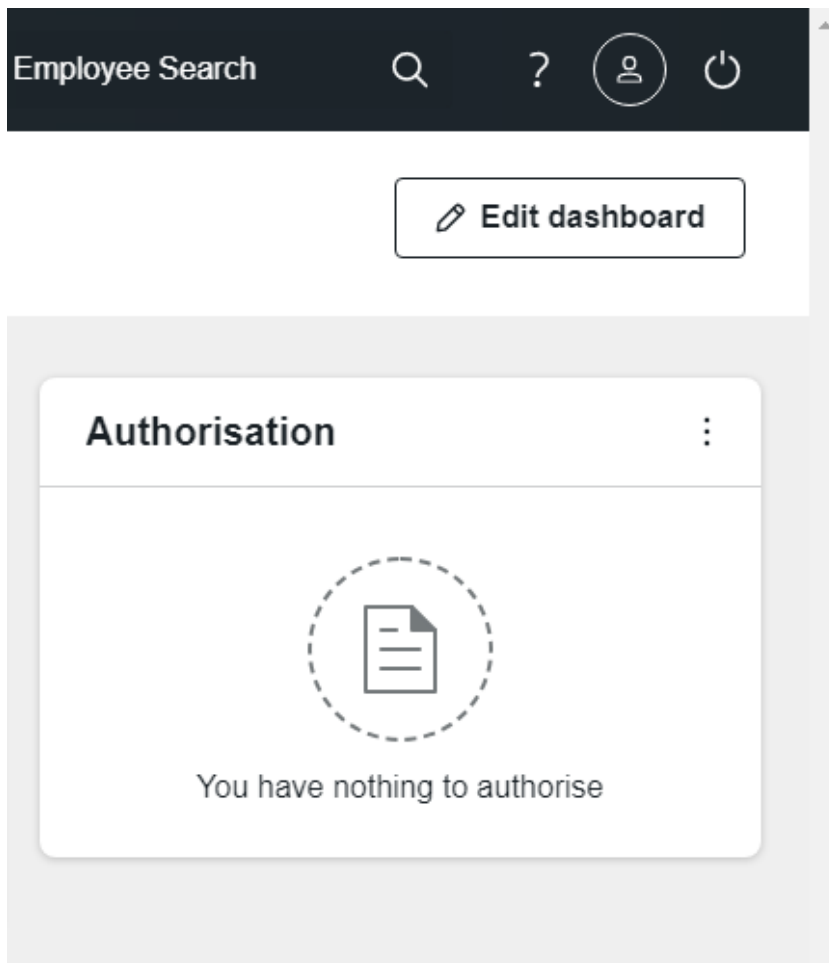
Click the Edit dashboard icon in the top right + button next to **authorisation**.



Select **authorisations** from the list of widgets.



The authorisation widget will appear on your dashboard.



When you will be able to see the pending **leavers** authorisation here. To authorise, click on the link and follow the steps on screen.

You will see information that the manager has input. Check that it is correct and move to the next step.

NOTE: Make sure that you click **next** to navigate through all the screens before approving. You cannot change the information held in these screens apart from HESA (if applicable to you). If there is an issue with the information, the leaver process can be declined by clicking **reject or decline**. Discuss the reason with your manager separately.

Click **next** to complete the process and send the form to HR for them to action.

Logging off

When you have finished using MyView it is important to sign out of the system. Do not share your MyView password with anyone and do not save data off system to ensure compliance with GDPR.

