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Introduction
MyView received a change to its look and feel as part of the update in March 2021.

The upgrade brings a totally new, fresh, and modern user interface to MyView. It's been carefully designed, following new rules based on colour theory and contrast levels, making the application more accessible than ever. The design has been optimised for mobile devices so that you can now use MyView from your tablet and mobile phone.

Recommended browser
We strongly recommend using Chrome, Edge or Safari to access MyView. Internet Explorer and Firefox are browsers are no longer supported.

Problems seeing the new branding
If you are not able to see all of the new branding please remove all cached images from your browser. If you can still see orange buttons then you will need to do this.

Clear cached images
To do this in Chrome go to Settings at the top right of your browser.

Go to Privacy and security. Change the Time range to All time. Untick Browsing History and Cookie data. Select clear data. You should now be able to see all of the updates.
MyView home

Dashboard

The dashboard now looks like this:

Toggle menu

The three bars at the top of the screen can be used to expand the screen size and remove the side menu.

Account

Select the icon at the top right and select View My Details

Updated 09/03/2021
Select the down arrow to see your Personal Details and Current Appointment details.

**Organisation chart**

Can be used to find out who reports to who in the organisational structure.

Type in the name of the colleague you wish to find.

In the returned search results click on the Organisation chart.

**MyDetails**

Updated 09/03/2021
My details

Personal Details [ You have 8 forms ]

You are required to maintain your personal details via MyView, at all times. To view, amend or validate this information select from the details below.

GDPR
To comply with GDPR you will be asked to confirm and re-submit this information on a regular basis. Details about how your personal data is processed can be found in the Staff Data Collection Notice on the Staff Portal.

Click the headings below to view and amend your personal details:

- Add or Telephone Numbers
- Bank/Building Society Details
- Emergency Contact Details
- Qualifications Data
- My Details
- Next of Kin Details

My calendar

My Leave and absence > My calendar