

## Update Contact Details

To access MyView click on the link <https://selfservice.westberks.gov.uk>

Sign in using your Payroll number and password. Then complete security – remember answers are case sensitive. If you have not previously signed in please use sign in guidance notes. Your finance team will be able to provide these.

The first screenshot shows the 'Sign In' screen. It has a title 'Sign In' and two input fields: 'Username' and 'Password'. Below the fields is a green 'Sign In' button with a checkmark icon. A link 'Forgotten your password?' is at the bottom.

The second screenshot shows the 'Security questions' screen. It has a title 'Security questions' and a paragraph: 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' Below this are two input fields: 'Enter your Date of Birth - DD/MM/YYYY' and 'What was the name of your first school?'. Below the fields is a green 'Verify' button with a checkmark icon. A link 'Forgotten your answers?' is at the bottom.

Once in MyView the Contact Details tab can be found on the left side of the screen, under My Personal Details.

The screenshot shows the 'Contact Details' page in MyView. The left sidebar has 'Contact Details' selected under 'My Personal Details'. The main content area has a 'Contact' tab and a 'Complete' button. Below this are several input fields: 'Address' (with 'READING' and 'BERKSHIRE' entered), 'Post Code', 'Home Phone Number', 'Work Phone Number', 'Personal Mobile Phone Number', and 'Work Email Address'. At the bottom left is a 'Previous' button, and at the bottom right are 'Next' and 'Submit' buttons.

Change your details and then click Submit.