

How to add a MyView Shortcut (App) to your Mobile (iPhone Guidance)

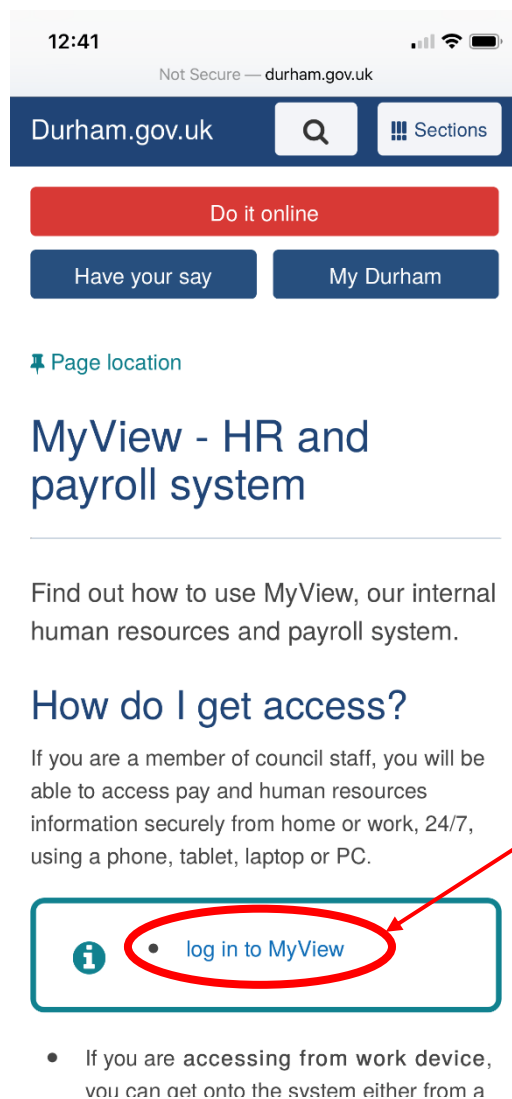
The below guidance is for iPhone Users only.

Did you know MyView can be accessed on your mobile device? The below guidance provides instructions on how to add MyView to your mobile home screen as a shortcut which will be similar to an App on your home screen.

Firstly, open your iPhone browser (Safari)



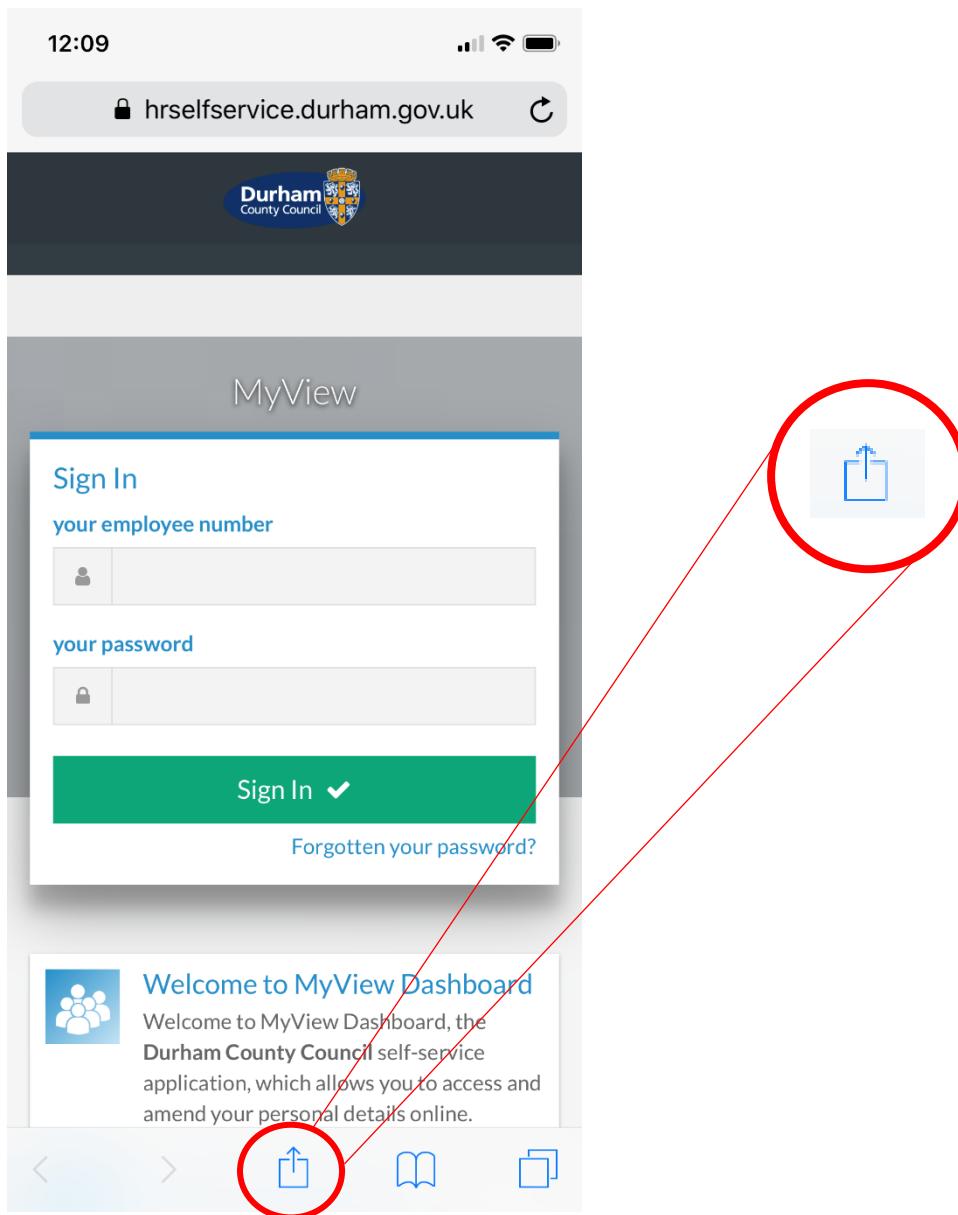
When you are on your internet browser, visit <http://www.durham.gov.uk/MyView>



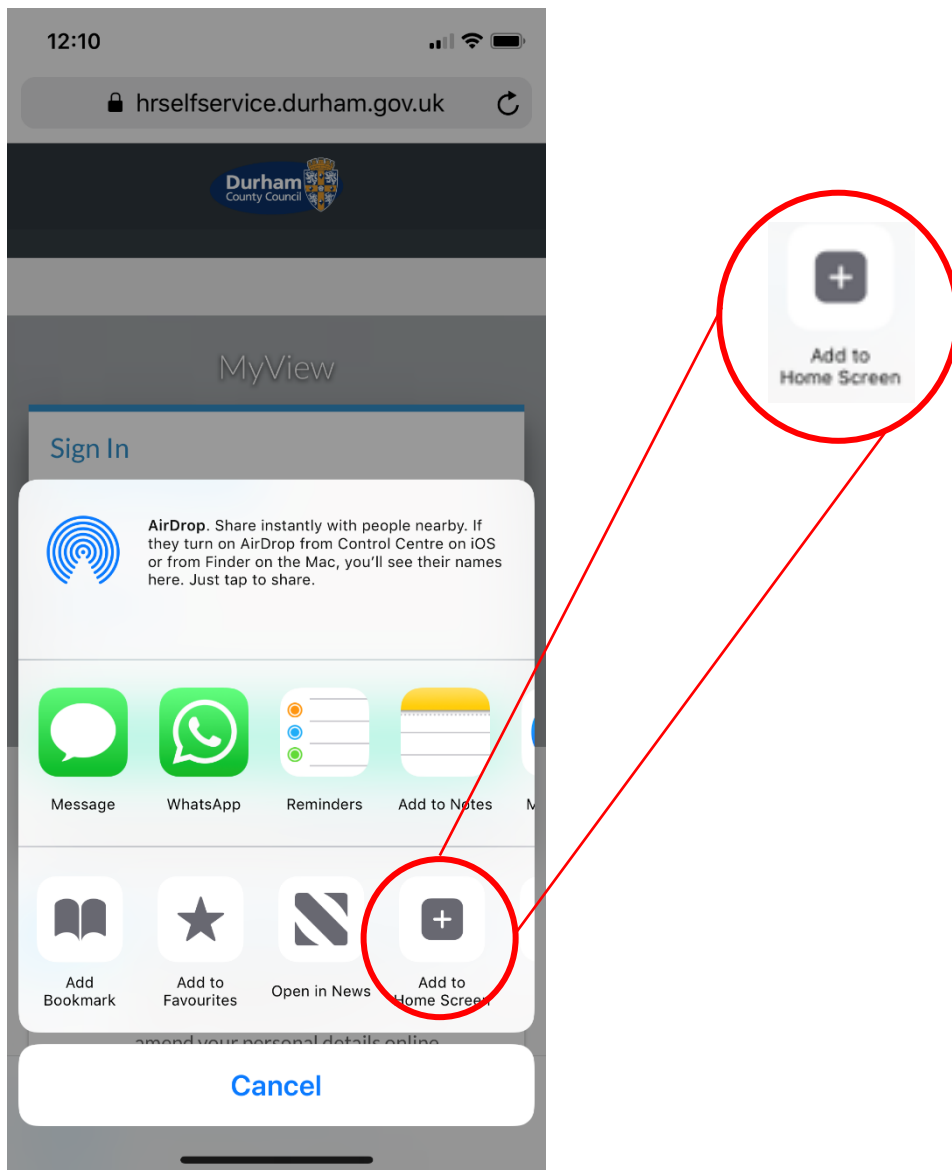
The screenshot shows a mobile browser interface. At the top, the time is 12:41 and the address bar shows 'Not Secure — durham.gov.uk'. Below the address bar is a dark blue navigation bar with 'Durham.gov.uk', a search icon, and a 'Sections' menu icon. Underneath are three buttons: a red 'Do it online' button, and two dark blue buttons labeled 'Have your say' and 'My Durham'. A teal 'Page location' indicator is visible. The main heading is 'MyView - HR and payroll system'. Below this is a paragraph: 'Find out how to use MyView, our internal human resources and payroll system.' This is followed by a sub-heading 'How do I get access?' and a paragraph: 'If you are a member of council staff, you will be able to access pay and human resources information securely from home or work, 24/7, using a phone, tablet, laptop or PC.' A teal-bordered box contains an information icon and a list item 'log in to MyView', which is circled in red with a red arrow pointing to it from the right. Below this box is a list item: 'If you are accessing from work device, you can get onto the system either from a'.

Select the 'log in to MyView link' and this will open the MyView log in page

When you are on the log in screen (as below), select the illustrated icon on your iPhone screen

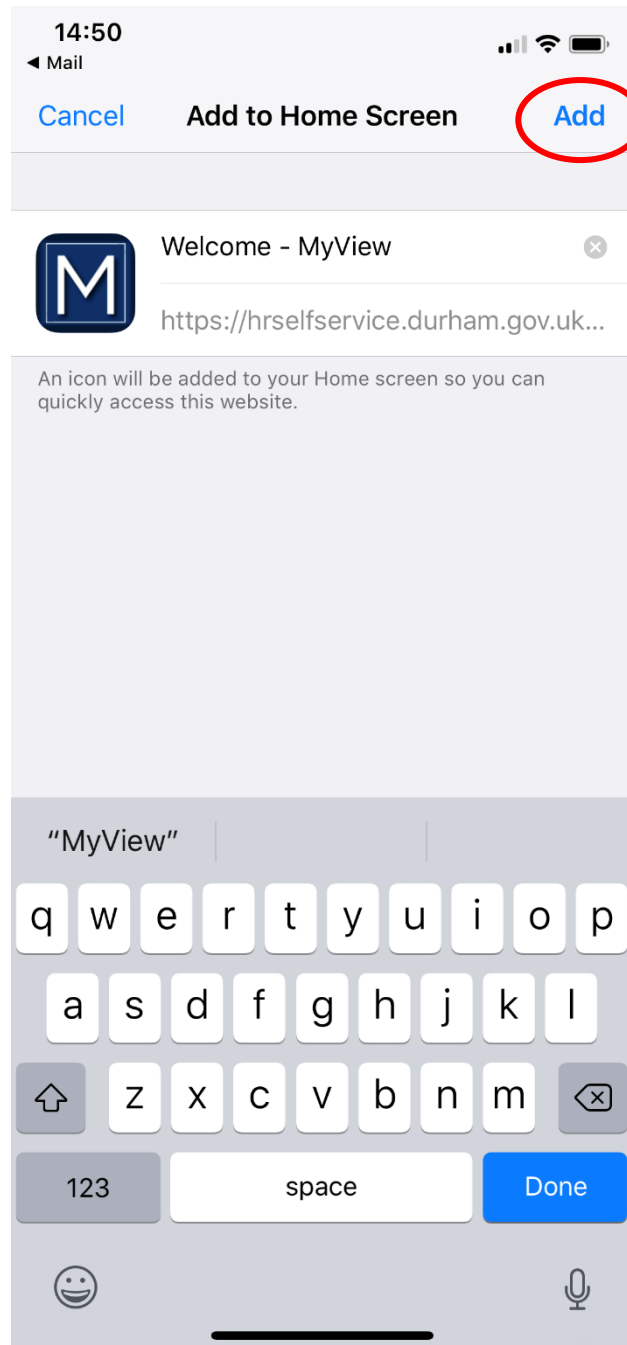


This will then display several phone options. Locate and select the [Add to Home Screen] option (as shown below)

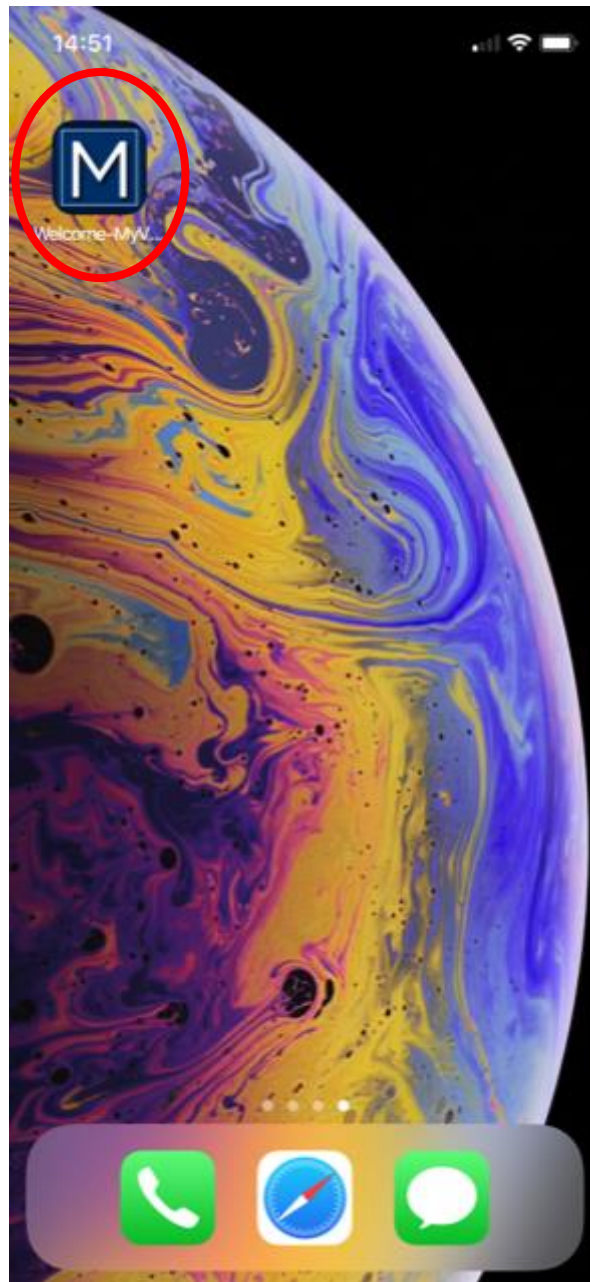


You will then be presented with the below screen to verify the adding of your shortcut (app). The shortcut will automatically be titled 'Welcome – MyView', but you are able to rename it to something else if you wish.

Once you are ready to add the shortcut to your home screen, click 'Add'



If you return to your iPhone home screen, you will note the MyView log-in page has now been added as a short cut (app) (as shown below)



When you want to access MyView in the future, simply click on the short-cut which will direct you straight to the MyView log-in screen.

If you require any further support, please do not hesitate to contact the MyView Team on **03000 269919**. Alternatively, you can e-mail us on MyView@durham.gov.uk