Accessing MyView

How to log in to MyView

The way you log in to MyView is changing.

Logging in from a Highland Council Managed device

You will be automatically logged in using Single Sign On (SSO) if your work email address matches the (work) email address held against your account in ResourceLink.

If you have issues logging in using this method then contact the ICT Service Desk and see 'Other ways to log in'.

SIGN IN TO MYVIEW (EXTERNAL LINK)

Logging in from a personal device

You should use this log in option if:

- You have a Highland Council/HLH work email address **and**;
- You only have 1 Payroll ID

If both these conditions don't apply to you then you should follow the separate instructions for Accessing MyView HCM from a personal device.

You will need to Download the Microsoft Authenticator App and set up your work account from either Google Play Store (Android phone) or from the App Store (iPhone).

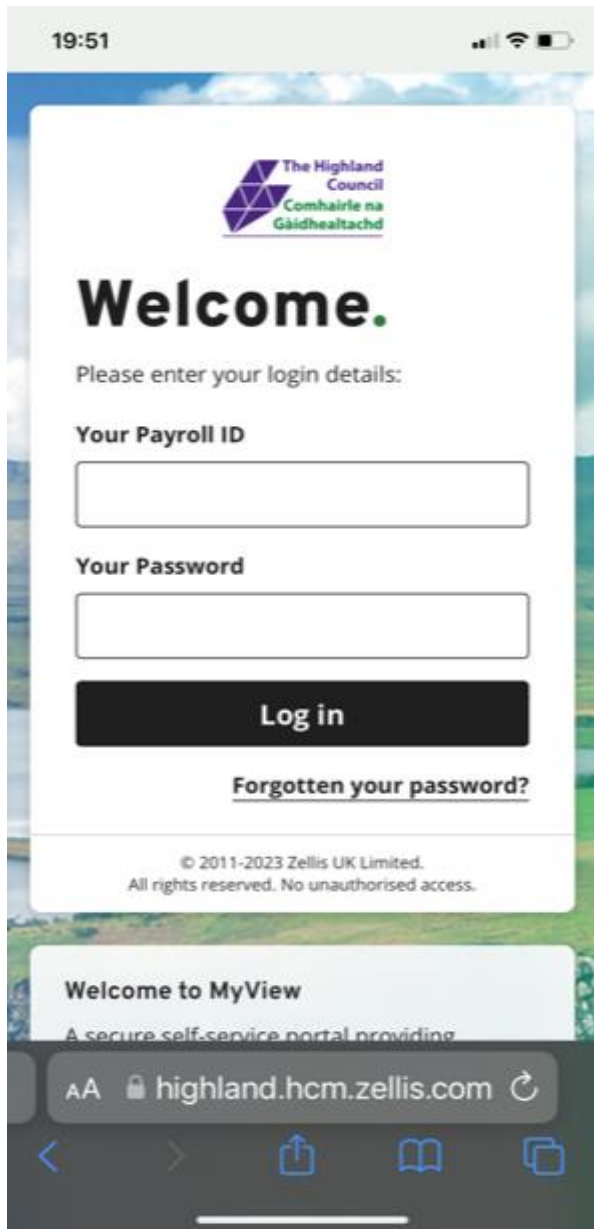Once you have installed this app then you are ready to setup access to MyView.

SIGN IN TO MYVIEW (EXTERNAL LINK)

You will see a screen prompting you to enter your work account (for example; username@highland.gov.uk) and then your work login password.

You will then be asked to enter the code from "The Highland Council" work account within the Microsoft Authenticator app on your mobile device.

The MyView dashboard screen appears after you enter the code from the Microsoft Authenticator app and you have been successfully logged in.

This authentication lasts for 24 hours.

If you have issues logging in using this method then contact the ICT Service Desk and see '[Other ways to log in]'.

Other ways to log in

These instructions are for:

- Highland Council Pension Fund pensioners
- former employees
- staff accessing from a personal device
- staff that do not have a work email address
- staff having issues with SSO
- staff with multiple payroll IDs (for example; Admin (32) payroll ID and Elections (75) payroll ID)

[LOGGING IN WITHOUT SSO]

Other Ways to log on

Accessing MyView without Single Sign On (SSO)

These instructions are for:

- Highland Council Pension Fund pensioners
- former employees
- staff accessing from a personal device
- staff that do not have a work email address
- staff having issues with SSO
- staff with multiple payroll IDs (for example; Admin (32) payroll ID and Elections (75) payroll ID)

You can login to MyView HCM using your current MyView details.

As an added security layer, MyView HCM now uses the Microsoft Authenticator mobile app.

You will need to download the Microsoft Authenticator app from either Google Play Store (Android phone) or from the App Store (iPhone). Once it is installed then you are ready to setup access to MyView.

Steps 1 to 4 will only be required once.

Step 5 will be required each time you login.

Example screens (iPhone) are provided with the instructions below. Note that these screens will look different depending on the device being used.

Step 1 Access the MyView website on your device

Go to the new website using your device [MyView (external link)](https://www.highland.gov.uk/info/20002/human_resources/1050/accessing_myview)

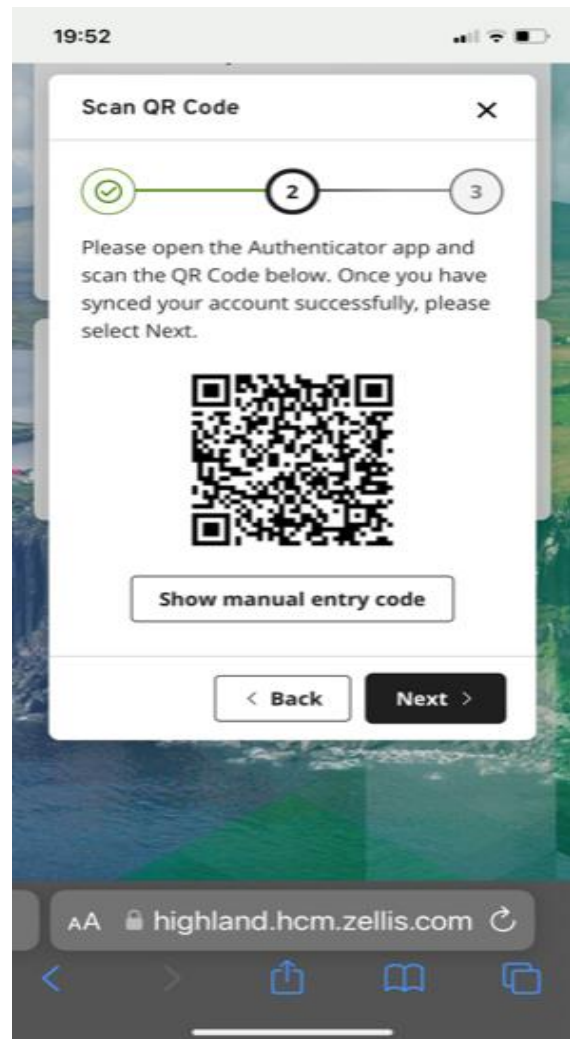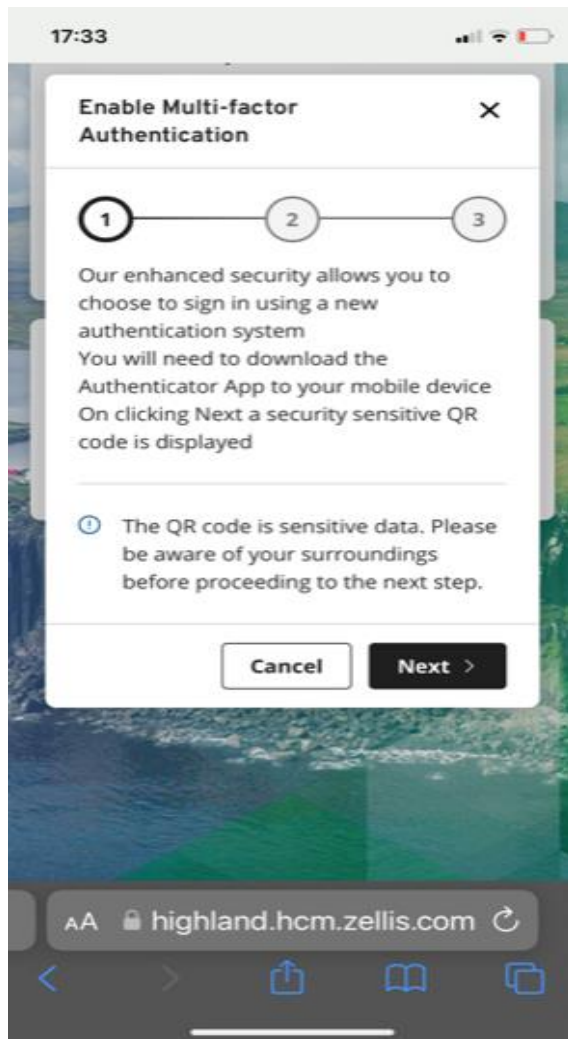https://www.highland.gov.uk/info/20002/human_resources/1050/accessing_myview

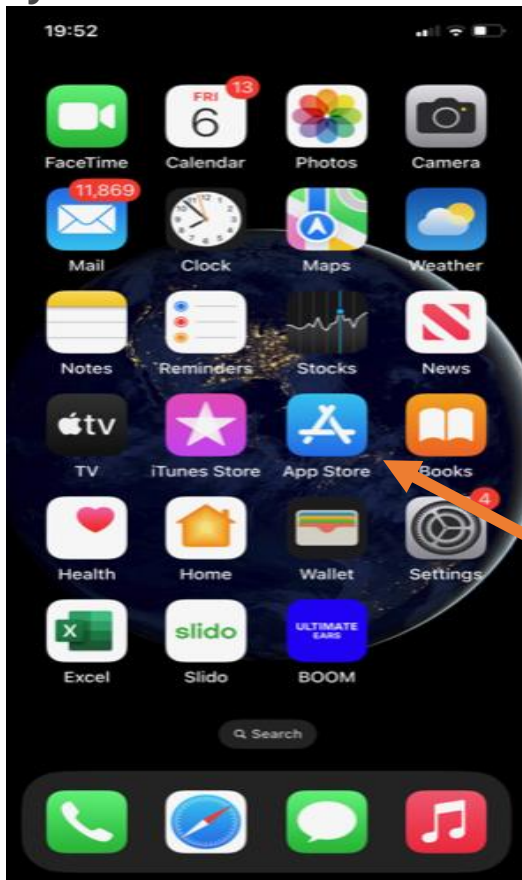This screen should appear on the device being used to access MyView.

On the website, enter 'Your Payroll ID' and 'Your Password'.

Step 2 MyView website

Follow the instructions on the screen on the new MyView website

Step 3 Use Microsoft Authenticator to generate code to access the My View website

Download the Microsoft Authenticator app from either Google Play Store (Android phone) or from the App Store (iPhone). Once it is installed then you are ready to setup access to MyView.

Go to the App Store (iPhone) or Google Play Store (Android phone).
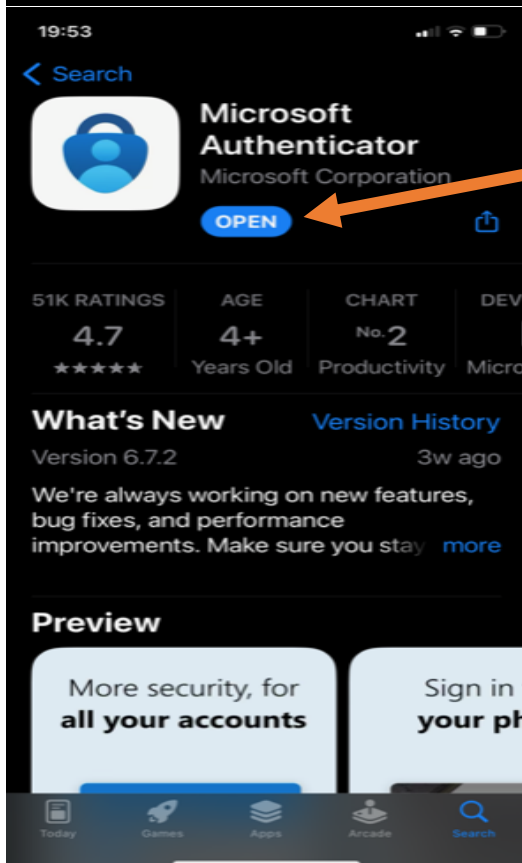
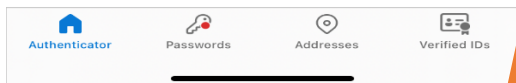Find Microsoft Authenticator and download or open this.

QR code method (only possible if you have 2 devices)

Open the Microsoft Authenticator app on your mobile device. In the top right-hand corner, click the plus ('+') symbol and click the option to add a new 'Other account (Google, Facebook, etc.)'.

By scanning the QR code in the Authenticator app, it will create a new account called 'HG'.

It will have your employee's name as held in the Payroll system, associated with this 'HG' account:
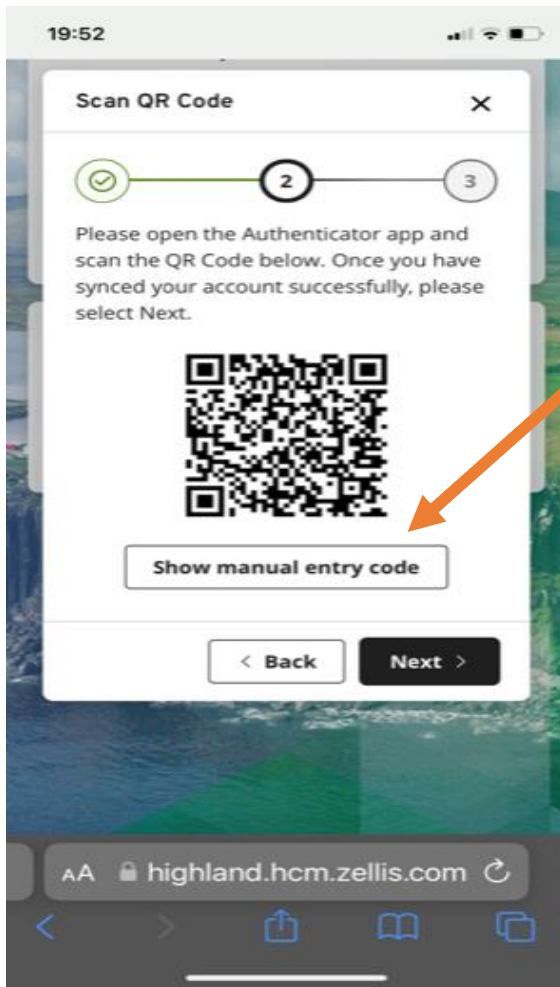
Manual entry code method

If you are unable to take a photo of the QR code with your mobile device (you may have a tablet without a camera) then on the MyView website on this screen, click on 'Show manual entry code' below the QR code on the screen.

A 32-digit code will then appear consisting of capital letters and numbers. This is the **manual entry code**.

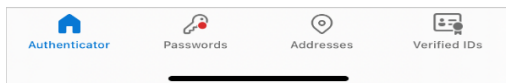Go back to the Microsoft Authenticator app screen.

Open the Microsoft Authenticator app on your mobile device. In the top right-hand corner, click the plus ('+') symbol and click the option to add a new 'Other account (Google, Facebook, etc.)'.

In the top right-hand corner, click the plus ('+') symbol and click the option to add a new 'Other account (Google, Facebook, etc.)'.
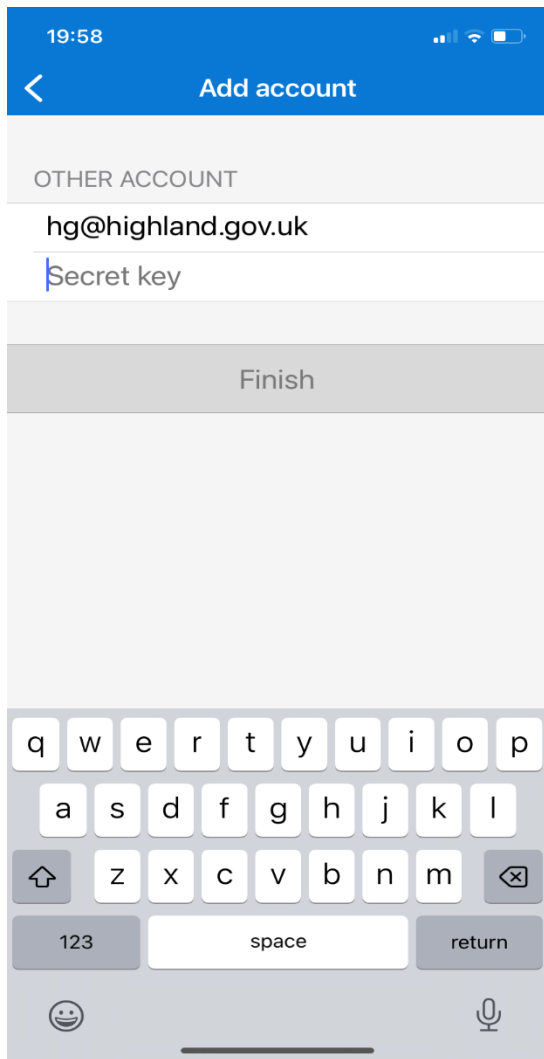
In the Account name enter **hg@highland.gov.uk.**

In the Secret key box, enter or paste the **manual entry code** (32-digit code from the MyView website that you see when you click <show manual code>).

Click 'finish' button. This will have created a new 'HG' account for you.

Step 4 Use code from Microsoft Authenticator to access MyView website

By clicking on the 'HG' account in the Microsoft Authenticator app it will generate a 6-digit code that now needs to be entered in MyView to allow you to login on the Enter Verification Code screen.

The screen confirms that you have been successfully set up.

Left screen:

20:04

Enter Verification Code ✕

Please enter the generated 6 digit code
as displayed on the Authenticator app

Your 6 digit code

••••••

‹ Back   ✓ Verify

here

If you require any further assistance please

🔒 highland.hcm.zellis.com

∧ ∨   Done

Right screen:

20:04

**Multi-factor Authentication
Enabled** ✕

You have successfully registered your
device with security authentication

Close

Support

More detailed user guides can be found
here
If you require any further assistance please
contact Payroll via payroll@highland.gov.uk

AA 🔒 highland.hcm.zellis.com ↻

Step 5 Future logins

The app will be required to generate a 6-digit code from the 'HG' account each time you login.

If you lose your personal device or delete the "HG" account from your Microsoft Authenticator app, you should contact payroll@highland.gov.uk to request the resetting of your "MyView MFA configuration".

Once this is complete, you should repeat steps 1-5.