MyView

Employee Guide

Iùl Neach-obrach

How to reset your password:
- Forgotten password
- Change your password

Mar a dh'ath-shuidhicheas tu am fa-cal-faire agad:

- Facal-faire air a dhìochuimh-neachadh

- Atharraich am facal-faire agad

How to reset your password

Once you have selected "**Forgotten your password**" – you will receive an email from **rlportal@highland.gov.uk**

→ Open that email and follow the guidance contained. You will see your temporary password within the email.

Message (HTML)

File | Message | Help | Acrobat | ♀ Tell me what you want to do
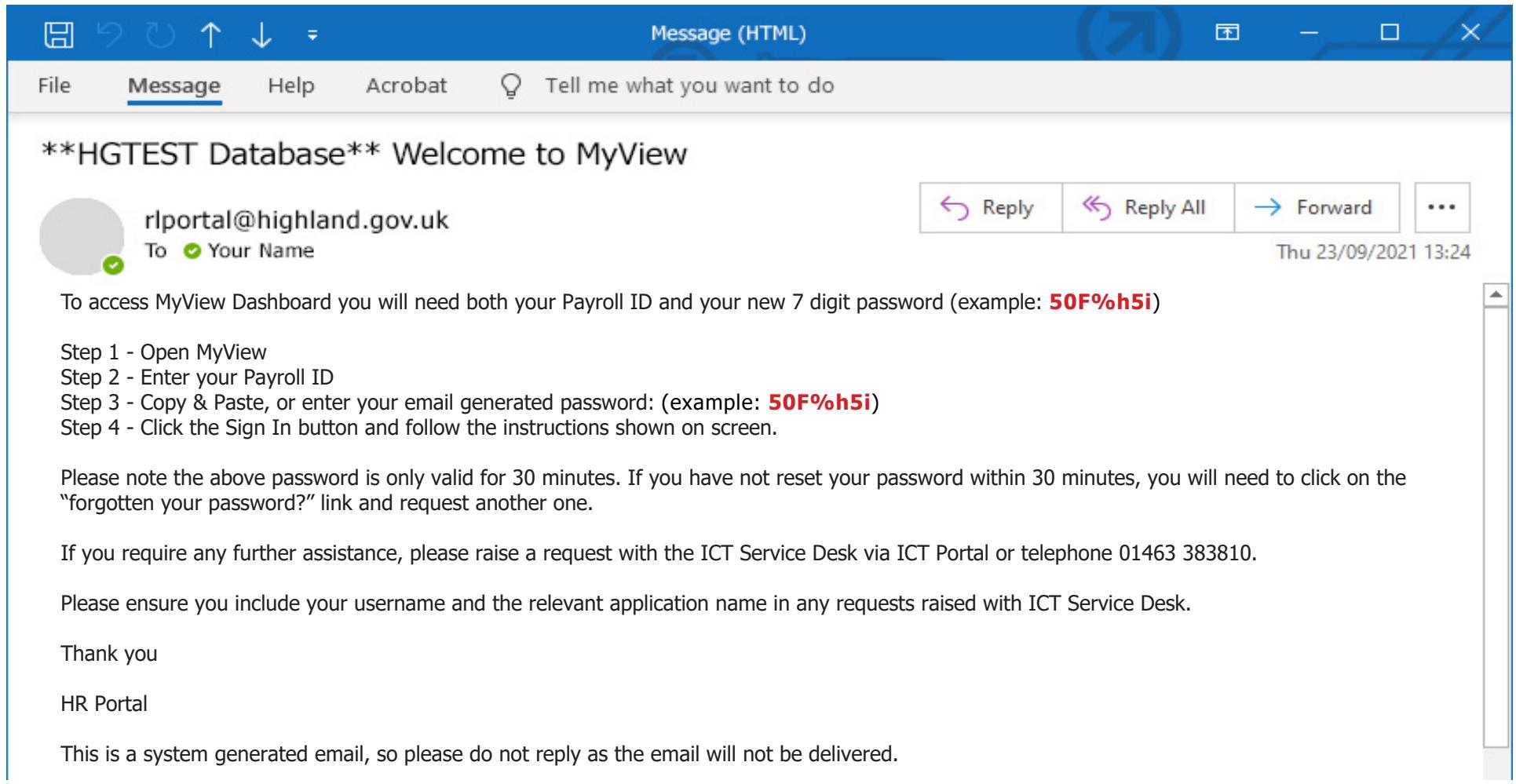
HGTEST Database Welcome to MyView

rlportal@highland.gov.uk
To ● Your Name

↩ Reply | ↩↩ Reply All | → Forward | •••

Thu 23/09/2021 13:24

To access MyView Dashboard you will need both your Payroll ID and your new 7 digit password (example: **50F%h5i**)

Step 1 - Open MyView
Step 2 - Enter your Payroll ID
Step 3 - Copy & Paste, or enter your email generated password: (example: **50F%h5i**)
Step 4 - Click the Sign In button and follow the instructions shown on screen.

Please note the above password is only valid for 30 minutes. If you have not reset your password within 30 minutes, you will need to click on the "forgotten your password?" link and request another one.

If you require any further assistance, please raise a request with the ICT Service Desk via ICT Portal or telephone 01463 383810.

Please ensure you include your username and the relevant application name in any requests raised with ICT Service Desk.

Thank you

HR Portal

This is a system generated email, so please do not reply as the email will not be delivered.

How to reset your password

Whilst going through a Password reset - you will see a screen pop up twice, the first time you should select the cross at the top right-hand corner to shut it.
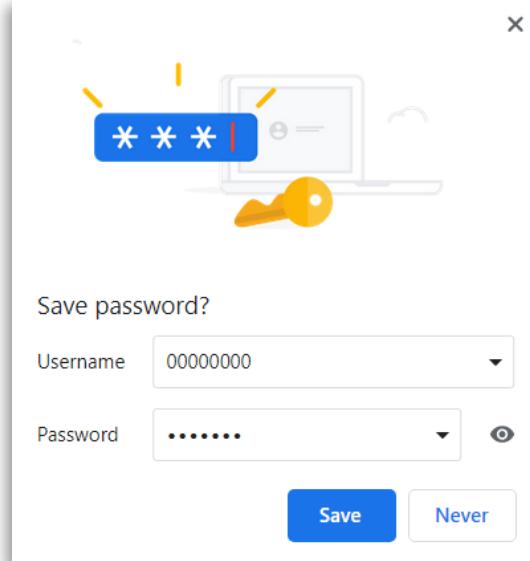
It will re-appear for a second time after you have done the next step of changing your password to your own personal one.

This 'Current password' request is looking for the temporary one you received in the email from **RLPortal@highland.gov.uk**

Change Password

If you just received a password via email and are now being prompted to change it, please enter the email generated password in the Current password field. Otherwise, just enter your current password.

Please note your new password must be at least 7 characters long and must contain at least 3 of the following types of characters:

- Upper case letters
- Lower case letters
- Numbers
- Special characters (e.g. ! $ % &)

Please be advised that old passwords cannot be used when creating a new password

For support in the use of the system, please contact your relevant Business Support (HR) Hub.

Current password

New password

Confirm password

Submit ✓
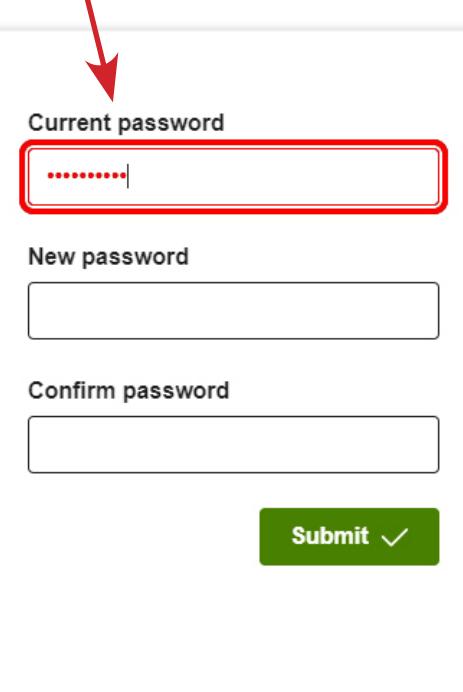
The pop up screen should then reappear. If you wish to Save Password this time - you should select "Save".
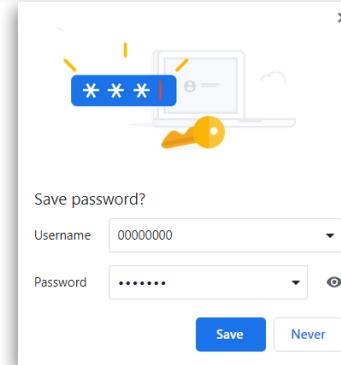
How to reset your password

Change your password

If you already know your password but would like to change it:

➜ On the Dashboard, select the account icon at the top right corner of the screen, and a drop down menu will appear:
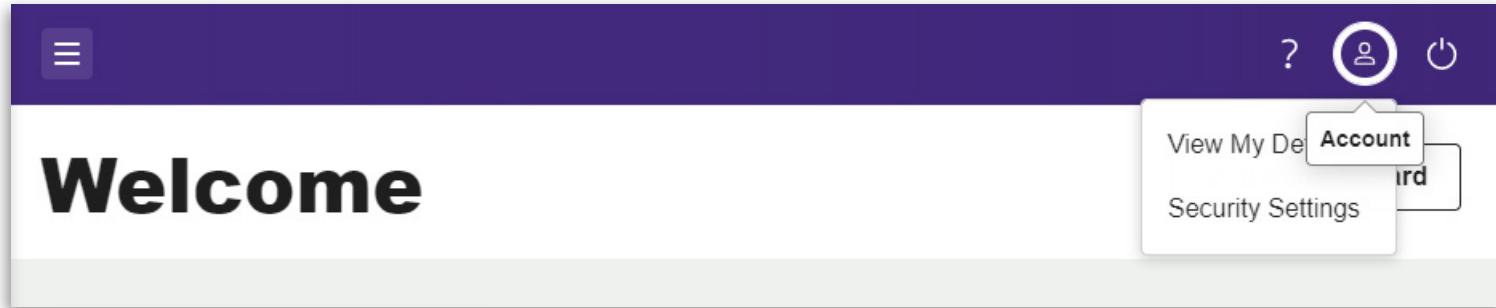
➜ Select Security Settings, and follow the instructions on screen; and select Submit.

A pop up screen should then appear, asking you if you want to save your password. If you wish to Save Password - you should select "Save".