

MyView

Employee guide Iùl Neach-obrach

Updating 'My Personal Details'

Ag Ùrachadh 'Am Fiosrachadh Pearsanta Agam'

Updating 'My Personal Details'

MyView - Login

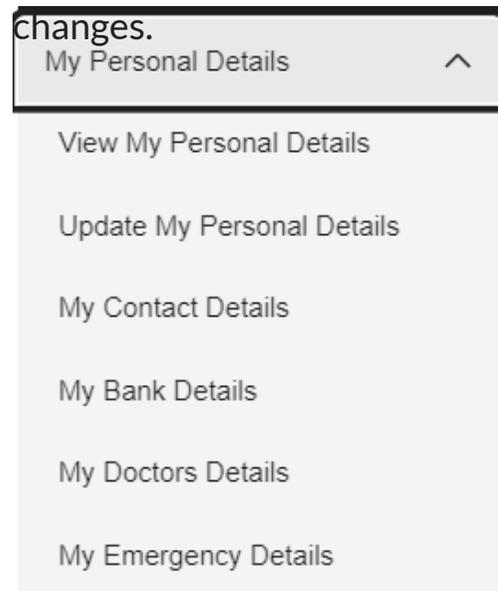
To access your MyView login page visit:

<https://highland.hcm.zellis.com/myview/dashboard-ui/index.html#/landing>

If you have forgotten your password, see guidance note on **Forgotten Password** and follow the instructions in there.

As the name suggests these are your own personal details (not your work address).

If you need to change your work base or location – you should visit MyICT Portal to make these changes.



The changes you make in here, populate ResourceLink instantly.

The MyView page is where you can update the following personal information:

- 1. View My Personal Details**
Lets you see what information is currently held for you and if you need to change anything.
- 2. Update My Personal Details**, includes:
Title, First Forename, Other Forenames, Surname, Known as Forename, Known as Surname, Previous Surname.
- 3. My Contact Details**, includes:
Effective date, Home address and postcode, Home Telephone, Work Telephone, Mobile Telephone, Email Address.
- 4. My Bank Details**, include:
Account Name, Account Number, Account Type, Sort Code, Bank or Building Society Name, Branch, Roll Number (Building Society only), IBAN.
- 5. My Doctors Details**, include:
Drs Surname, Initials, Address, Postcode, Telephone.
- 6. My Emergency Details**, include:
Surname, Forename, Address, Postcode, Telephone.



Updating 'My Personal Details'

With regard to **Update My Personal Details** you can change all of this through your MyView page.

Once logged in:

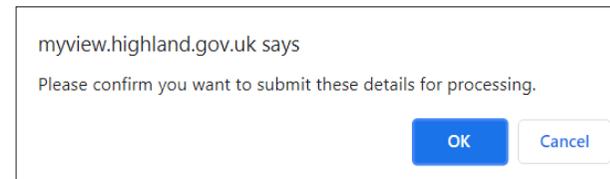
- select **My Personal Details**
- then select **Update My Personal Details**
- Choose an effective date to make the change from.
- Select Next
- To amend your Surname – simply highlight and cut the current information against your Surname and paste it into the Previous Surname space. You should then enter your New Surname into the Surname field.
- To change how you are 'known as' on Outlook - you should change the **Known_As_Forename** or **Known_As_Surname**

→ Select Next (not 'Save')

→ Then Submit.



A confirmation prompt will appear




Submitting Form
Please wait...



You have successfully made a change to your personal details. This is automatically updated in the HR/Payroll System. Email address changes will take place in due course.

Close

→ Finally select Close

→ That is you done. These changes populate ResourceLink instantly.