

# Accessing MyView on your personal mobile device

With the MyView app, you can enjoy the same functionality as the web version you use on your Council laptop, all in a more flexible, mobile-friendly format. This means you can book leave, view your payslips and submit mileage claims wherever you are.

Before downloading the app, you will need to make sure that you have:

- MyView web access
- biometrics set up on your personal device (face or fingerprint scan)
- Microsoft Authenticator app installed on your personal device

If you have a PKC email address, ensure that your phone is enabled to 'use your own device'; if not, you can do this on the IT Self-Service portal by selecting 'Services', then 'Working remotely', and 'Enable your own device'.

Next, ensure that biometrics are set up on your phone:

- [Set up Touch ID on iPhone – Apple Support \(UK\)](#)
- [Use the fingerprint sensor on your Galaxy phone or tablet – samsung.com](#)

## How to install the MyView app

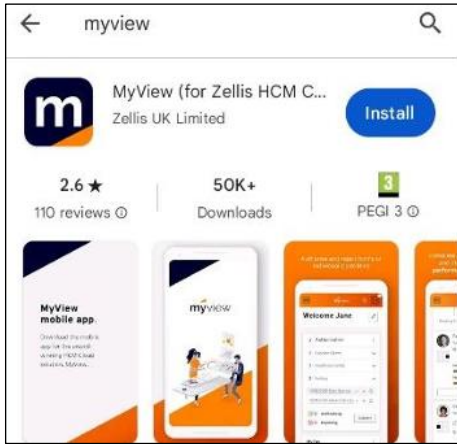
1. Download the Microsoft Authenticator app from your device's App Store:



2. Once that has been installed, you now need to install the MyView App.
3. Search for MyView on your device's App Store or scan the relevant QR code from the image below:



4. Install 'MyView (for Zellis HCM Cloud)':



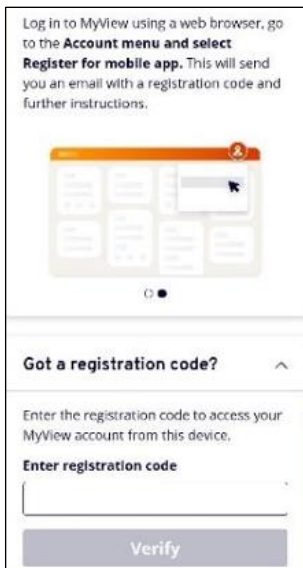
5. Open the MyView app from your device app list:



6. Click the 'Get started' button:



7. Enter the registration code 'pkc' (all lower case) then click 'Verify':



- When prompted, select 'Single sign on' if you **have** a PKC email address and 'MyView' if you **do not** have a PKC email address.

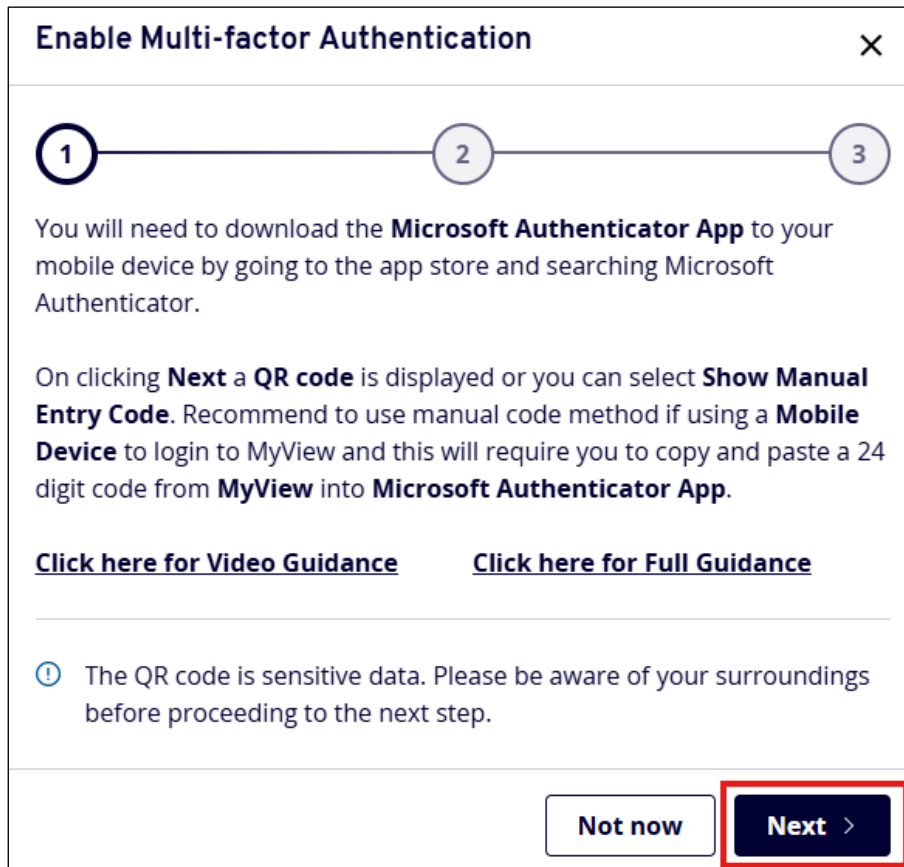


- For the 'Single sign on option', please use your PKC login and PC password.

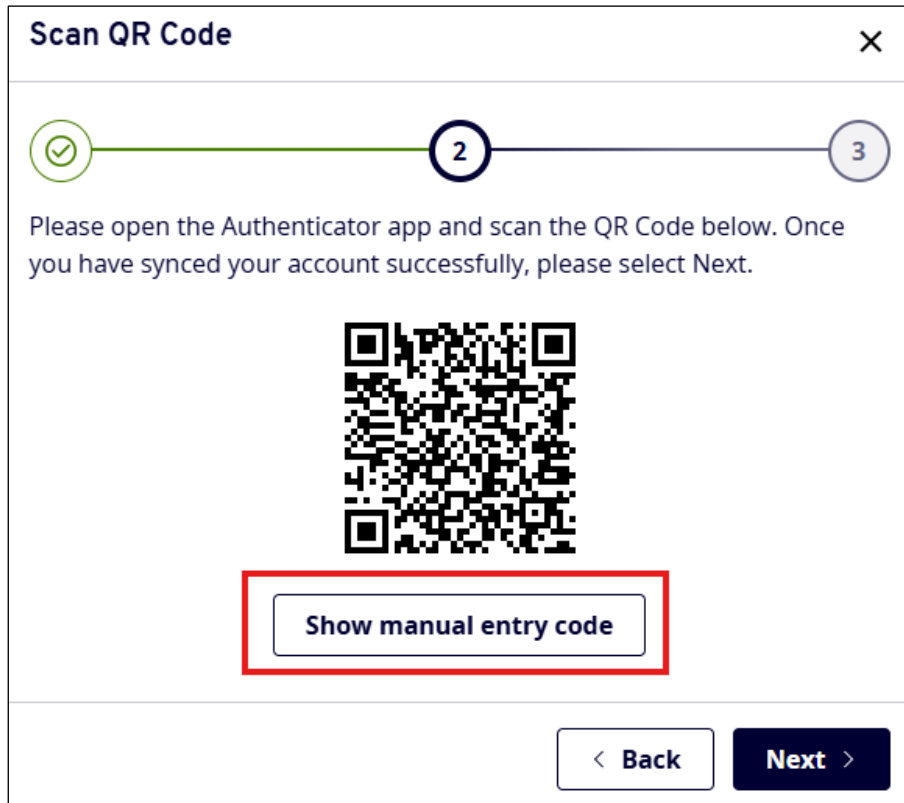
- For the 'MyView' option, please follow the steps below.

10.1 Log in using your Employee number and password.

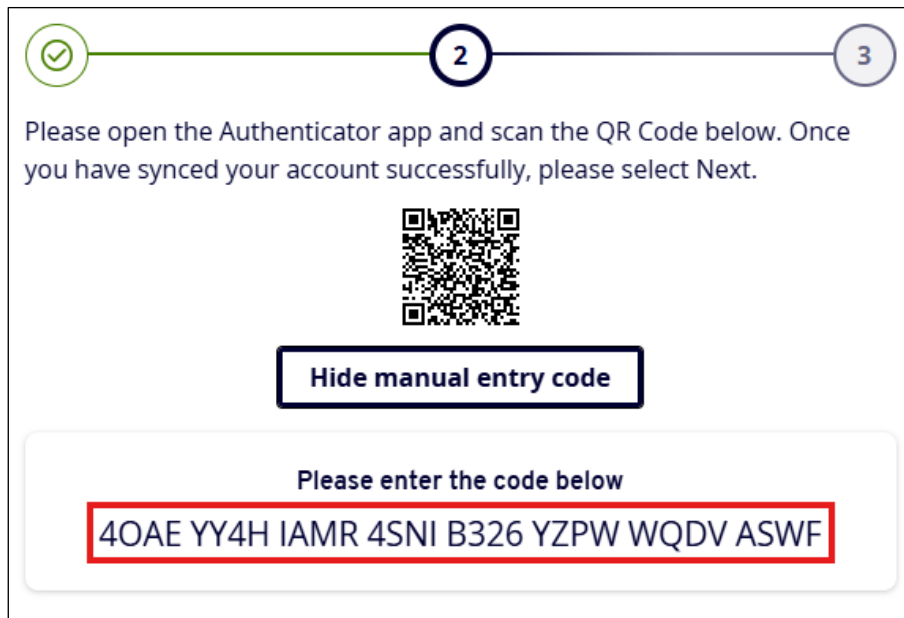
10.2 Follow the onscreen instructions in the image below.



10.3 On the next screen, click 'Show manual entry code'.



10.4 Copy long manual code. This is needed for the next stage when using Microsoft Authenticator.

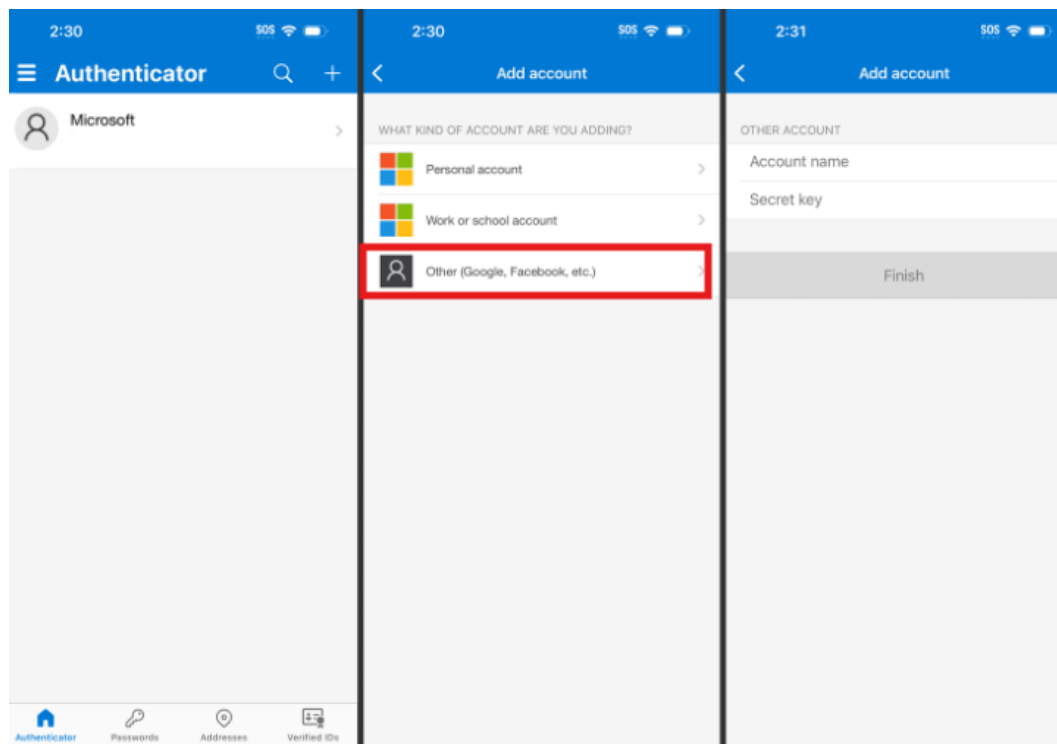


If you are accessing App from multiple devices, you can scan this QR code from the personal device you have your Microsoft Authenticator installed on rather than using the manual code.



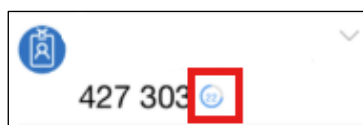
10.5 Microsoft Authenticator app – in the top right-hand corner, click the plus ('+') symbol and click the option to add a new 'Other account (Google, Facebook, etc.)'. Click on 'or enter code manually' at the bottom of the authenticator app screen that appears.

Enter **'MyView'** as the Account name and then enter or paste the manual entry code in from above as the 'Secret key'.

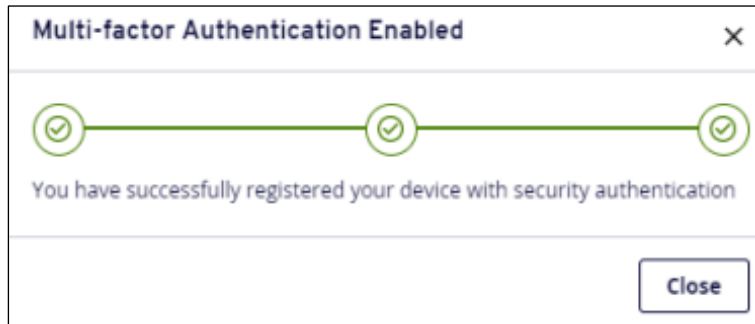


Click the 'Finish' button. This will have created a new MyView account for you.

10.6 By clicking on the MyView account in the app it will generate a 6-digit code that now needs to be entered in MyView to allow you to login. Please be aware that code has a 30-second time limit. It is recommended that you wait until there is enough time on the timer.



10.7 Copy the 6-digit code from Microsoft Authenticator into the MyView app. This screen confirms that you have been successfully set up.



10.8 You will then be prompted for Biometrics.

10.9 Future logins will only require Biometrics.