

MyView App- User Guide – Registration

This document will provide you with a step-by-step guidance on how to register for the MyView App using your UAT record

MyView App

The "MyView app" is a mobile application that Queen Mary employees and managers can use to manage their own or their teams' HR related information from a portable device.
It provides access to the same features available on the [MyHR dashboard](#) such as viewing pay slips, updating personal details, managing time off, and accessing other HR resources.

Key features and functions available in the MyView App

- **Employee Self-Service:**
Enables employees to manage their own information, such as updating contact details, bank details, and accessing payslips.
- **Time and Attendance:**
Allows employees to manage their time off, request holidays, input timesheets, and allow managers to enter any absence records.
- **Managerial Functions:**
For managers, the MyView app allows them to manage their team's information and approve leave requests.

Accessing the app

- **Download from app store:**

The app can be downloaded from either the Apple App Store or Google Play Store. On your mobile device (smartphone or tablet) search for MyView (for Zellis HCM Cloud).

- **Install the app**

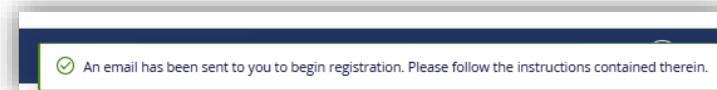
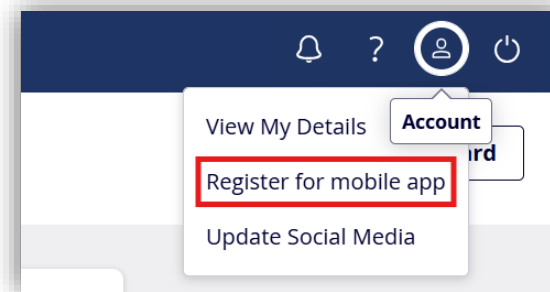
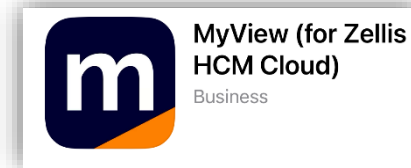
- **Registration**

To enable Single Sign On your **MyView** app, you will need to go through a registration process. This will be needed only for the first time you are using the app.

To register your Queen Mary User ID on the **MyView** app, you will first need to login to your [MyHR dashboard](#) via your browser.

On the right-hand side of your screen, click on the user icon, followed by **Register for mobile app**

You will see a small pop-up on your screen to confirm an email containing the registration key has been sent to your email address. The email will have been sent from *noreply@myview.zellis.com*

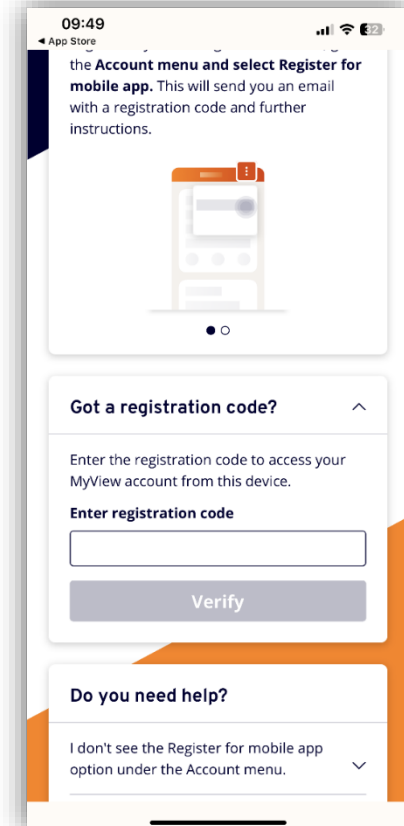
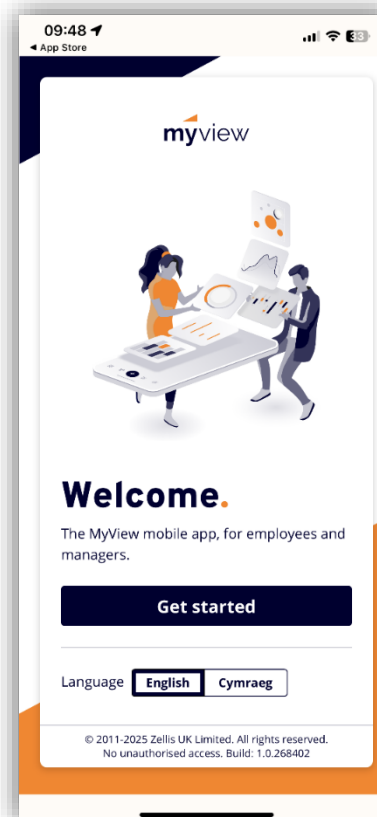


On your mobile device, open the **MyView** App and select

Get Started

Expand the “Got a registration code?” section and enter the registration key

Click Verify



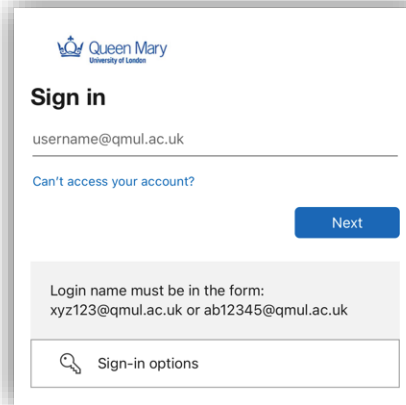
You will be prompted to the **Queen Mary Single Sign On** and **Multi Factor Authentication tool**

Enter your QM IT login credentials to log into your **MyHR** account. You will be asked for your username first, followed by your password. Ensure you enter your username with the suffix @qmul.ac.uk e.g. abc123@qmul.ac.uk.

For any Single Sign On or Multi Factor Authentication issues, please contact [IT Services](#).

Once you pass the **MFA** process, your **MyView** app will now be ready for use.

For future uses, you can setup the app to allow Face ID



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Sign in

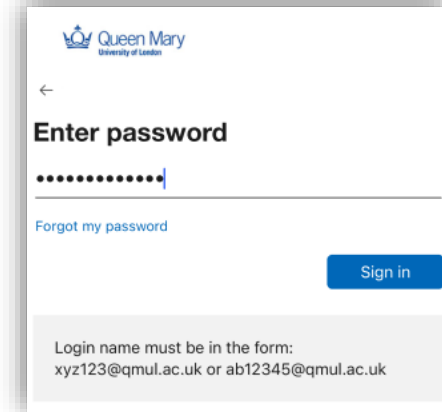
username@qmul.ac.uk

[Can't access your account?](#)

Next

Login name must be in the form:
xyz123@qmul.ac.uk or ab12345@qmul.ac.uk

Sign-in options



Queen Mary University of London

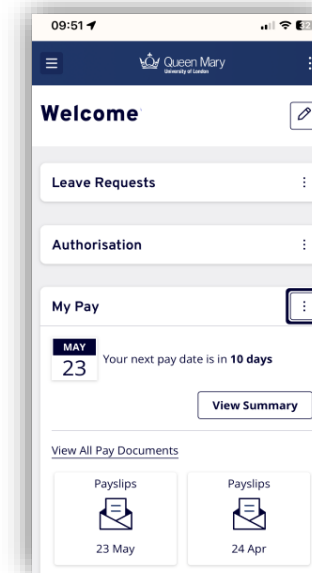
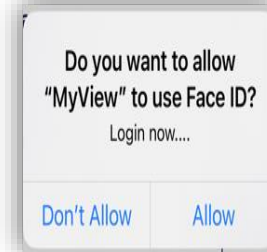
Enter password

.....

[Forgot my password](#)

Sign in

Login name must be in the form:
xyz123@qmul.ac.uk or ab12345@qmul.ac.uk



You will now have successfully registered for, downloaded, and logged into the [MyHR](#) app.

The dashboard that you land on will help you navigate through [MyHR](#), enabling you to access key functionalities within the system.

System functionality mirrors the web version. There are some new features on [MyHR](#). Please refer to the [My Pay User Guide](#) for further details.

Notes: You only need to register for the app once. The registration key will remain the same if you happen to uninstall the app and wish to reinstall the app again. If you have any problems with registering for, downloading and or signing into the app, please contact the [IT ServiceDesk](#) for assistance.