

## Edina Public Schools myView Employee Self Service

### What is myView?

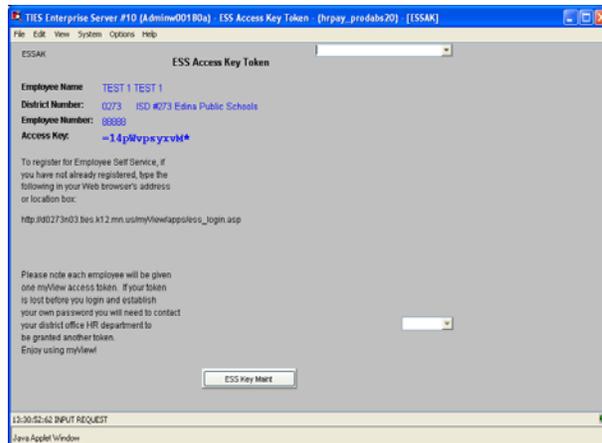
It is a secure online Employee Self Service application on the Internet, that gives you access to your payroll payments, leave management, time management, benefits, W-2's, licensures, personal information, employee expense reimbursements and other information.

### How does myView work?

You login to the website with a username/password that you create when you initially register. myView is available 24/7.

### How do I register for myView?

Instructions and your unique access key token are sent to you via U.S.Postal mail. It will look like this:



You will login to Edina Public Schools homepage at [www.edina.k12.mn.us](http://www.edina.k12.mn.us) and point to 'District', click on 'Staff Resources' and 'myView' will be displayed in the 'Quick Links' section. Click on 'myView' to open the login page. You will create your own username and password.

### Can I print a copy of my pay statement?

Yes, you can print a copy, or simply view it onscreen. The payment detail will be retained indefinitely. Payment information is available at least two days prior to payday. The funds are deposited into your accounts on payday.

### What if I don't have a computer and Internet access?

Computers are available in each school media center. There is also a computer available in the Welcome Center, room 171, 5701 Normandale Road, Monday through Friday, from 8:00am-4:00pm. You can also use a computer at a public library, or any computer that has internet access.

### How secure is myView?

Your information is protected at the highest level, using secure socket layer technology that has 128 bit encryption. You will see two security indicators when you go to the website. The beginning of the URL starts with <https://> versus <http://>. The "s" is added indicating it is a secure server. You will also see the symbol of a closed lock near the bottom of the page. This denotes a secure server transaction.

### Should I be concerned about having my personal information on the Internet?

In addition to the secured website, your social security number and your bank account numbers are not viewable.

### What happens if the network is down?

You will need to try again later to access your information. Your money will still be deposited into your accounts on payday. myView and Direct Deposit ACH are two different systems.

### What if I need help or have questions?

Email your questions to [myView@edina.k12.mn.us](mailto:myView@edina.k12.mn.us) which is monitored daily. Help videos are available at <https://sites.google.com/a/apps.edina.k12.mn.us/edina-myview/newsletters> Help is also available in your school media center.

### What if I forget my username and/or password?

Email help at [myView@edina.k12.mn.us](mailto:myView@edina.k12.mn.us)

### What if I forget the website address?

Go to Edina Public Schools homepage at [www.edina.k12.mn.us](http://www.edina.k12.mn.us) and point to 'District', click on 'Staff Resources' and 'myView' will be displayed in the 'Quick Links' section. Click on 'myView' to open the login page.