

With myView, an Employee Self-Service application, you are able to access your payroll payments, enter time and leave, and view other employment information including W2, licensure, employee expense reimbursements, and employment verification, in a secure online environment using a standard web browser 24/7.

*******myView Registration*******

Log in at: <http://www.edinaschools.org> , click on "Staff" and "myView" This will open the Log in Page.

On the Log in page, click on the "**I haven't registered yet**" button.

1. Do **NOT** try to fill in the *Log in* information.
2. Enter our four-digit district number **0273** and your access key token. ****Your access key token is 13 characters with no spaces**** Carefully enter your token. Continue.
3. Once you have gained access to myView, enter the last four digits of your Social Security number. Continue.
4. Create your own username and password, using the following rules: Username must be at least 6 characters. Create an easy to remember name or use the same username that you use to log into the school server. *You cannot change the username after it is created.*
5. Password rules: Must be at least 8 characters. Must use at least one alpha character (upper or lower case) and at least one numeric character. May repeat no more than four characters. Password is case-sensitive. You are required to change your password once per year and can match no more than four characters from previous password. Next, you will be asked to answer three questions. Keep the answers simple. **Print this page for future reference before you Log in.** Record your username and password on it and keep in a secure place.
6. **Log in.** You are now registered! Always remember to **log out after each session and close the browser.**

1. Navigating myView:

- a. Click on any of the employment sections to view the information.
 - i. You can update your address & contact info.
 - ii. **To view your payroll payment**, click on the word 'Payroll'. You will see a summary of the most recent payday. Click on the pay date to view all of the detail. You may print this if you wish.
 - iii. **To view your past payroll payment history**, click on the word 'Payroll'. In the lower left of the screen, click on 'Detailed Past Payments'. Click on the pay date to view all of the detail.

2. 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.

3. 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.

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

Computers are available in each school media center. There are computers available in the Welcome Center, room 171, 5701 Normandale Rd., 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.

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

6. 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.

7. What if I need help or have questions?

Email your questions to myView@edina.k12.mn.us which is monitored daily. Help videos are available at <http://www.edinaschools.org> and point to "Staff" and click on "more" then "Payroll" which is found in employee links. Help is also available in your school media center.

8. What if I forget my username and/or password?

Email help at myView@edina.k12.mn.us

9. What if I forget the website address?

Go to Edina Public Schools homepage at <http://www.edinaschools.org> and point to 'Staff' and click on 'myView' the log in page will be displayed.