Accessing MyView without Single Sign On (SSO)

These instructions are for:

- Former employees

- Staff accessing from a personal device

- Staff that do not have a PKC email address

- External Staff

As an added security layer, MyView now uses the Microsoft Authenticator mobile app.

We have reviewed the security processes surrounding access to MyView and the use of MFA (Multi-Factor Authentication) and the Microsoft Authenticator mobile app.

You will need to download the Microsoft Authenticator app from either Google Play Store (Android phone) or from the App Store (iPhone). Once it is installed then you are ready to setup access to MyView.

Steps 1 to 4 will only be required **once.**

Step 5 will be required each time you login.

You can also use video guidance here

All guidance can be found on council website. Search PKC MyView in google and select Employee Information.

Step 1

Go to MyView (external link) then enter 'Your Employee Number' and 'Your Password'.

Step 2

Click Next

Enable Multi-factor Authentication   ✕

(1) ——————— (2) ——————— (3)

As part of our enhanced security you can now choose to sign in using our new authentication system
You will need to download an Authenticator App to your mobile device
On clicking Next a security sensitive QR code is displayed

ⓘ The QR code is sensitive data. Please be aware of your surroundings before proceeding.

Cancel   Next >

Step 3

Scan QR code with your mobile camera app and click on link

Scan QR Code   ✕

(✓) ——————— (2) ——————— (3)

Please open the authenticator app and scan the QR Code below. Once you have synced your account successfully please click next.
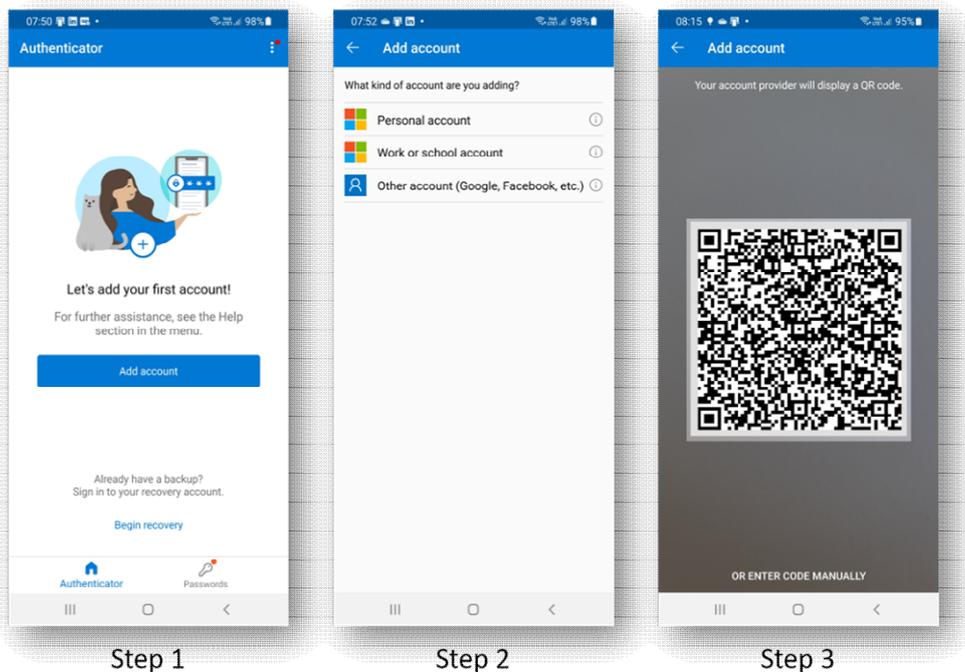
Hide manual entry code

Please copy the code below
Q3UJ E7BZ RGSY IBKF ZHFY BVDV

< Back   Next >

**QR code method if scanning does not work**

Open the Microsoft Authenticator app on your mobile device. In the top right-hand corner, click the plus ('+') symbol and click the option to add a new 'Other account (Google, Facebook, etc.)'.

By scanning the QR code in the Authenticator app, it will create a new account called 'MyView'.

| Step 1 | Step 2 | Step 3 |

Manual entry code method

If you are unable to take a photo of the QR code with your mobile device (you may have a tablet without a camera) then click on 'Show manual entry code' below the QR code on the screen.
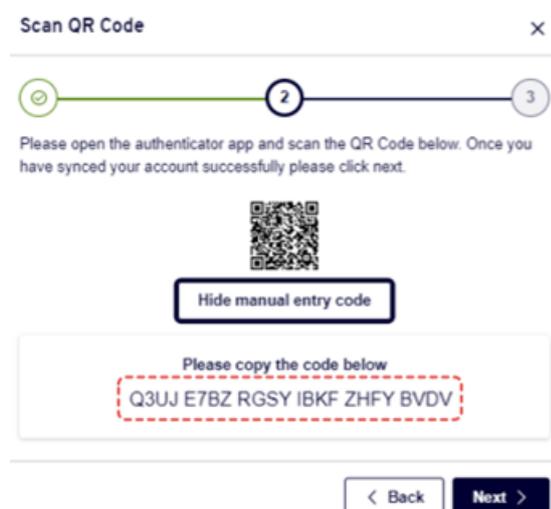
In the top right-hand corner, click the plus ('+') symbol and click the option to add a new 'Other account (Google, Facebook, etc.)'. Click on 'or enter code manually' at the bottom of the authenticator app screen that appears.

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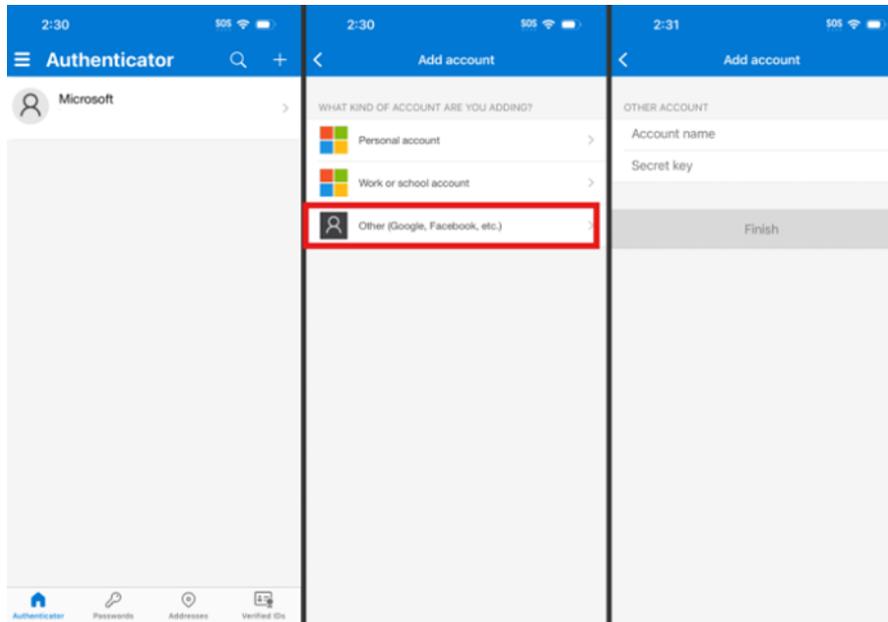

Click finish button. This will have created a new MyView account for you.

Step 4

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 30 second timer. Recommended to wait till have enough time on timer.
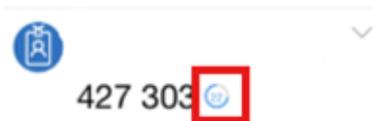
This screen confirms that you have been successfully set up.
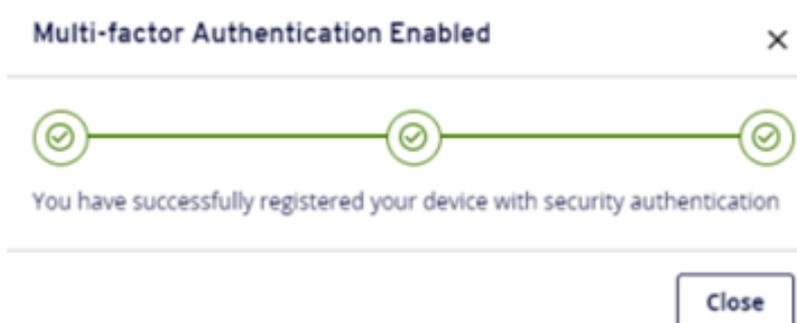
Step 5

The app will be required to generate a 6-digit code from the MyView account each time you login. Please be aware that code has 30 second timer. Recommended to wait till have enough time on timer.

Lose or new device

If you lose your personal device or have a new device, you should contact the MyView team on MyView@pkc.gov.uk or 01738 475555 Option 5.

Once this is complete, you should repeat steps 1-5.