

Onboarding Guidance – Employee

You will have received an email initiating your Onboarding experience. To access the Council's self-service system (MyView) please follow the instructions in the email.

How to Access MyView

If you have already logged into MyView or using a PKC device please ignore password guidance below. A PKC device should login automatically.

To log on for the first time using Personal Device

- We recommend you to Download the Microsoft Authenticator App prior to logging in to MyView for the first time.

- MyView can be accessed using this link [here](#).
- Don't enter any details yet - select "Forgotten Your Password" instead, under the login boxes

myview

Welcome.

Please enter your login details:

Your employee number

Your password

Log in

[Forgotten your password?](#)

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- Enter your employee number and click Next.
- You should be sent a temporary password to your personal email address. Copy this password into MyView.
- Login and should be asked to enter password again.
- You will be asked to change password and initial security questions.

Onboarding Hub

This will provide information about the Council, details on your first day with us if applicable and allow you to complete some important tasks such as Annual Leave and salary scales documentation.

Dashboard / Onboarding Hub

Onboarding Hub

I start in...

JUN
1
37 DAYS

Current Progress

29%

My Details

Employee Number
TEST

Onboarding Started
24/04/2025

Meet the Team

My Manager

My Buddy

My Onboarding Tasks

Task Filter: All Video Document Upload Form

Status Filter: All Incomplete

Welcome to PKC	Mark as Complete
MyView Guidance	Completed
Leave Entitlement	Mark as Complete
Employee Wellbeing	Mark as Complete
Pay and Salary Scales	Completed
Employee Benefits	Mark as Complete
Feedback Form	Incomplete

My First Day

Arrival Time: 8:45 am
Address: 2 High Street Perth PH1 5PH
Dress Code: Smart casual
Ask For:

What to bring
test

Additional info
test



Onboarding Tasks

Welcome to PKC

Please click on the link for an introduction to working for PKC.

MyView Guidance

Please click on the link for how to use the MyView system.

Leave Entitlement

Please click on the link for information on your leave entitlement.

Employee Wellbeing

Please click on the link for our Employee Wellbeing framework.

Pay and Salary Scales

Please click on the link to view our pay and salary scales documentation.

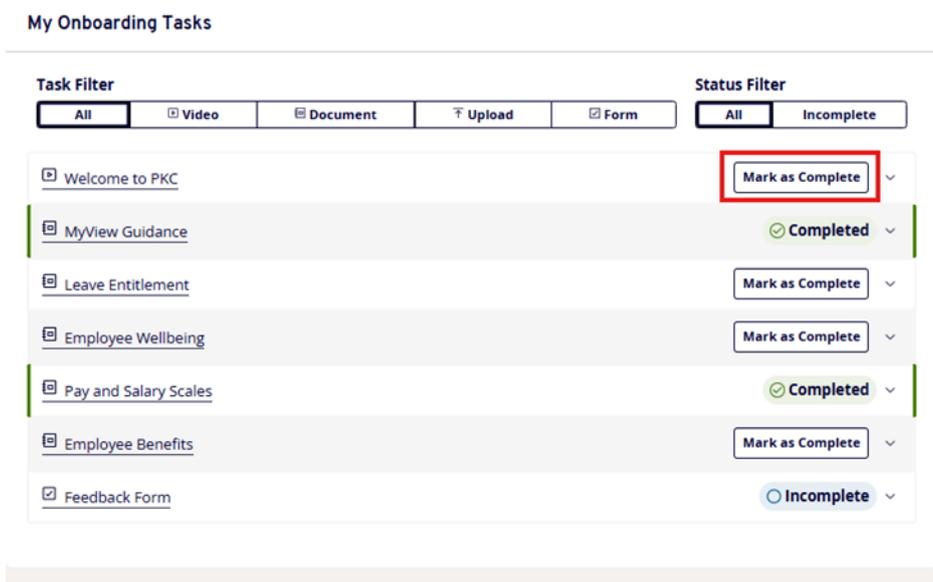
Employee Benefits

Please click on the link for information on our Employee Benefit platforms.

Feedback Form

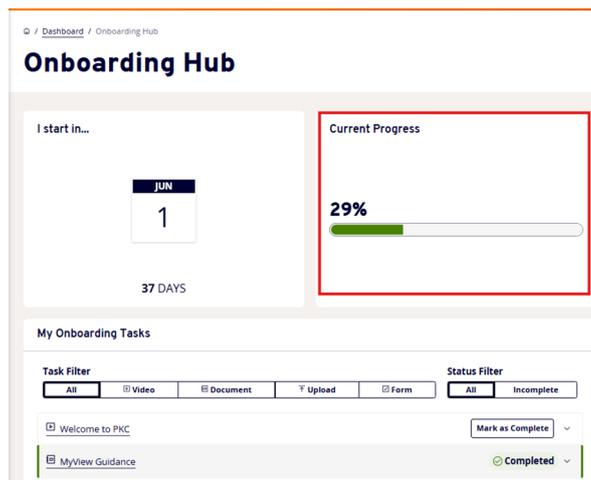
Please click on the link when you have completed all tasks and let us know how you found the Onboarding Module.

When you have completed a task, please click on the Mark Complete button next to the task.

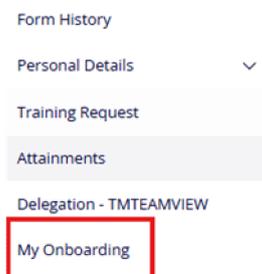


The feedback form will automatically complete once the form has been submitted.

You will see your current progress bar change when completing tasks.



Once started employment you can access these tasks any time from My Onboarding option on the left-hand menu.



Any problems during Onboarding please email us at MyView@pkc.gov.uk or phone 01738 475555 Option 5.

