



Care and support  
through terminal illness

## How to Access MyView for the First Time

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Before you can sign in to MyView first time you need two things:

1. A Marie Curie email address to have been entered into your personal details on the system – your manager can check this for you.
2. Your employee number – your manager or HR can let you have this.

There are two links to MyView based upon where you are trying to access from.

The link <https://rl-app-prd02.mccc.mariecurie.local/dashboard> is only valid if you are **INSIDE** the Marie Curie network in an office or using Direct Access from home.

The other is only for use if you are connecting from **OUTSIDE** the Marie Curie network and is to be used if you are connecting from home using a personal device or from a MC notepad

<https://myview.mariecurie.org.uk/dashboard/>

You can access the above links by using Ctrl & Click on the link or alternatively copy the link into the address line of your browser.

The two links will only work in the circumstances specified above.

Once you get the correct link to access the site you will need to use the *“forgotten your password?”* Link, as per below:

The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (header)
- Employee Number** (label) with a text input field containing a person icon.
- Your Password** (label) with a text input field containing a lock icon.
- Sign In ✓** (green button)
- [Forgotten your password?](#) (link)



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The following will then appear:

Forgotten your password?

Employee Number

Reset my account →

< Back

Input your employee number as shown on your hard copy payslip with no spaces, leading zeros or any other characters. Then click the **“Reset my account”** button which will generate the temporary password to your Marie Curie mailbox. The email will look like the below:

To access MyView you will need both your employee number  and your new 8 DIGIT password below:

**P4gE92Pc**

Copy & paste this into MyView. You will be asked to change this password when you logon. **Please note this password will expire in 5 days and you will then need to reapply for a new one using the forgotten password routine.**

Please ensure that, if you are pasting your temporary password into MyView, no additional spaces are included at the beginning or end of the digits given. If these are included your password will not be recognised.

**Please do not reply this is a system generated e-mail.**

Please note that this **temporary password only has a life of 5 days before it expires.**

After you click **“Reset my account”** the following will appear:

Password reset

✓ If the credentials you supplied are correct, your account has been reset and an email containing a temporary password has been sent to the address associated with this account.

Continue

Click **“Continue”**

The following screen will appear:



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Input your Employee Number in the top box and copy & paste your temporary password in the second box and then click the **“Sign In”** button. You will then be taken to the following screen:

**Change your password**

Please set your password to a minimum length of 8 characters including a number, plus upper and lower case .

**Username**  
Your Employee Number will appear here

**Current Password**  
Copy & Paste Temporary Password here ✕

**New Password**  
New Password [Create a new password here](#)

**Confirm Password**  
Confirm Password [Re-type the password you have created here](#)

**Submit** ✓

In the above screen you should copy & paste your Temporary Password in the **“Current Password Box”**. You then need to change your password to something personal to you (this goes in the **“New Password and Confirm Password”** boxes). Then click **“Submit”** and you will wave successfully signed into MyView.

**A Note about passwords:** *A password needs to be at least eight characters long and contain a mixture of capital and lowercase letters and numbers. A password can only be used once on MyView.*

In future the forgotten password option on the logon page should be used if you have forgotten your password, or if your password has lapsed. When using the forgotten password routine. A temporary password is valid for 5 days.

We would recommend that you do not use your browser history to log in. Rather you should save the link for MyView into your favourites and log on using that.