

## MyHR App Single Sign On

- Head to the App Store on your device
- Search for MyView



MyView (for Zellis HCM Cloud)

- Or Scan the QR Code

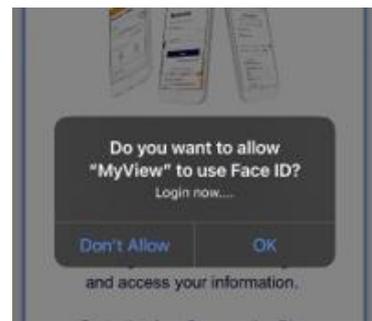
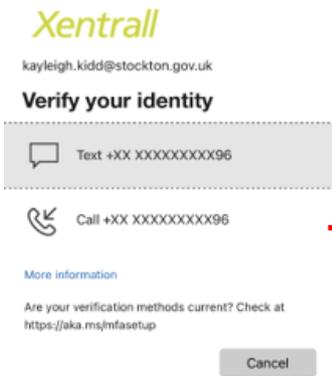
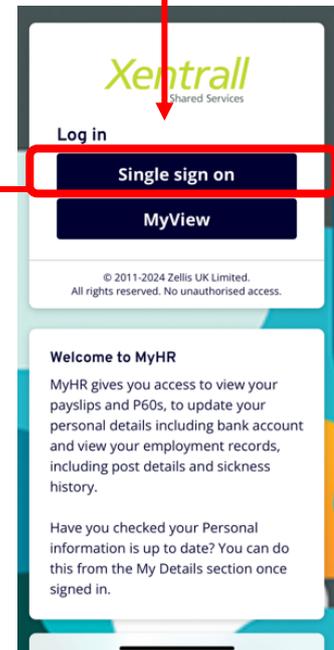
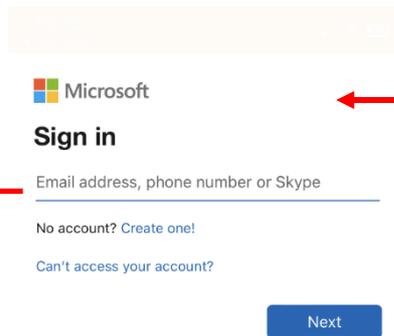
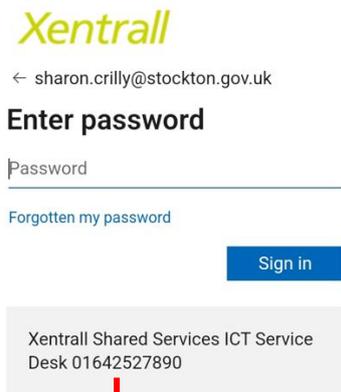
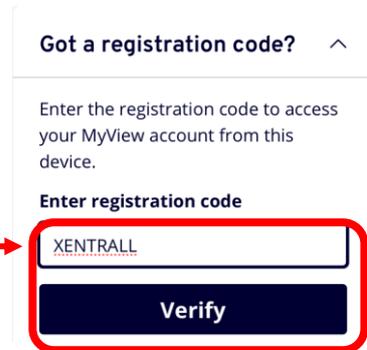
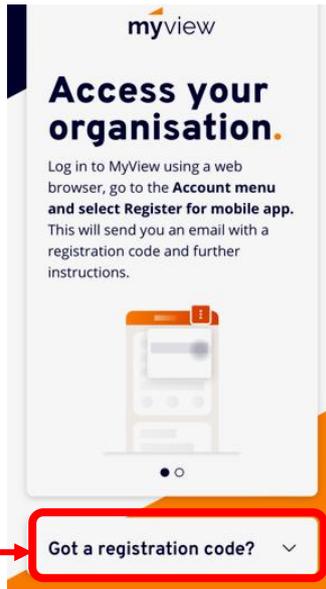
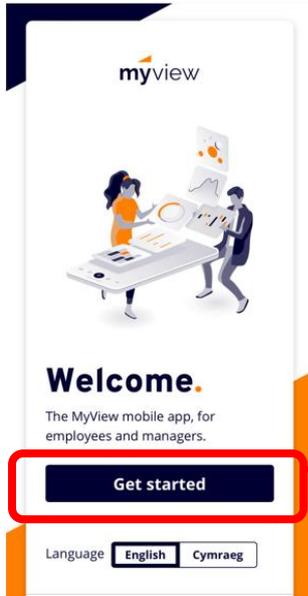


Apple App Store  
Users



Google Play  
Store Users

- Download the MyView App
- Open the app and click Get Started
- Click “Got a registration code?”
- Enter registration code XENTRALL
- Click Verify
- You will be taken to the MyHR landing page
  - If you are an offsite worker or do not have a Council log in, please use the MyHR App Log In guidance
  - If you have a council email address, continue to follow this guidance
- Click Single Sign On
- When you see the Microsoft Sign In page, enter your work email address
- Click Next
- Enter your everyday Log in password (the one you use to access your work computer)
- You will be asked to verify your identity, this is based on the contact details we have on the Payroll System (MyHR)
- Select your preferred contact method
- You will receive a text/call with an authorisation key
- Enter this when prompted in the App
- When asked “stay signed in?” you can select **Yes**
- When prompted, you can allow your device security to log you in, in future (e.g. fingerprint/passcode/facial recognition)



Once logged in, you will find the same access as you have on the website.

To access the Main Menu, click here

To Sign Out, View Details and view security, click here

The screenshot displays the Xentrall user interface. At the top is a green navigation bar with the Xentrall logo and the text 'Shared Services'. On the left of the bar is a hamburger menu icon, and on the right is a vertical ellipsis icon. Below the navigation bar, the user is greeted with 'Welcome Samantha' and a pencil icon for profile editing. The main content area features a 'My Pay' section with a date selector for 'MAR 28' and a message: 'Your next pay date is in 16 days'. A 'View Summary' button is located below this message. Underneath, there is a link for 'View All Pay Documents' and two 'Payslip' cards with envelope icons and dates '29 Feb' and '31 Jan'. At the bottom, a notification shows '5 Unopened Docs' with a downward arrow.