Accessing MyView and the Equality Data Tab

Accessing MyView

There are several ways to access MyView – these are all outlined below:

You can login directly to MyView

OR

Visit the Payroll and Pensions webpage, where you can also find information about the MyView dashboard

Logging In

Access to MyView is restricted to University staff.

It can be accessed both on and off campus.

You will need your University IT username and password to login such as:

Username: sussex user id*
Password: regular ITS password

*Your user ID will be the combination of letters and numbers that you use to log on to your PC/Sussex systems (e.g. ab123). Do not use '@sussex.ac.uk' to log in. Using this will not grant you entry.

Accessing the Equality Data tab

Once logged in you can access the equality data tab my clicking on the ‘my personal details’ tab on the left-hand side of the screen.

When you open the equality data tab you will see a number of questions set across two pages asking you to input your data. Click ‘next’ after the first screen to access the second screen.

If you do not want to tell us the answer to a particular question(s) then please select the ‘prefer not to say’ option.

Completing these questions is completely voluntary and you do not have to provide an answer to all of the questions to submit your answers.

When you complete the questions, you need to click on ‘submit’ to record you answers. If you are updating your information you also need ensure you save any changes you have made by pressing ‘submit.’

If you are experiencing an issue with your IT login details, then please contact the IT Service helpdesk.