

Uploading photos to MyView transcript

This video will demonstrate how you can upload your own photo into MyView Dashboard.

Firstly, you will need a digital photo. There are numerous ways to get a digital photo, and these are further explained in the **MyView Employee Photos Policy**.

However, if your PC/Laptop contains a camera you can use the 'Camera' app to take a picture of yourself.

Search for the 'Camera' app from the Microsoft Windows search [This is the magnifying glass towards the bottom left of the task bar]

The camera programme will open. Once you have positioned the camera to take the photo, click on the camera icon to take the photo [The camera icon is a circular button located on the right-hand side of the app].

The photo will automatically save to the camera roll folder. This folder is accessible via your 'My Documents' folder via **Pictures > Camera Roll**

The photo should be given an appropriate file name before being uploaded to MyView. The preferred naming convention is:

Employee Number Employee Surname Date – as shown in this example.

Further information on file types/sizes and names is contained within the **MyView Employee Photos Policy**.

Now you are ready to upload your employee photo in MyView. Log-in to MyView. Hover over the avatar image [this is located at the top left of your MyView screen, underneath the Durham County Council logo and to the left of your post title] and click on the camera icon - as demonstrated - to upload or change your photo.

Select [Choose File]

Locate the file from where you saved it. Click **[Open]**.

You will then be presented with a preview of your employee photo. Click **[Upload]** [This can be found underneath the photo preview towards bottom right of the pop up screen]

It may take a few minutes for the system to update before the photo appears against your MyView Employee Profile. After a few moments, the photo should appear.

Please note that your photo will also be uploaded to the Council's Staff Directory the following day.

Please note that employees are unable to delete photos held against their MyView record. However, it can be changed. Should a photo need to be removed, the please email myview@durham.gov.uk to request that the photo be removed

If you require any further information or support, please do not hesitate to contact the MyView Team on 03000 269919. Alternatively, you can email us on myview@durham.gov.uk