


Contractor Principal Contact Dashboard in myCority

This one-point lesson describes how **Contractor Principal Contacts** navigate their myCority dashboard.

Note: The layout of your myCority dashboard displays differently on a mobile phone compared to a computer.

 The [myCority](#) dashboard only gives you an overview of your entity records. Go to the full version of [Cority](#) to view and update records.

1 If you're starting from the full Cority version home page, to get to your dashboard in myCority:

- Click the three lines to open the menu
- Click the heart / favourites symbol
- Select myCority from the list

2 From the **Home** page of myCority, to go to your dashboard select:

- **My Dashboards** – This gives you an overview of your entity and employee record. You cannot update records here.

3 From the **My Dashboards** page of myCority, to select your dashboard:

- Click the **search icon** and select the dashboard from the dropdown menu

4 On the **Contractor Principal Contact Dashboard**, tiles display an overview of your entity and employee records. Scroll down to view the tiles which list the entity records including actions, prequalifications, annual reviews, projects and pre-commencement meetings, as well as employees, their qualifications and inductions.

5 To go to the **full version of Cority** to view record details and update your entity and employee records, you can copy and paste the link displayed into your browser.

6 To view and complete actions assigned to you:

- From the **Home** page of myCority - Click **My Tasks** or the **Action** button
- From the CPC Dashboard - Click **My Tasks**
- For more help use the [Findings and Actions one point lesson](#) on Fonterra.com

