ACCESSING & UPDATING YOUR INFORMATION

To update your details once logged in to iTrent Employee Self-Service, please select the **'View profile'** icon from the top left hand corner of the screen (under your name) to access and amend personal information.

Personal Information

Your personal details can be reviewed and amended on the first tab **'Personal'** and then by selecting the **'Edit'** option:

Sensitive Information

To view and update your sensitive information, please select the arrow next to **'Sensitive information'** under the Confidential Information heading:

Please enter information in every field on both the personal & sensitive information sections and ensure to press save on each page once your information is updated:

Address or Contact Details

When on the **'Personal'** tab, click onto your address or contact details listed under **'Contact Information'** and this will enable you to add a new home address or update your contact details.

Once amended, select **'Save'** and a confirmation email will be sent to your email address, to confirm the change has been actioned.

Emergency Contact and Next of Kin Information

When on the **'Personal'** tab, click onto your emergency contact or next of kin details listed under **'Friends & Family'** and this will allow you to amend the details already saved, or add new details as required.

Once amended, select **'Save'** and a confirmation email will be sent to your email address, to confirm the change has been actioned.

Bank Details

You can change your bank account details on your iTrent profile by selecting the **'Bank Details'** option shown on the **'Personal'** tab.

Change the bank details as you require, and press **'Save'**. Please note, it is important to take care when changing your bank account details - these are the account details to which we will pay your next salary, and any errors are likely to cause a delay in your salary arriving in the correct account.

When any change is made to your bank account details, you will receive an e-mail to confirm that a change has been made.

IMPORTANT: Please ensure that any changes to bank account details are submitted at least 5 working days before your next pay date.