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.

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& View profile	Dashboard News	
A Home	Latest company news	
My time	Pension Support Links	
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Personal Information

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

		Personal	Employment		
Home - Mailing Address: User Email Address: Work Email Address: Add Address: Add Address: Add Contact Data Friends and family Type Contact name Relationship Contact number Primary contact Emergency contact Emergency Contact Add Index of Kin Bank details	Name:	✓ Edit	Select the links below to view or amend your information	My personal details	
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Add Address Friends and family Type Contact name Relationship Contact number Primary contact Emergency contact Add Emergency Contact Add Emergency Contact Add Mext of Kin Bank details					
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+ Add Emergency Contact + Add Next of Kon Bank details		name Relationship			
Bank details	Next of kin				
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Account name Bank name Sort code	Bank details				
	Account name	Bank name	Sort code		

Sensitive Information

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

Confidential information

Select the links below to view or amend your information
Sensitive information >

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.

Home Mailing address Postcode	Χ Ψ
-	
Postcode	
House name	
Number/Street	
Local area	
Post Town	
County	

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.

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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.

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eta	alls
he	se details are used to pay your salary and any changes will take immediate effect.
	ase check the details carefully before saving.
•	Sort code (required)
	Bank name
1	
1	Roll number
•	Account number (required)
	Account name (required)
	Save Cancel