## **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.

iTrent	Ноте	±.*
& View profile	Dashboard News	
A Home	Latest company news	
My time	Pension Support Links	
🗎 Му рау	Teachers Pension Scheme Local Government Pensions Help	

### **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	
User Email Address:  Work Email Address:  Work Email Address:  Add Addr	Contact information				
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					
Type Contact name Relationship Contact number Primary contact Emergency contact Next of kin    Add Emergency Contact  Add Next of Kin  Bank details		+ Add Contact Details			
Emergency contact  Add Emergency Contact  Add Next of Kin  Bank details	Friends and family				
+ Add Emergency Contact + Add Next of Kon Bank details		name Relationship			
Bank details	Next of kin				
		+ Add Next of K	in		
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.

ationship to me lease choose  lease as emergency contact.  luse my horne address  use name  lease le	onitact insact name (required) isonable to me isonable to me issec choose issact choose insact at insact anall insact or tain Use as next of kin Use as next of kin Use me home address: is name
ationship to me lease choose  lease as emergency contact.  luse my horne address  use name  lease le	Sonship to me Sasse choose
Itese choose   Itese choose  Itese choose  Itese as emergency contact  Use my home address Use mame  Itese my home address Use mame Itese Item Iteration Item Item Item Item Item Item Item Item	act enail  Primary contact Use as next of kin Use my home address
Itese choose   Itese choose  Itese choose  Itese as emergency contact  Use my home address Use mame  Itese my home address Use mame Itese Item Iteration Item Item Item Item Item Item Item Item	act enail  Primary contact Use as next of kin Use my home address
Itese choose   Itese choose  Itese choose  Itese as emergency contact  Use my home address Use mame  Itese my home address Use mame Itese Item Iteration Item Item Item Item Item Item Item Item	act enail  Primary contact Use as next of kin Use my home address
lease choose can be a distribution (constant) (co	act at act email Primary contact Use as next of kin Use my home address
te of birth (ddimm/yyy)   te of birth (ddimm/yyy)  tuse as emergency contact  tuse my home address use name  mber/Street  al area  at Town  rtown  ctode	tact enail Primary contact Use as next of kin Use my home address
	Primary contact. Use as next of kin Use my home address.
Use as emergency conact     Image: Construct of the second o	Primary contact. Use as next of kin Use my home address.
Use my home address.	Use as next of kin Use my home address
use name	Use as next of kin Use my home address
use name	Use as next of kin Use my home address
mber/Street H	Use my home address
mber/Street H	
Inder/Street	se name
st Town	
st Town	
xt Town	ber/Street
st Town	
st Town	l area
unty C	i area
unty C	
actoria de la construcción de la	Town
stcode	
	nty
	code
untry	
Inited Kingdom 🛛 🕹 🚽 🚽	ntry
Save Cancel + Add Next of Kin	- ited Kingdom × +

### **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.

to	Personal
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