

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:

My personal details [Edit](#)

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:


Save

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.

Address details

 This form allows you to correct your current address information, if your address has changed please use the add address details option.

*Address type (required)

Home 

☒ Mailing address

Postcode

House name




Number/Street

Local area

Post Town

County

Country

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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Next of kin details

* Next of kin name (required)

Relationship to me

Please choose ▾

Date of birth (dd/mm/yyyy)



☐ Use as emergency contact

☐ Use my home address

House name

Number/Street

Local area

Post Town

County

Postcode

Country

United Kingdom ▾

Save Cancel + Add Next of Kin

< Back to Personal

Emergency contact

* Contact name (required)

Relationship to me

Please choose ▾

Contact at

Contact email

☐ Primary contact

☐ Use as next of kin

☐ Use my home address

House name

Number/Street

Local area

Post Town

County

Postcode

Country

United Kingdom ▾

Save Cancel + Add Emergency Contact

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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Bank details

1

These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.

* Sort code (required)

Bank name

Roll number

* Account number (required)

* Account name (required)

Save

Cancel