

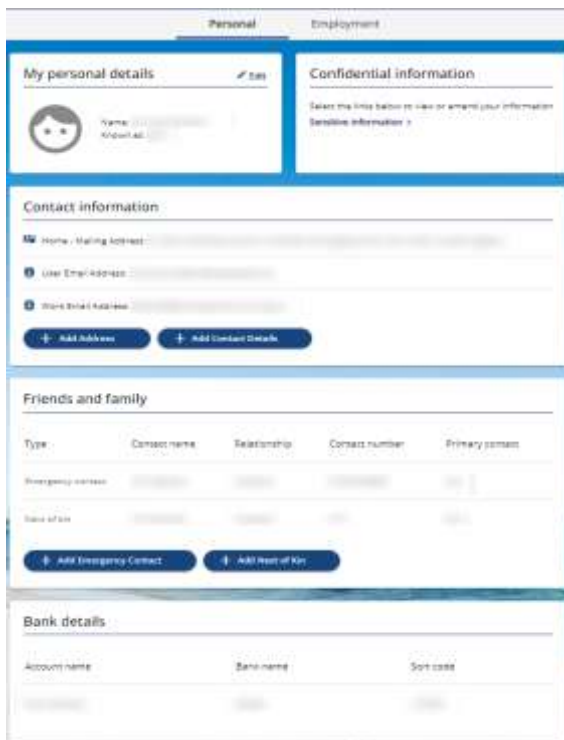
ACCESSING & UPDATING YOUR INFORMATION

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:



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.

The image shows two side-by-side screenshots of the iTrent profile forms. The left screenshot is titled 'Next of kin details' and contains the following fields: 'Next of kin name (required)', 'Relationship to me' (dropdown), 'Date of birth (dd/mm/yyyy)' (with a calendar icon), two checkboxes for 'Use as emergency contact' and 'Use my home address', 'Home name', 'Number/Street', 'Local area', 'Post Town', 'County', 'Postcode', and 'Country' (dropdown). The right screenshot is titled 'Emergency contact' and contains: 'Contact name (required)', 'Relationship to me' (dropdown), 'Contact', 'Contact email', three checkboxes for 'Primary contact', 'Use as next of kin', and 'Use my home address', 'Home name', 'Number/Street', 'Local area', 'Post Town', 'County', 'Postcode', and 'Country' (dropdown). Both forms have 'Save', 'Cancel', and '+ Add Next of Kin' / '+ Add Emergency Contact' buttons at the bottom.

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.

The screenshot shows the 'Bank Details' form. At the top, there is a warning message: 'These details are used to pay your salary and any changes will take immediate effect. Please check the details carefully before saving.' Below this, the form includes fields for: 'Bank name (required)', 'Bank name', 'Sort number', 'Account number (required)', and 'Account name (required)'. At the bottom, there are 'Save' and 'Cancel' buttons.

Navigate to e-signature document

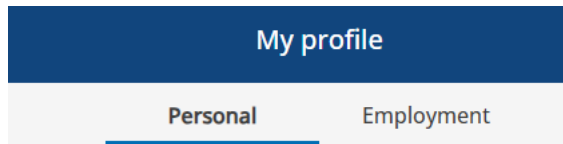
Click on 'View profile'



Mrs Louise Gilhespy

[View profile](#)

Click on 'Employment' at the top of the page



Scroll down to 'My correspondence' and you will see the document listed, click on '0900 LSP – GDPR Annual Review'

The screenshot shows the 'My correspondence' section. It includes a search filter with fields for 'Template name', 'Correspondence status' (set to 'All'), 'Start date' (22/02/2024), and 'End date' (21/02/2025). Below the filter are 'Search' and 'Clear search' buttons. A table lists the correspondence items.

Correspondence	Created	Status	Changed date/time	Download
0900 LSP - GDPR Annual Review	21 Feb 2025 12:40	Signed	21 Feb 2025 12:40	

The status will indicate whether the document has been signed or is pending signature.