

## Personal Details

1. When you are successfully logged in to iTrent employee self-service select 'View profile'.



2. Choose 'Edit' on 'My personal details' and check your personal information is all correct

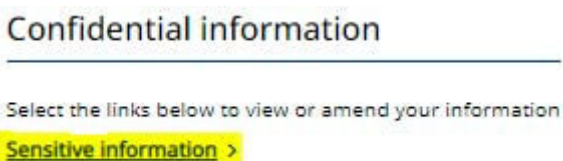


3. Amend editable fields as appropriate and click the 'Save' button at the bottom of the page.



## Sensitive Information

1. From the Profile page (see step one of Personal Details), click Sensitive Information.



2. Amend editable fields as appropriate and click the 'Save' button at the bottom of the page.

