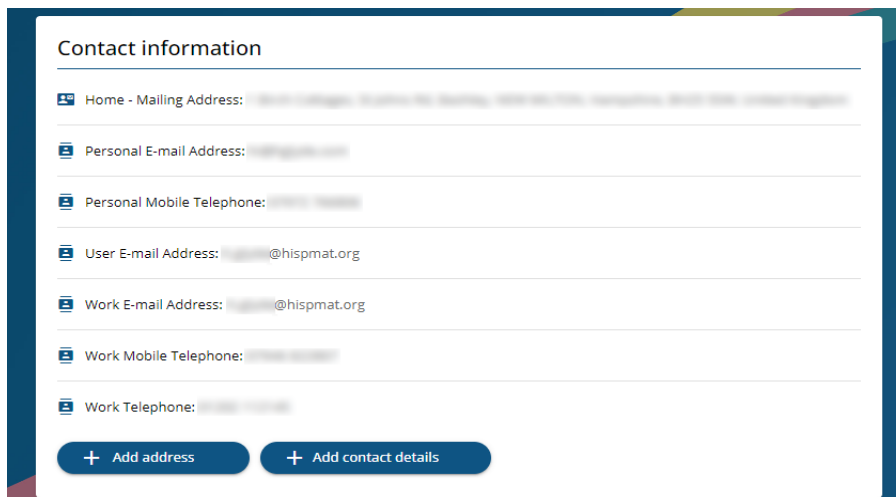


Your Contact Information

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



2. Check that your contact information displayed on the page is correct.



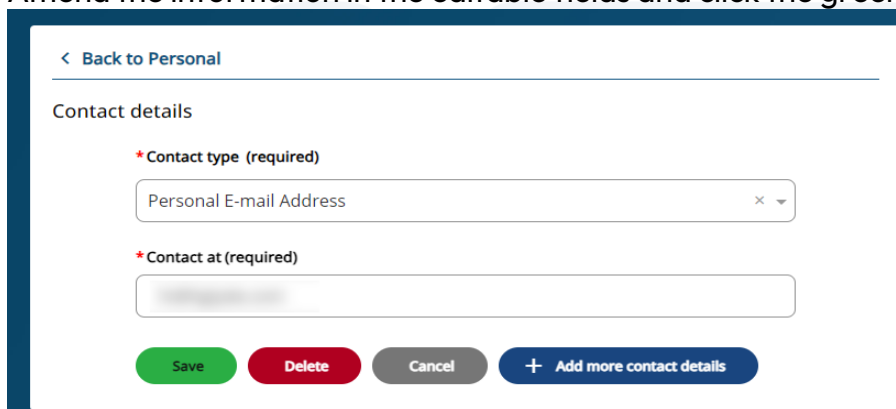
A screenshot of the "Contact information" page. It lists several fields: Home - Mailing Address, Personal E-mail Address, Personal Mobile Telephone, User E-mail Address (with @hispmat.org), Work E-mail Address (with @hispmat.org), Work Mobile Telephone, and Work Telephone. At the bottom, there are two buttons: "+ Add address" and "+ Add contact details".

3. Click on the address or contact details to edit (if required).

Please note: Your 'User Email Address' is the email address that you use to sign in to iTrent and receive communications. Please contact the HISP IT Systems team if you require this to be changed.

The email used for your payslip can be amended on E-Form Preferences. See 'Viewing and editing Payslip email address' guidance sheet.

4. Amend the information in the editable fields and click the green save button.



A screenshot of the "Contact details" edit form. It has a "Back to Personal" link at the top. The form is titled "Contact details" and contains two required fields: "*Contact type (required)" with a dropdown menu showing "Personal E-mail Address", and "*Contact at (required)" with a text input field. At the bottom, there are four buttons: "Save" (green), "Delete" (red), "Cancel" (grey), and "+ Add more contact details" (blue).

5. You can click add additional addresses and contact details by clicking the 'Add more contact details button'.

Emergency and Next of Kin details

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



2. Scroll down to the Friends and Family panel and check that the contact information for your Emergency Contacts and Next of Kin are correct.

Friends and family

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Jo Bloggs	Husband	07777654321	Yes
Emergency contact	Fred Bloggs	Father	07777987654	No
Next of kin	Jo Bloggs	Husband	N/A	N/A

[+ Add Emergency Contact](#) [+ Add Next of Kin](#)

3. As with your own contact details, click the details that require editing.
4. Amend the information in the editable fields. If your emergency contact or Next of Kin lives are your address, you can tick the 'Use my home address' to automatically populate the address.

A screenshot of the 'Emergency contact' edit form. It includes fields for contact name, relationship, contact address, and email. There are checkboxes for 'Primary contact' and 'Use my home address'. A 'Postcode' field is also present. The form is highlighted with a blue border.

< Back to Personal

Emergency contact

* Contact name (required)

Relationship to me

Contact at

Contact email

Primary contact

Use my home address

Postcode

Premises

5. Click the Save button to save the changes or the Delete the button to delete the contact.



6. You can add additional emergency contacts or Next of Kin information by clicking the respective buttons at the bottom of the friends and family panel.

