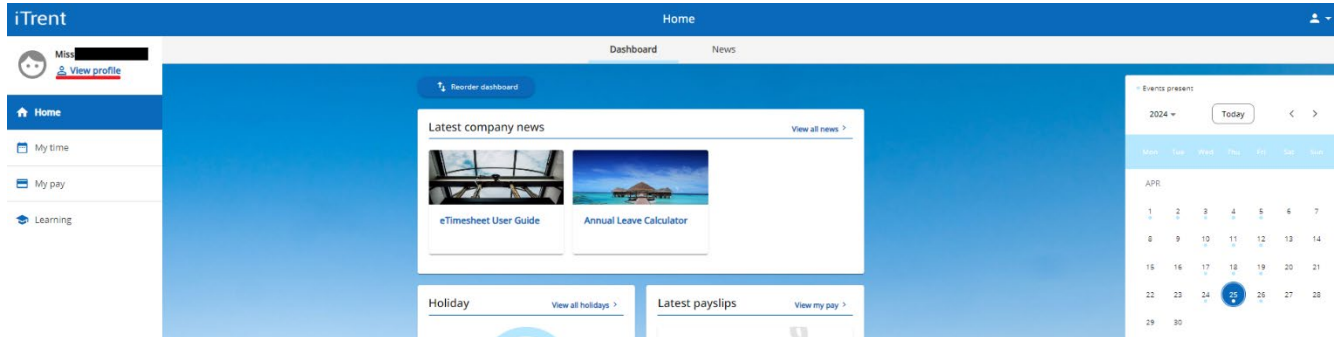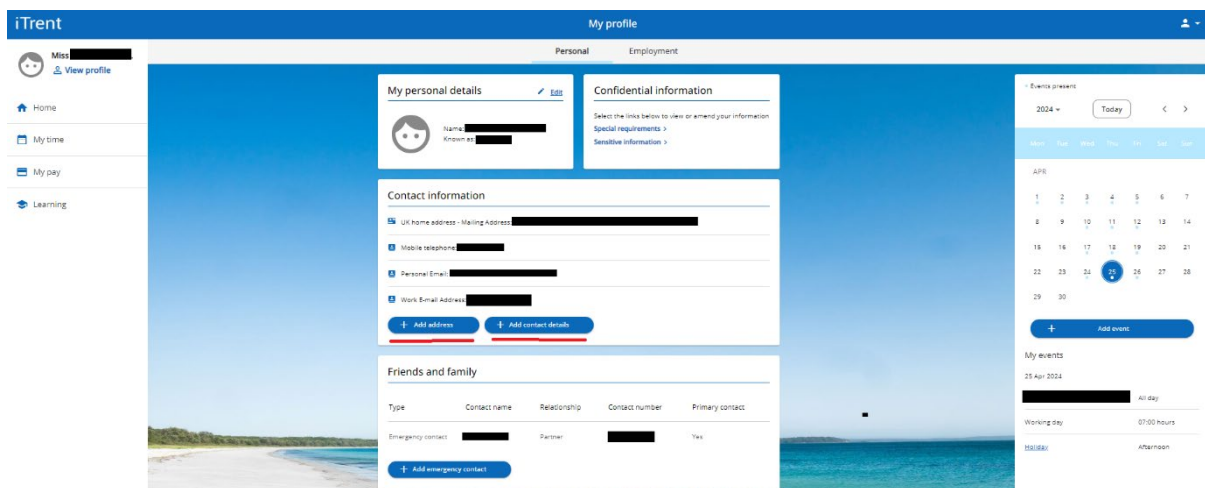**How to - change important contact details (personal email address, home address, phone number)**
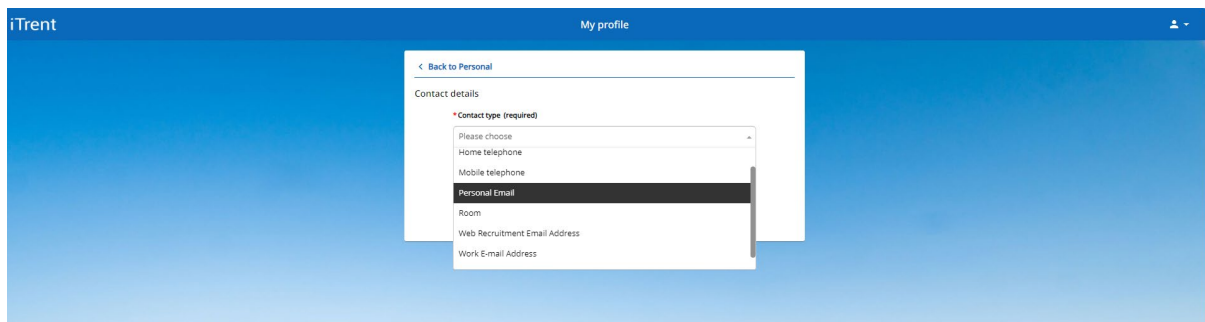
Please log in to ESS.
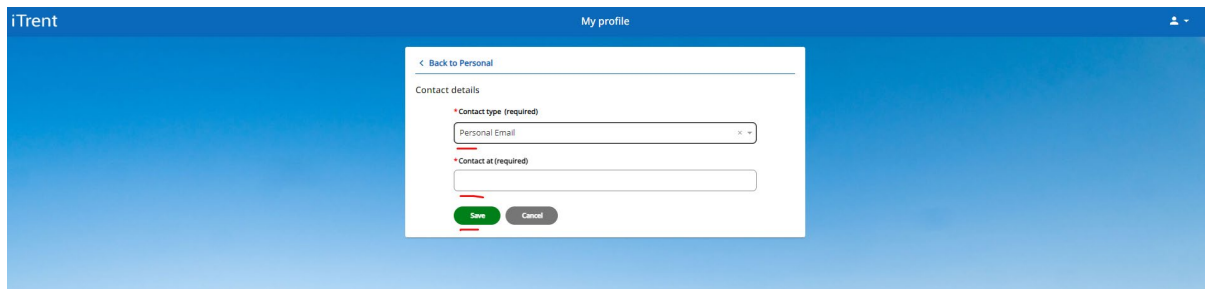
Click on 'View Profile' in the top left corner.

On this screen you can find your personal details and contact details. To change your Contact Information' click on 'Add contact details'.
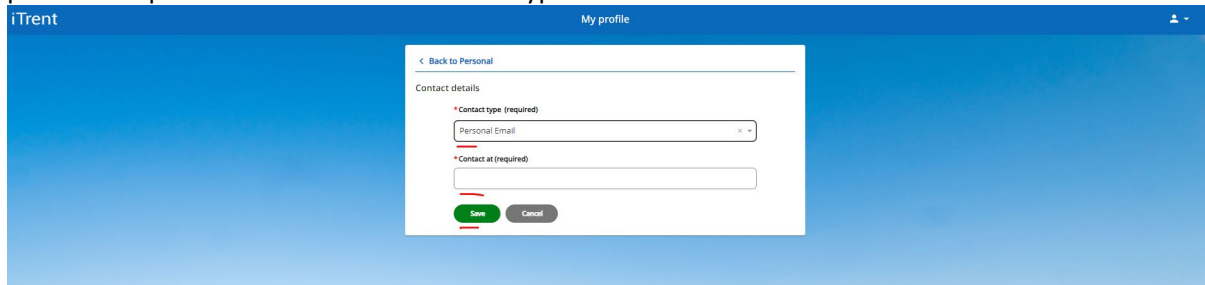

A pop-up box with a drop-down menu will appear which includes: Home Telephone, Mobile Telephone, Personal Email, Room, Work Email Address, Work Mobile Phone and Fax.
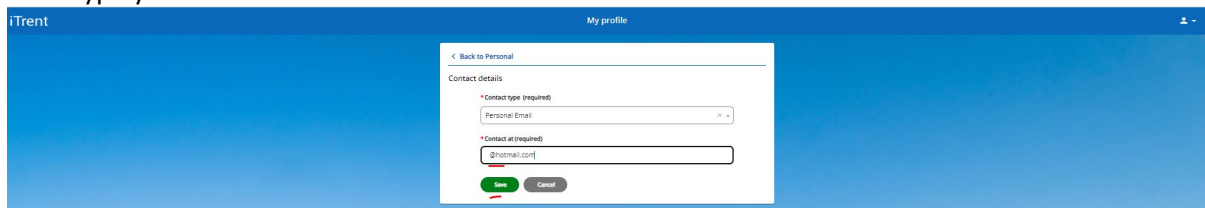

Please select the type of contact information you which to update. Update your contact information and click 'Save'.
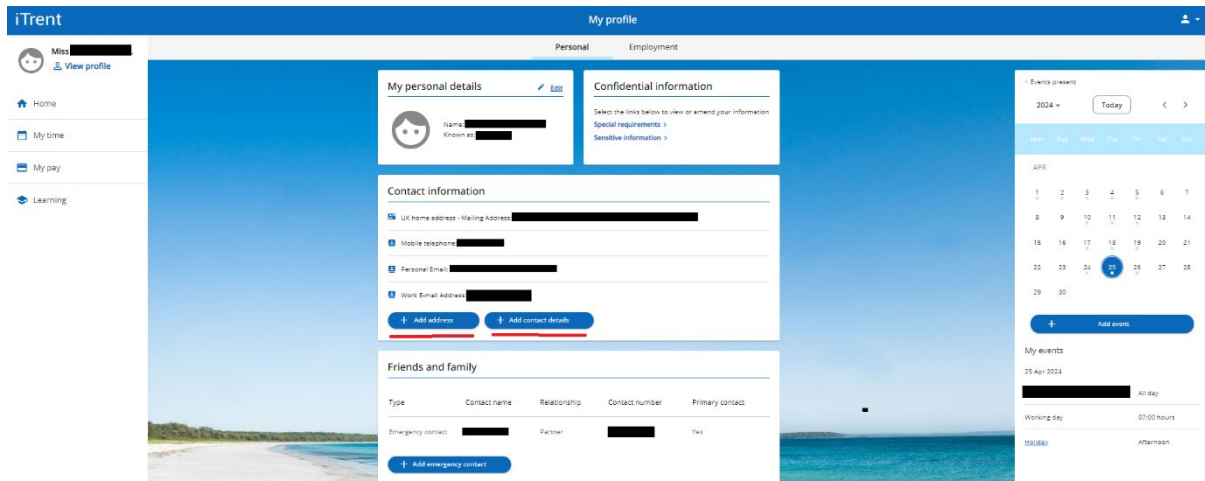
To add/update your personal email address (needed for access to the iTrent Offboarding Portal) please click personal email under 'Contact type'

Then type your email address in the 'Contact at' box and click 'Save'.

To update your home address please click on 'Add address'.

From the drop-down menu, select 'UK home address' to ensure this information is up to date.

To pre-populate your address, please insert your post code and click on the looking glass icon to find your address automatically. Please click on your address and then press 'Save' at the bottom. If your home address doesn't appear in the drop-down menu please click on 'Allow manual edit' and enter the relevant details in the boxes and click 'Save'.