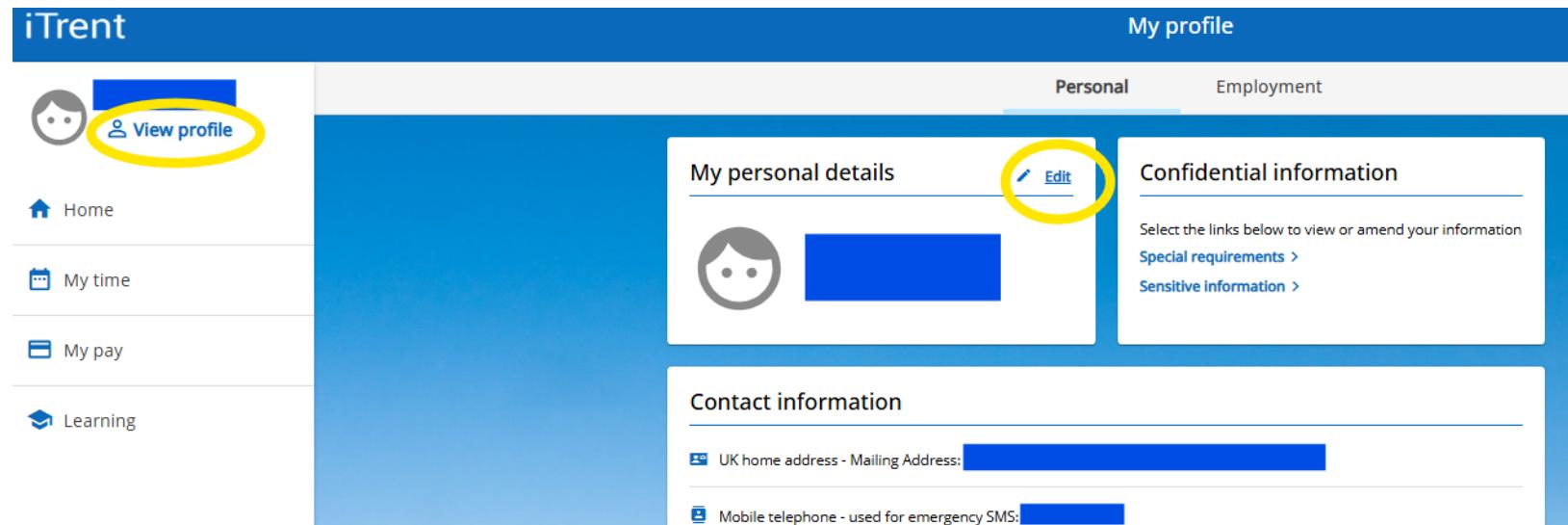


## View your Documents

Select the 'View profile' icon from the top left-hand corner of the screen (under your name) to access your personal details.

Click on 'Edit' within 'My personal details'



The image shows the iTrent 'My profile' screen. At the top left is a user icon with a 'View profile' label. A yellow circle highlights this icon. At the top right, there are 'Personal' and 'Employment' tabs, with 'Personal' being the active tab. In the center, there's a 'My personal details' section with a blue 'Edit' button, which is also highlighted with a yellow circle. Below this are sections for 'Confidential information' (with links to 'Special requirements' and 'Sensitive information') and 'Contact information' (with fields for 'UK home address - Mailing Address' and 'Mobile telephone - used for emergency SMS'). The background is white with blue header and sidebar elements.

[Back to Personal](#)

My personal details

Profile Image selection  
[Upload Image](#) [Delete Image](#)  
No profile image is currently in use

\* Surname (required)

\* Forename (required)

Forename 2

Forename 3

Pronouns

Preferred name

Sex

Previous surname

\* Date of birth (dd/mm/yyyy) (required)

Organisation start date (dd/mm/yyyy)

Attachments  
[+ Add attachment](#)

Name	Type	Filename	Actions
SDPR	SDPR	SDPR Form <input type="text"/>	
SDPR	SDPR	SDPR Form <input type="text"/>	

[Save](#) [Cancel](#)

Scroll to the bottom of the page to see all the attachments.

You can select the document by clicking the name of the document

To download the document, select the blue download arrow.

She/Her/Hers

Document attachment details

**\* Document name (required)**

SDPR

Document type

SDPR

Existing filename

SDPR Form [REDACTED] 

**Upload file** No file selected

Cancel

Add attachment