

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 screenshot shows the iTrent 'My profile' page. The left sidebar contains a user profile icon with a blue box next to it, and a 'View profile' link circled in yellow. Below this are links for 'Home', 'My time', 'My pay', and 'Learning'. The main content area has a 'My profile' header with 'Personal' and 'Employment' tabs. Under the 'Personal' tab, there are three sections: 'My personal details' (with an 'Edit' link circled in yellow), 'Confidential information' (with links for 'Special requirements' and 'Sensitive information'), and 'Contact information' (with fields for 'UK home address - Mailing Address' and 'Mobile telephone - used for emergency SMS').

[< Back to Personal](#)

My personal details



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* 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)

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