Guide 2: Updating Personal Information

This guide offers step-by-step instructions for updating your personal information to ensure your records remain accurate and up to date. It includes detailed guidance on modifying your employee contact details, residential address, emergency contacts, and bank details.

Navigation steps are visually highlighted with a pink circle for easy reference.

Contents

1. Editing personal details	2
2. Editing addresses	4
3. Editing contact details	6
4. Editing emergency contacts	8
5. Editing next of kin details	.10
6. Editing bank details	.12
7. Adding a Vehicle	.14

Editing personal details

1. From the main dashboard, click on "View Profile".



2. To edit your personal details, click **"Edit"** in the **"My Personal Details"** box located under the **"Personal"** heading at the top of the page.

D	My profile 🚨 👻
\odot	Personal Employment Talent
ń	My personal details Confidential information
	Name: Training Administrator Known as: Training Social security >
8	Date of birth: 12 Mar 1995
~	Contact information
¢	🖪 Home - Mailing Address: 2 Derriford Park, Derriford Business Park, Derriford, PLYMOUTH, PL6 5QZ, United Kingdom
1	Personal E-mail Address: testemployee1@deltservices.co.uk

3. You will be directed to a new page where you can update the necessary information. Make your changes and click **"Save"** to complete the process.

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	< Back to Personal	
	My personal details Profile image selection	
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	*Forename (required)	Contraction of the
	Training	
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The C	Forename 3	à_
Weltingen	*Title (required)	
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	Please choose +	
	Preferred name	

Editing addresses

4. From the main dashboard, click on "View Profile".

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	t Reorder dashboard			
8	Latest company news			View all news >
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¢	Welcome to the new look and feel of iTrent			

5. To add or edit an address, click **"Add Address"**. You can find this option under the **"Personal"** heading at the top of the page, within the **"Contact Information"** box.



6. You will be directed to a new page where you can update the required information. Make your adjustments and click **"Save"** to complete the process.

	My profile	± •
	< Back to Personal	
	Address details	
and the second se	*Address type (required)	
	Home × 🛩	
	Mailing address	
	Address look up	frame.
	Postcode	Alexie of
	Premises	
	Building number/street	
A Contraction of the second	Neighbourhood	
and the second	Post town	
	County	

Editing contact details

7. From the main dashboard, click on "View Profile".

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		Dashboard	News	
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	1 Reorder dashboard			
8	Latest company news			View all news >
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8. To add or edit your contact details, click "Add Contact Details". You can find this option under the "Personal" heading at the top of the page, within the "Contact Information" box.



- 9. You will be directed to a new page where you can update your contact details.
 - Select the **contact type** from the drop-down menu.
 - Enter your information in the **"Contact at (required)"** field. Click **"Save"** to complete the process.

DELT	My profile	± *
	< Back to Personal	
	Contact details	
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	*Contact at (required)	
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	and the second	alle
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All and a second se		
- martiner		
Constant Marine Constant		

Editing emergency contacts

Please note that not all self-service users will have the option to update emergency contacts details in iTrent. If this option is available to you, updates should be made in accordance with your organisation's policies.

10.	From	the main	dashboard,	click	on	"View	Profile "	
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DE	Home		± •	
	D	ashboard	News	
View pro	Good morning Training, we	come back!		
—	t Reorder dashboard			
8	Latest company news			View all news >
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11. To add or edit emergency contact details, click **"Add Emergency Contact"**. You can find this option in the **"Friends and Family"** box.

DE	UT		My profile		±	•
\odot		Personal	Employment	Talent		Ċ
ń	+ Add address	+ Add	contact details			
Ē	Friends and fa	amily				-
8	Туре	Contact name	Relationship	Contact number	Primary contact	_
~	Emergency contact	Training Contact	Mother		Yes	
¢	+ Add emerger	cy contact	+ Add next of kin		and the second	

12. You will be directed to a new page where you can update your emergency contact details. Complete the required fields and click **"Save"** to finish the process.

DELT	My profile	± •
	< Back to Personal	
	Emergency contact *Contact name (required)	PRINTER DE
	Relationship to me	
	Please choose *	fermile.
	Contact at Contact email	
	Primary contact	dige . The
	Use as next of kin	C.
A REAL PROPERTY AND INCOMENTATION.	Use my home address	and the second second
- and the	Address look up	
Same Book -	Premises	

Editing next of kin details

Please note that not all self-service users will have the option to update Next of Kin (NOK) details in iTrent. If this option is available to you, updates should be made in accordance with your organisation's policies.

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	↑ Reorder dashboard			
8	Latest company new	s		View all news >
~				
¢	Welcome to the new look and feel of iTrent			

13. From the main dashboard, click "View Profile".

14. To add or edit next of kin details, click **"Add Next of Kin"**. You can find this option in the **"Friends and Family"** box.

\odot		Personal	Employment	Talent		
A	+ Add address	+ Add	contact details			
	Friends and fa	amily				
8	Туре	Contact name	Relationship	Contact number	Primary contact	
~	Emergency contact	Training Contact	Mother		Yes	
đ	+ Add emerger	icy contact	+ Add next of kin			
x						
	Bank details					-

15. You will be directed to a new page where you can update your next of kin details. Complete the necessary fields and click **"Save"** to finish the process.

DELT	My profile	± •
	< Back to Personal	
	Next of kin details *Next of kin name (required)	AND ADD
	Relationship to me	
	Date of birth (dd/mm/yyyy)	Cale Street of
	Use as emergency contact	
	Address look up.	
and the second of the second s	Premises	
- Alexandre	Building number/street	
	Doombournood	

Editing bank details

16. From the main dashboard, click "View Profile".



17. To add or edit your bank details, click on your listed bank under **"Account Name"**. You can find this option in the **"Bank Details"** box.

$(\cdot \cdot)$	_	Personal	Employment	Talent	
	Туре	Contact name	Relationship	Contact number	Primary contact
A	Emergency contact	Training Contact	Mother		Yes
Ē	+ Add emerge	ency contact	+ Add next of kin		
			L.		200 Mg
~	Bank details				
¢	Account name		Bank name		Sort code
Account Name - Training		ning	APS FINANCIAL	LTD	<u>087199</u>

18. Update your bank details and click **"Save"** to complete the process.

-	
	APS FINANCIAL LTD
	*Account number (required)
	12345678
	Roll number
	*Account name (required)
	Account Name - Training
	Save Cancel

Adding a Private Vehicle

Note: To submit a mileage claim, please refer to the *Employee Guide: Submitting Expenses* for full instructions.

19. From the Employee Dashboard, click "View Profile."

	Home			1. A. P.
Training Manager	Dashboard News			
	Latest company news View all news >	Events present		
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🖿 My pay	Welcome to the new look Delt - Privacy Policy and feel of ITrent	MAY	1 2 • •	3 4
✓ Performance		5 6 7	8 9 * *	10 11
😰 Reviews	Sidness Other shrane	19 20 21	22 23	17 18 24 25
🙏 Org chart	SIGNIESS View all sciences > Utilities duber absence >	26 27 28	* * 29 30	31
Current vacancies	Vew sickness in calendar Vew sickness in calendar Vew context assessment in calendar Vew context assessment in calendar Vew context assessment in calendar	+	Add event	
	Holiday View all holidays >	My events		/

20. In your profile, stay on the "**Personal**" tab to add or update a private vehicle. (You may also explore the "**Employment**" and "**Talent**" tabs for future use.)

Scroll to the Private Vehicles section and click "Add Vehicle."

DELT					My profile									± -
Training Manager		Driving recrice detail	Personal		Employment	Talent								
Home		+ Add driving licence detail	No Driving lice	ence detai	<i>Is have been added yet</i>			• Event: 202	s present	C	Today)	<	>
🗂 My time														
🗎 My pay		Private vehicles					and the second second	MAY		_	1	2.	3	4
✓ Performance		Vehicle registration	Make Mo	odel	Driver start date	Driver end date		5	6 *	7 *	8	9	10	11
P Reviews		XZ12 ABC			24 Jan 2025			12	13 e	14 •	15 e	16 *	17	18
Org chart	P & 11-1	WJ55TTT			01 Jul 2024			19 * 26	20 * 27	21 * 28	22 * 29	23 * 30	24	25
Current vacancies		AAA33 AA3			04 Mar 2024			÷	+	•	dd event	*		
	E.C.	(+ Add vehicle			and the second second second			My even	ents 2025					

21. Enter your vehicle details in the form provided.

To set this vehicle as your default for mileage claims, ensure the **default vehicle checkbox** is selected.

Click "Save" to confirm.

DELT	My profile	4
Service and	< Back to Personal	
	Vehicle details •Vehicle type (required)	
and the second s	Vehicle registration	Contraction of the local data
	* Start date (dd/mm/yyy)) (required)	
	End date (dd/mm/yyy)	
	Engine size (xx)	
	CO2 Emission	
	Ruit type Please choose *	
	Default vehicle for expenses	The second second
	Insurance checked	
	Insurance expiry date (dd/mm/yyy)	and the second se
A second from the second se	Save Cancel	

22. Your vehicle is now saved.

From this screen, you can **edit**, **delete**, or **add** additional vehicles as needed. When finished, click the logo in the top-left corner to return to the **Employee Dashboard**.

DELT	My profile	±+
	Changes have been saved.	
	*Vehicle type (required)	
	Car *	
Contraction of Contra	*Vehicle registration (required)	the second s
and the second	ZX12 ABC	
	* Start date (dd/mm/yyy) (required) 12/02/2025	
	End date (dd/mm/yyy)	the second s
		the second se
Sec. S. C. Annual Contract	* Engine size (cc) (required)	
	1600	
	CO2 Emission	and the second
	• Fuel type (required)	Mary Taylor and the second
	Diesel × -	
	Default vehicle for expenses	March Classes - A Contraction
	Insurance checked	
	No	
and the second se	Insurance expiry date (dd/mm/yyyy)	and the second second second
	Save Dates Cancel + Add another vehicle	