

EMPLOYEE GUIDE

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 details3

2. Editing addresses4

3. Editing contact details6

4. Editing emergency contacts8

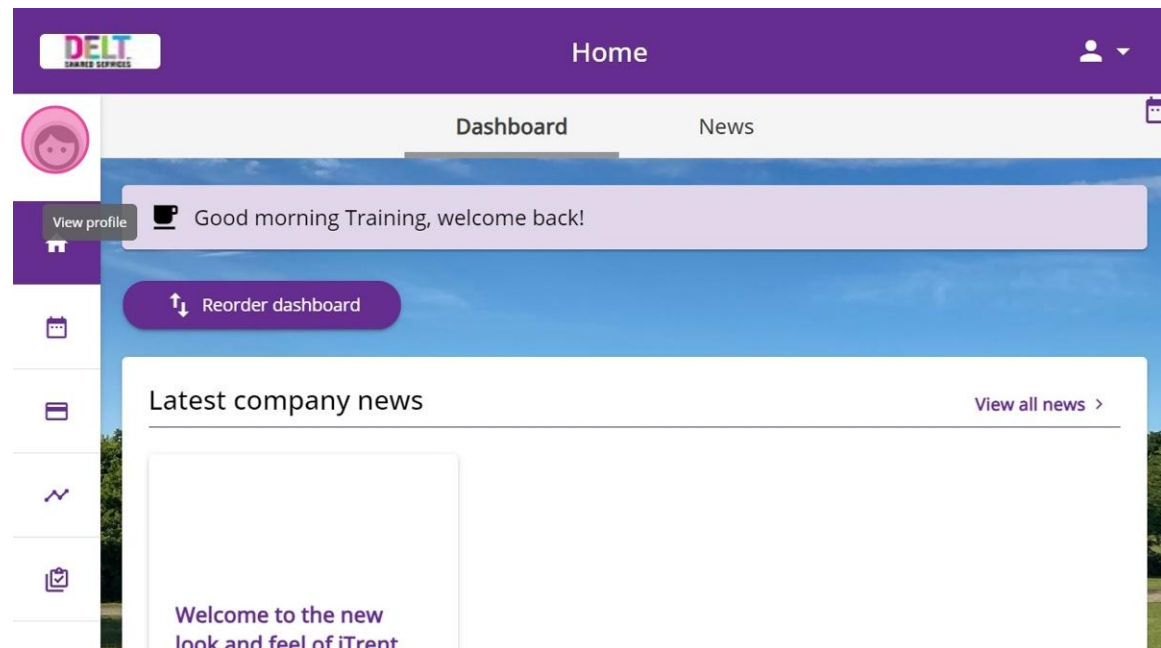
5. Editing next of kin details.....10

6. Editing bank details12

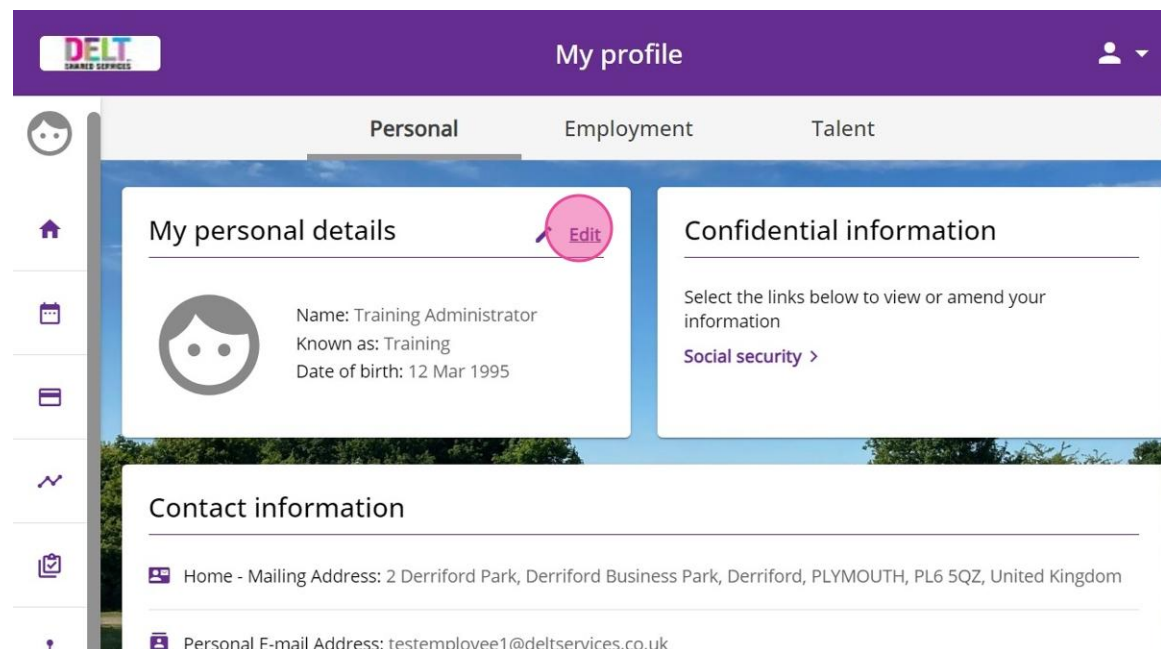
7. Adding a Vehicle14

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.




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.

DELTA

My profile

< Back to Personal

My personal details



Profile image selection

Upload image

Delete image

No profile image is currently in use

* Surname (required)

Administrator

* Forename (required)

Training

Forename 2

Forename 3

* Title (required)

Miss

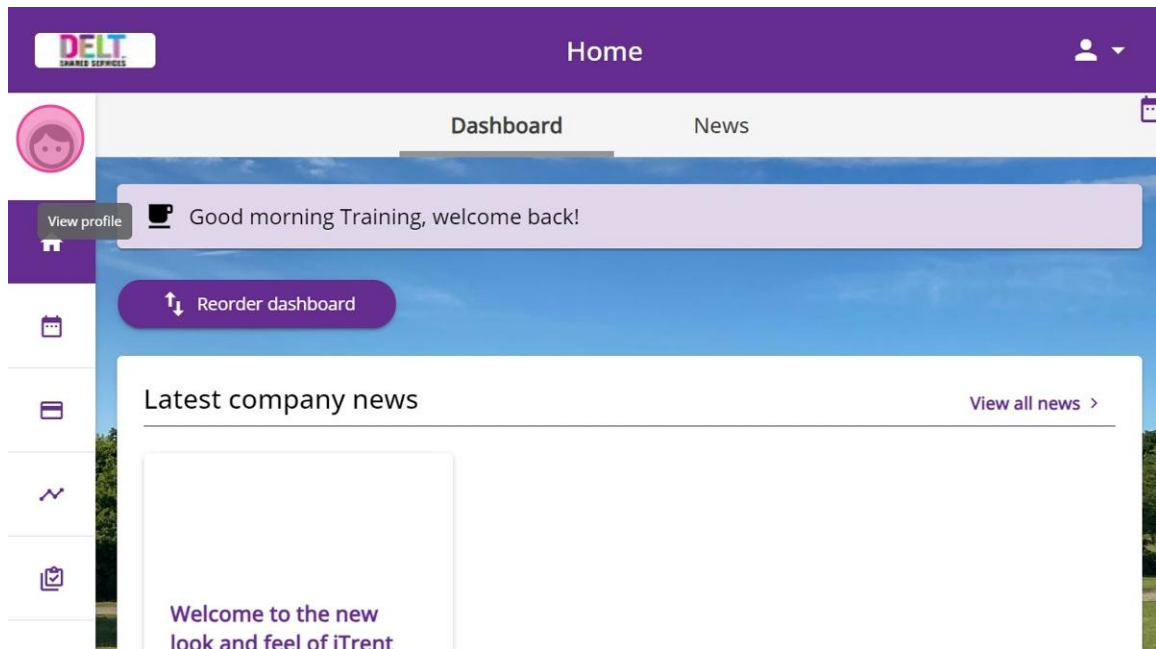
Pronouns

Please choose

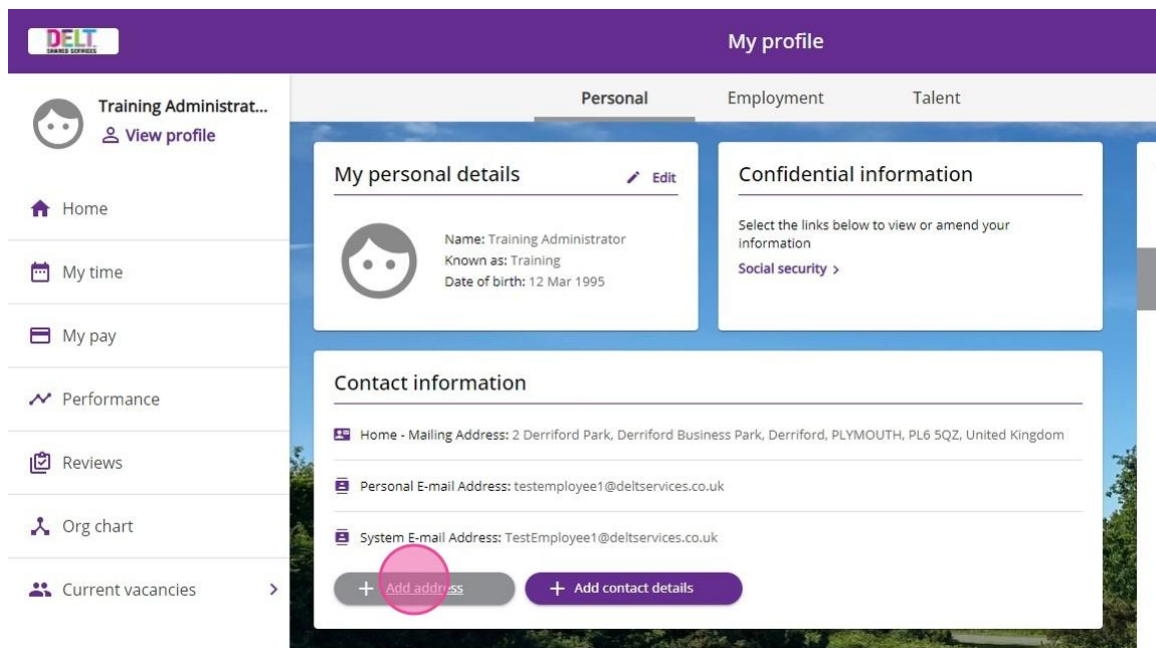
Preferred name

Editing addresses

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



- 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.



- 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.

DELTA My profile

< Back to Personal

Address details

*Address type (required)

Home

☐ Mailing address

Address look up

Postcode

Premises

Building number/street

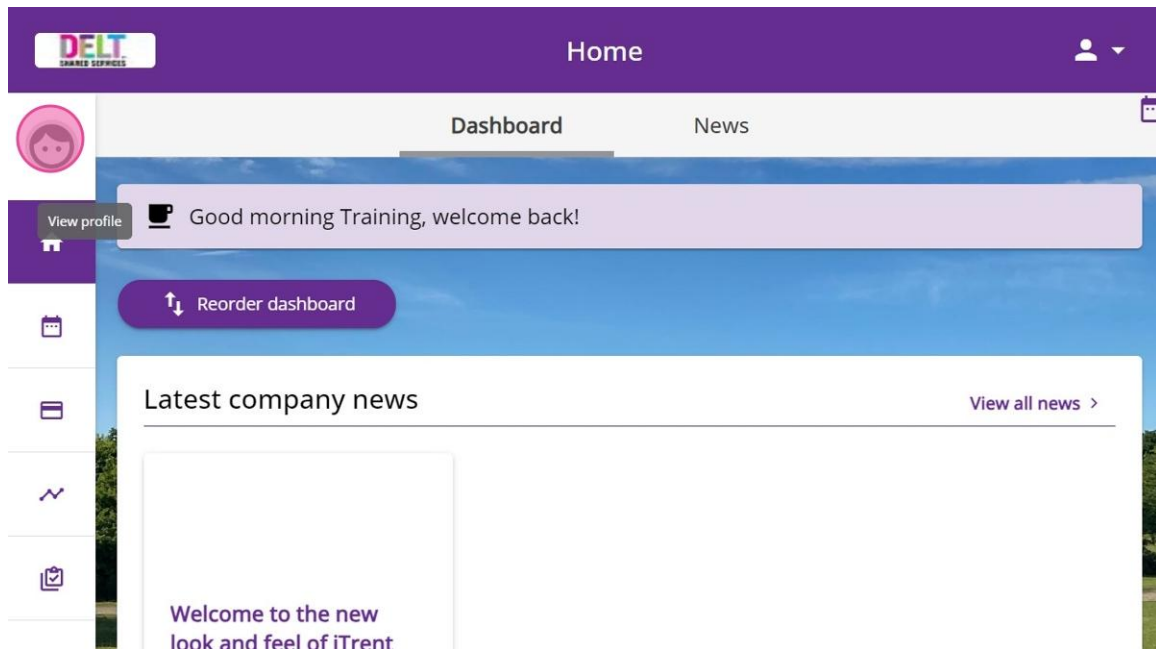
Neighbourhood

Post town

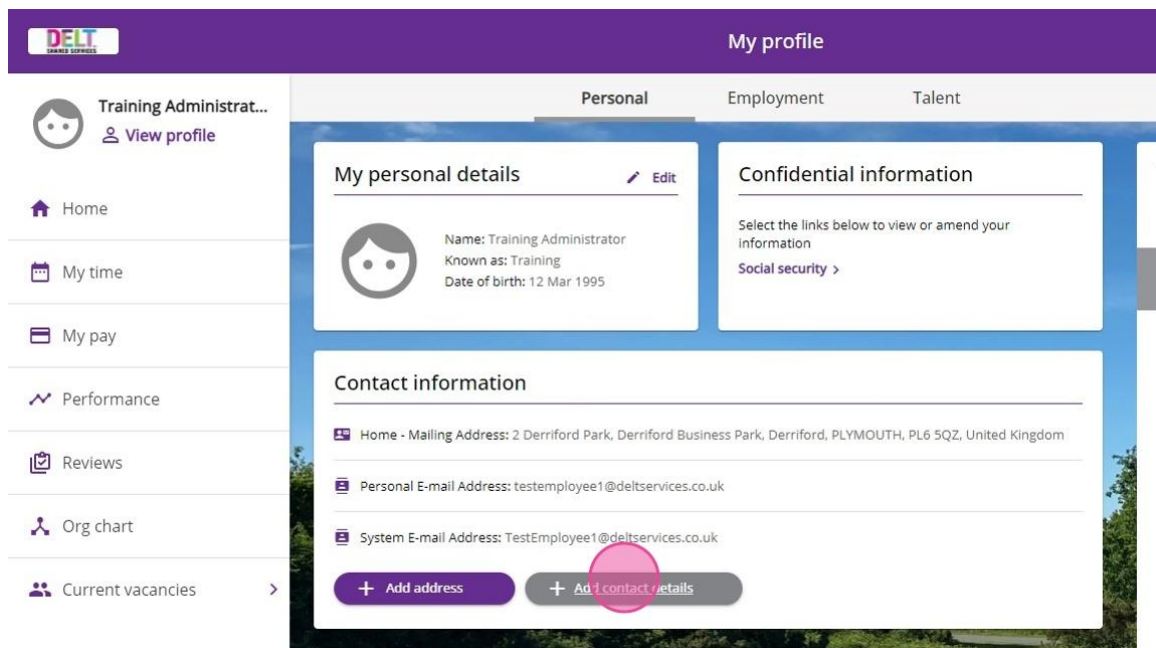
County

Editing contact details

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



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.



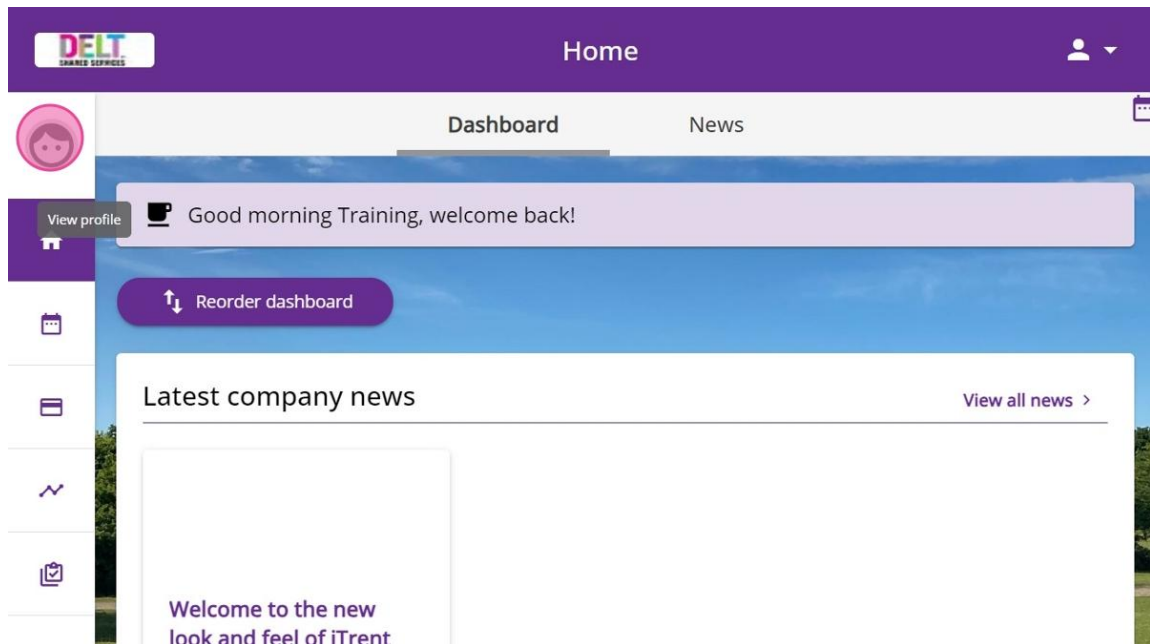
9. You will be directed to a new page where you can update your contact details.
- Select the **contact type** from the drop-down menu.
 - Enter your information in the "**Contact at (required)**" field.
Click "**Save**" to complete the process.

The screenshot shows a web interface for editing a profile. At the top, a purple header bar contains the 'DELTA' logo on the left, the text 'My profile' in the center, and a user profile icon on the right. A white modal form titled 'Contact details' is centered over a background image of a green field with sheep. The form includes a '< Back to Personal' link, a red asterisk indicating a required field for 'Contact type' with a dropdown menu showing 'Please choose', another red asterisk for 'Contact at' with a text input field, and green 'Save' and grey 'Cancel' buttons at the bottom.

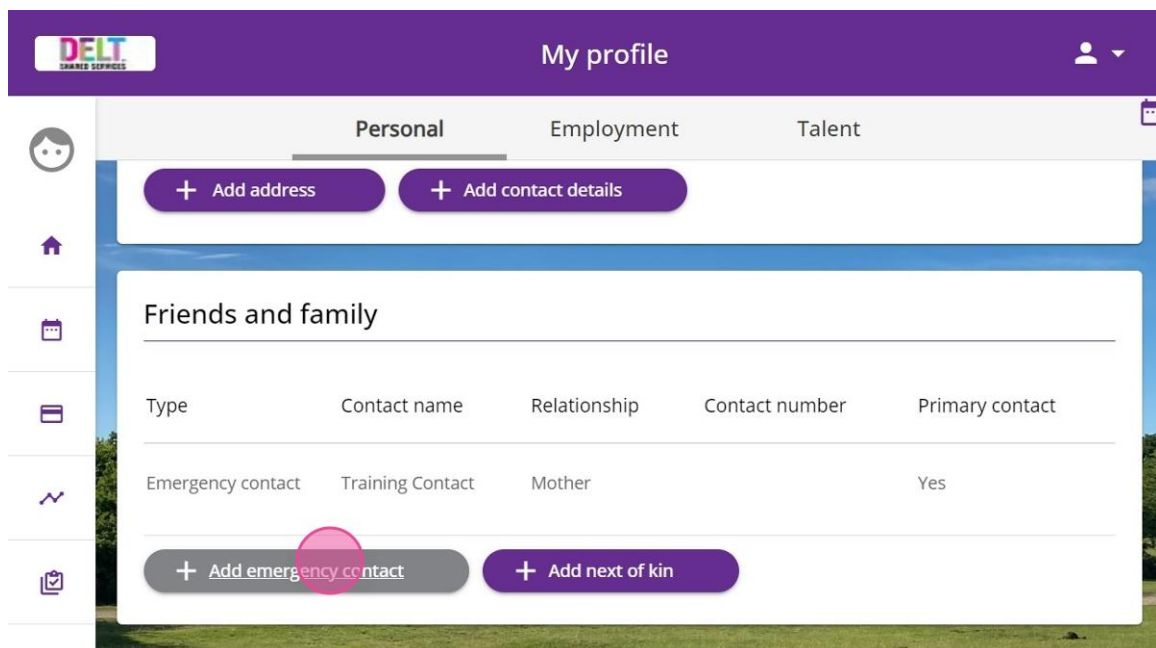
Editing emergency contacts

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**".



11. To add or edit emergency contact details, click "**Add Emergency Contact**". You can find this option in the "**Friends and Family**" box.



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.

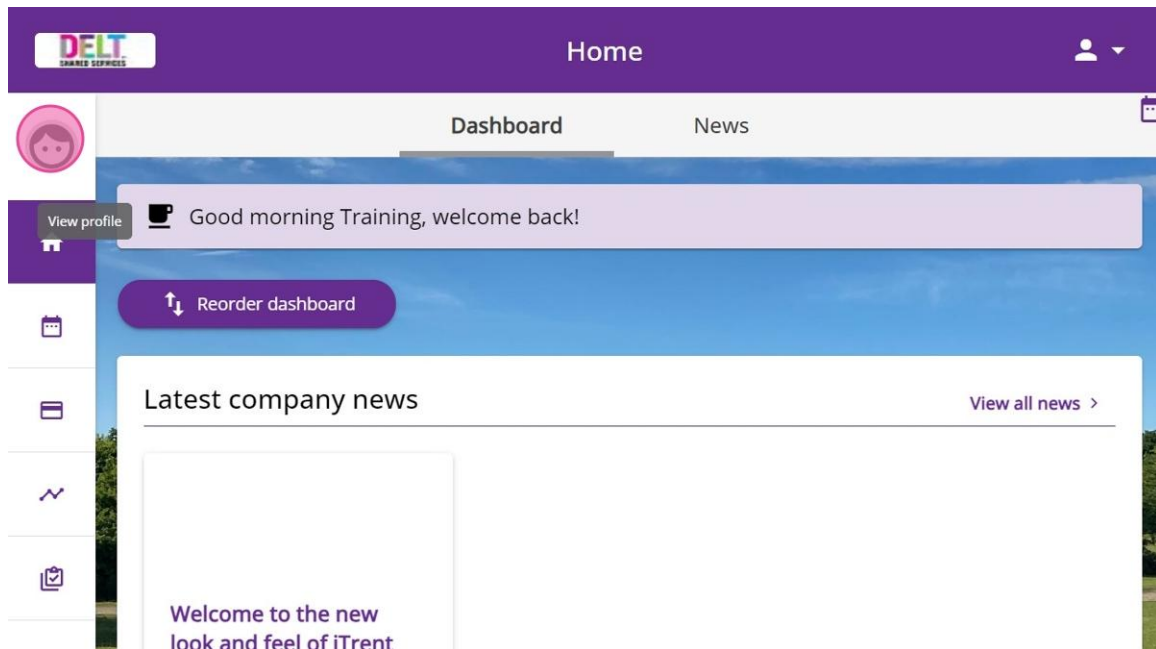
The screenshot shows a web interface for editing profile information. At the top, there is a purple header bar with the 'DELTA' logo on the left, the text 'My profile' in the center, and a user profile icon on the right. Below the header, the main content area has a background image of a grassy field with trees. A white form is centered on the page. The form has a back arrow and the text 'Back to Personal' at the top left. The section is titled 'Emergency contact'. It contains the following fields and options:

- Contact name (required)**: A text input field.
- Relationship to me**: A dropdown menu with 'Please choose' as the selected option.
- Contact at**: A text input field.
- Contact email**: A text input field.
- Primary contact**: A checkbox.
- Use as next of kin**: A checkbox.
- Use my home address**: A checkbox.
- Address look up**: A text input field.
- Premises**: A text input field.

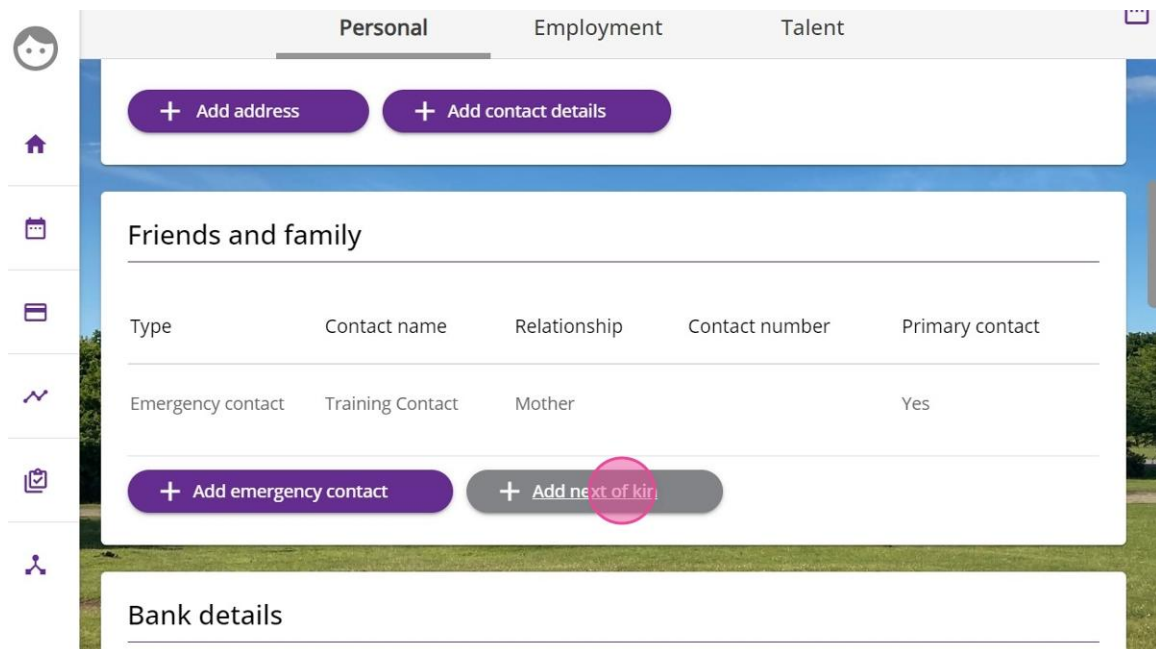
Editing next of kin details

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.

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.



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.

My profile

< Back to Personal

Next of kin details

* Next of kin name (required)

Relationship to me

Please choose

Date of birth (dd/mm/yyyy)

☐ Use as emergency contact

☐ Use my home address

Address look up

Premises

Building number/street

Neighbourhood

Editing bank details

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

Home

Dashboard News

View profile

Good morning Training, welcome back!

Reorder dashboard

Latest company news [View all news >](#)

Welcome to the new look and feel of iTrent

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.

Type	Contact name	Relationship	Contact number	Primary contact
Emergency contact	Training Contact	Mother		Yes

[+ Add emergency contact](#) [+ Add next of kin](#)

Bank details

Account name	Bank name	Sort code
Account Name - Training	APS FINANCIAL LTD	087199

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

Bank name

APS FINANCIAL LTD

*** Account number (required)**

12345678

Roll number

*** Account name (required)**

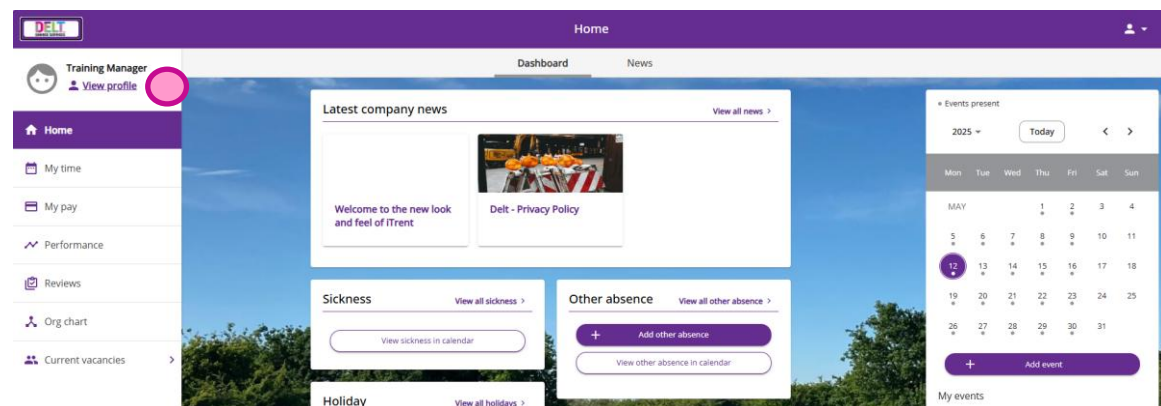
Account Name - Training

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

Adding a Private Vehicle

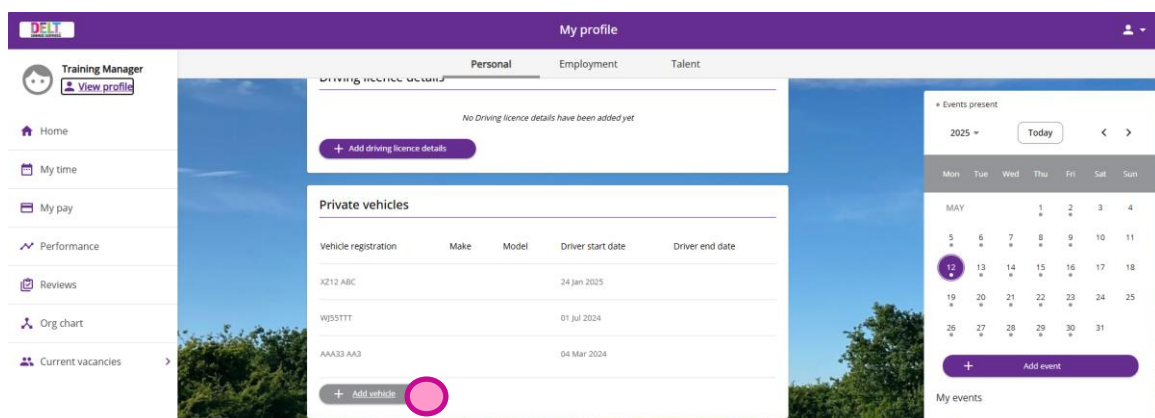
Note: To submit a mileage claim, please refer to the *Employee Guide: Submitting Expenses* for full instructions.

19. From the **Employee Dashboard**, click **“View Profile.”**



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.)

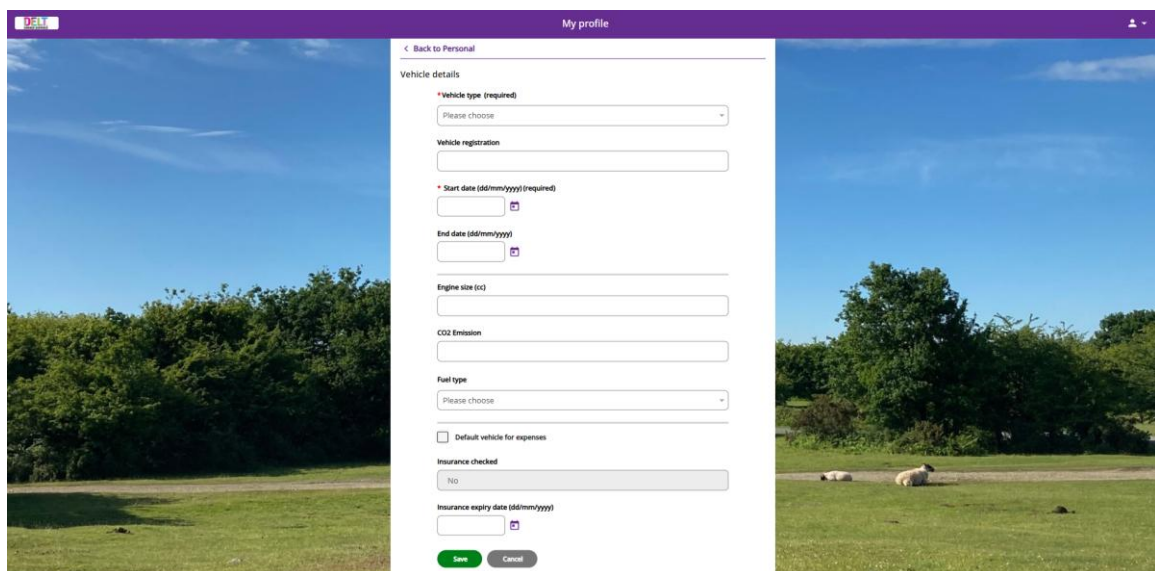
Scroll to the **Private Vehicles** section and click **“Add Vehicle.”**



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.



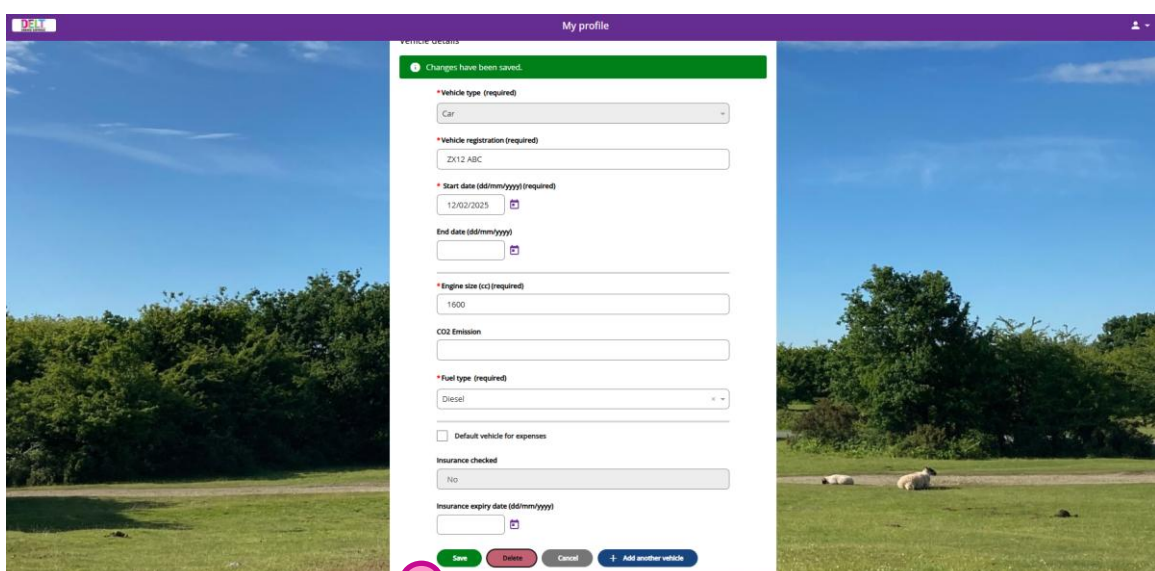
The screenshot shows a web application interface with a purple header bar. The header contains a logo on the left, the text "My profile" in the center, and a user profile icon on the right. Below the header, there is a navigation bar with a back arrow and the text "Back to Personal". The main content area is titled "Vehicle details" and contains a form with the following fields:

- *Vehicle type (required):** A dropdown menu with the placeholder text "Please choose".
- Vehicle registration:** A text input field.
- * Start date (dd/mm/yyyy) (required):** A date input field with a calendar icon.
- End date (dd/mm/yyyy):** A date input field with a calendar icon.
- Engine size (cc):** A text input field.
- CO2 Emission:** A text input field.
- Fuel type:** A dropdown menu with the placeholder text "Please choose".
- Default vehicle for expenses:** A checkbox that is currently unchecked.
- Insurance checked:** A dropdown menu with the value "No".
- Insurance expiry date (dd/mm/yyyy):** A date input field with a calendar icon.

At the bottom of the form, there are two buttons: "Save" (green) and "Cancel" (grey).

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**



The screenshot shows the same web application interface as the previous one, but the form is now filled with saved data. A green notification bar at the top of the form area says "Changes have been saved." The form fields are now populated with the following values:

- *Vehicle type (required):** Car
- *Vehicle registration (required):** ZX12 ABC
- * Start date (dd/mm/yyyy) (required):** 12/02/2025
- End date (dd/mm/yyyy):** (empty)
- * Engine size (cc) (required):** 1600
- CO2 Emission:** (empty)
- * Fuel type (required):** Diesel
- Default vehicle for expenses:** (unchecked)
- Insurance checked:** No
- Insurance expiry date (dd/mm/yyyy):** (empty)

At the bottom of the form, there are four buttons: "Save" (green), "Delete" (red), "Cancel" (grey), and "Add another vehicle" (blue).

Dashboard.