



University
of Exeter

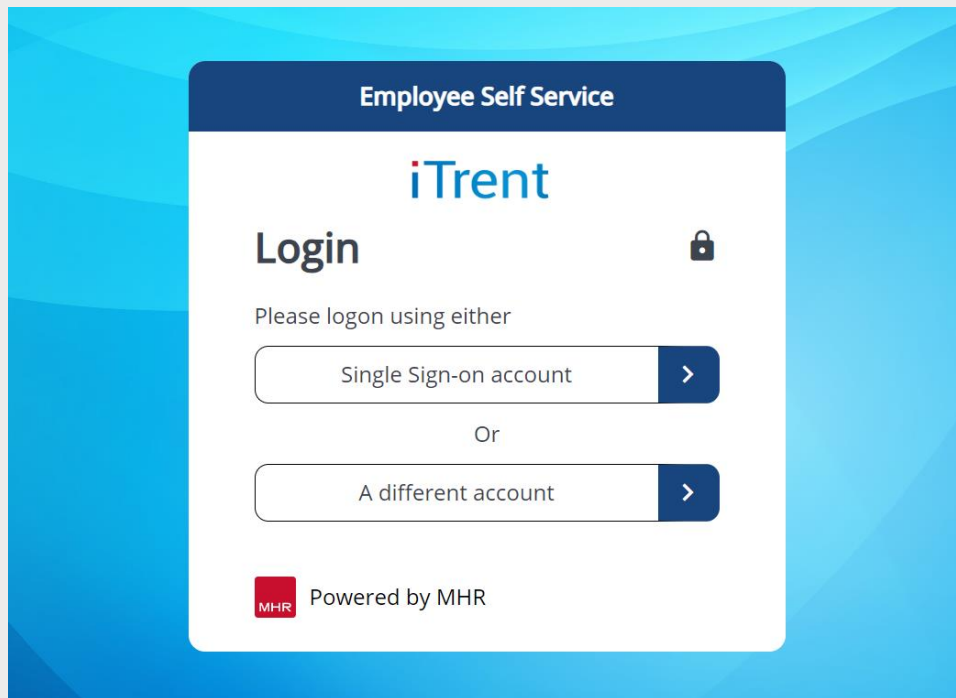


Updating your personal details

How do I change my personal details?

Log in to iTrent.

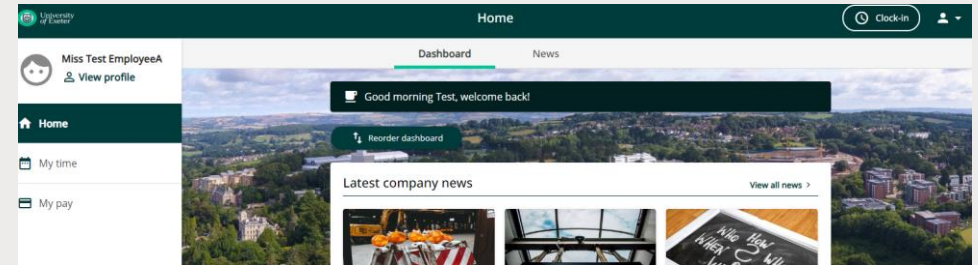
https://staff.exeter.ac.uk/hrpr_ess/



Choose Single Sign-on account.

Login using your username and password provided to you, if you are unsure, please contact your line manager.

Go to “View profile” on the left-hand side of the screen.



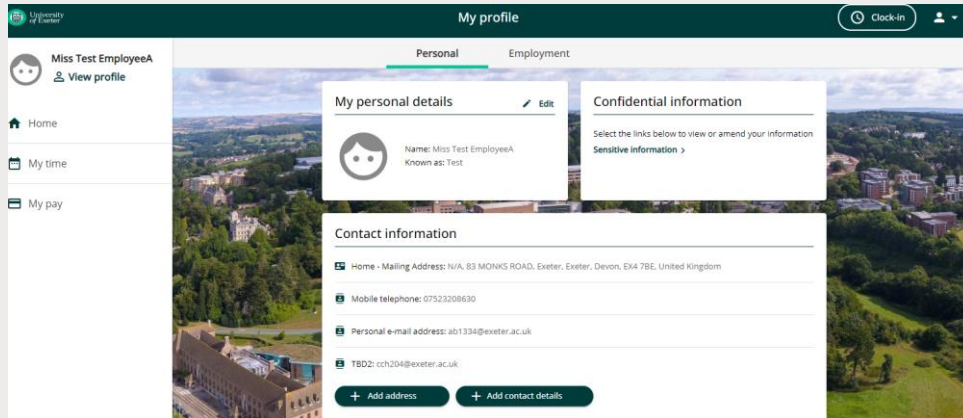
Click on the “Personal” tab, this screen shows your personal information and contact details including emergency contacts.

Here you can update your address, contact details or emergency contacts on this screen.

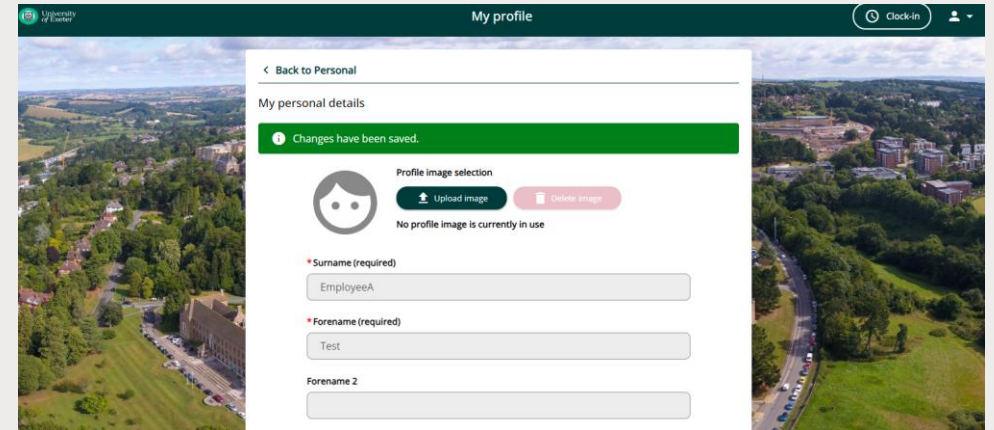
How do I change my personal details?

Within iTrent you can amend your Preferred name, Title, Marital Status and Previous surname only. If you need to change your surname and/or forenames, you will need to contact humanresources@exeter.co.uk who will advise you on what official documents are required to support the name change. Once you have notified Human Resources of your new name this information will automatically feed through from iTrent and update your email address. NB This does not happen immediately.

To change your personal details, click on the edit button beside the “My personal details” section.



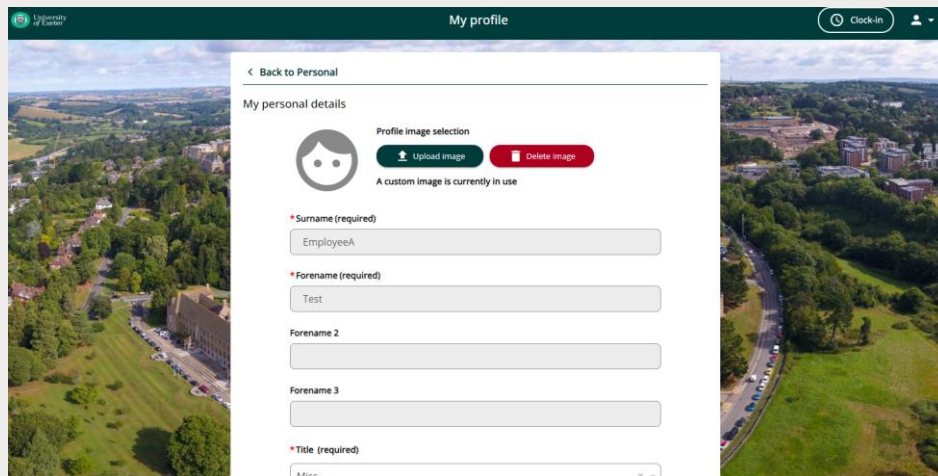
From here you can change the information that you need to by clicking in each box, you can also upload an imagine for your profile.



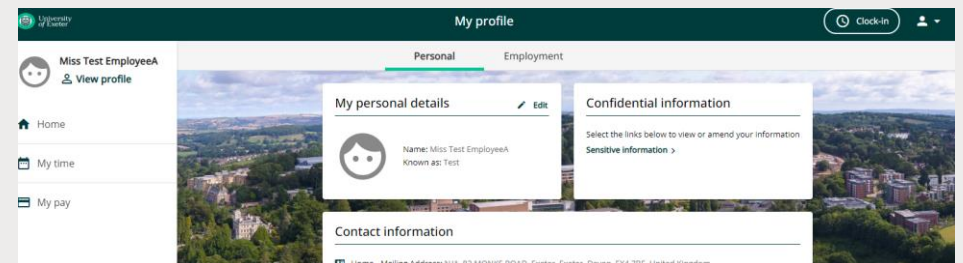
Click on the back button to take you back to your “My profile” page.

Checking and updating your sensitive information

Under “Confidential information” click on “Sensitive information”



Click the green “save” button at the bottom of the page to update your details.



Note: The personal data that you enter on this screen is voluntary, if you do provide the information requested, we will only use this in an aggregated and anonymised form.

Fill in the details that are required, then click on the green “save” button at the bottom of the page.

The screenshot shows the 'My profile' page on the University of Exeter website. The page has a dark green header with the university logo on the left, 'My profile' in the center, and a 'Clock-in' button and user profile icon on the right. The main content area is a white form titled 'Sensitive information' with a back arrow and 'Back to Personal' text. A blue information banner states: 'The personal data that you enter into this form is voluntary, if you do provide the information requested, we will only use this in an aggregated and anonymised form.' The form contains several fields: 'Religion' (dropdown menu with 'Please choose'), 'Ethnic origin' (dropdown menu with 'White'), 'Place of birth' (text input field), 'Nationality' (dropdown menu with 'British (not Channel Islands or IOM)'), and 'Sex identifier' (dropdown menu with 'Please choose'). The background of the page is an aerial view of a green campus with buildings and trees.

Updating your contact information

Under “contact information” you will be able to update your address, email, and telephone number by clicking on the relevant link.

IMPORTANT SECURITY ADVICE As this Self-Service system includes some very sensitive information about you it is important that you use it responsibly to ensure that the security of your personal information is maintained. You should therefore always log out of Self Service once you have finished using it and should never let anyone know your university username & password. To log out of Self Service always click on 'Sign out' which can be found in the Utility menu in the top right-hand corner. Alternatively, please ensure you close the browser or tab as this will log you out automatically.