How to record PDR completion
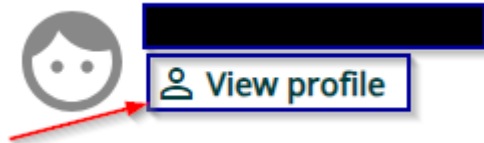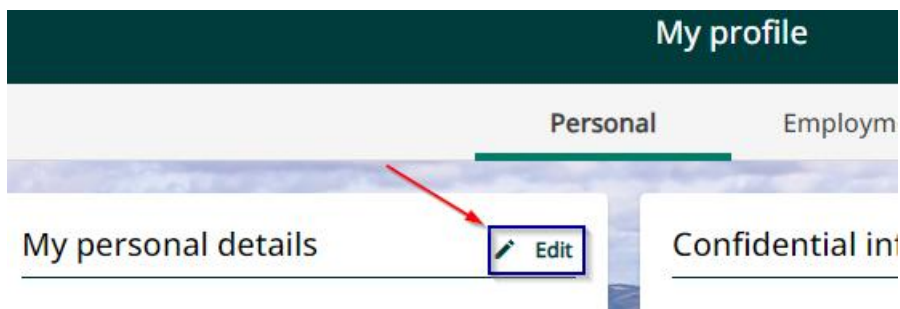
PDR completion can be recorded in iTrent Employee Self Service (ESS). A new set of fields will appear each academic year (September through to following August).

1. Clicking this link will take you directly to the **My personal details** page.

Alternatively, you can navigate manually to the **My personal details** page via **View profile** (top left):

And then click **Edit**:

2. Scroll to the bottom of the page and complete these two fields:

NB You do not need to complete any fields, e.g. Armed Forces, unless they apply to you.

3. Click the **Save** button.