

My Details

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My Details - Personal Details & Contact Details

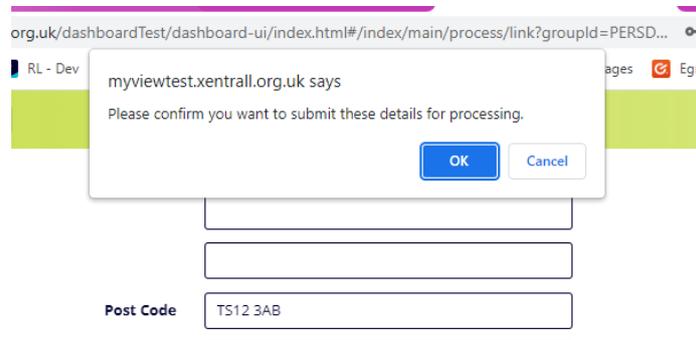
To edit personal details and contact details, simply type over the existing information. Then click **Submit**.

The screenshot shows a web form titled 'Personal Details' with a 'Complete' button. The form contains the following fields:

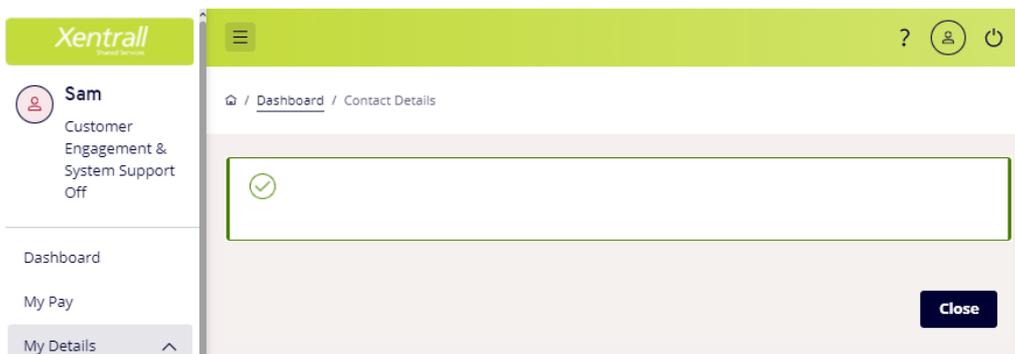
- Title:** Mrs (dropdown menu)
- First Forename:** Samantha (text input)
- Surname:** Reynolds (text input)
- Preferred Forename:** Sam (text input)
- Preferred Surname:** Reynolds (text input)
- Date of Birth:** 02/06/1986 (calendar icon)
- Nat. Ins. No.:** JN123456A (text input)
- Marital Status:** (dropdown menu)

Navigation buttons include 'Previous', 'Next', and 'Submit'. A 'Help' button is located in the top right corner.

On clicking submit, you will be asked to confirm you wish to continue, click OK

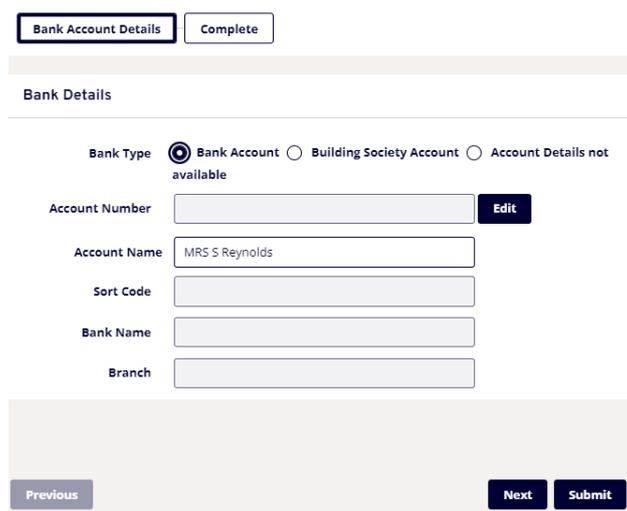


Your changes will be saved, when you see this screen (blank box with a green tick on the left hand side)



My Details - Bank Details

To **edit** bank details, click Edit to the right of the Account Number field.



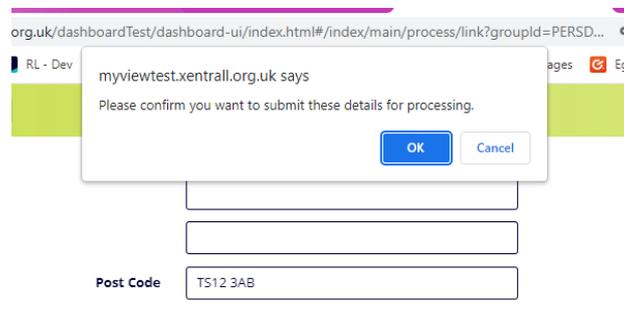
Enter the new Account Number and Name.

NOTE: As a security measure, you must also re-enter your old account number

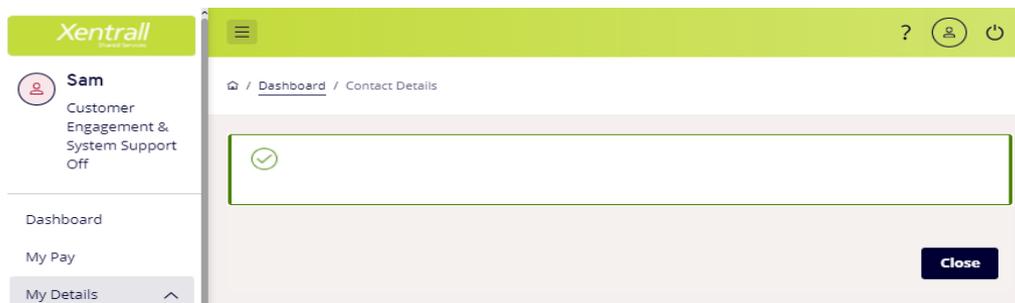
Enter the new Sort Code. If the Sort Code is not recognised, please email MyHR@xentrall.org.uk.

When complete, click **Submit**.

On clicking submit, you will be asked to confirm you wish to continue, click OK



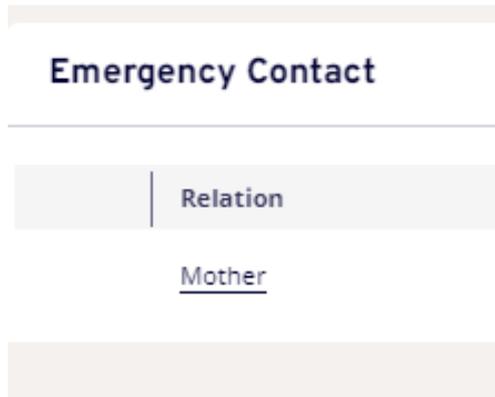
Your changes will be saved, when you see this screen (blank box with a green tick on the left hand side)



Note: Bank Detail changes must be submit by 15th of each month. For any changes after 15th, please contact the Payroll Team for advice (payroll.department@xentrall.org.uk)

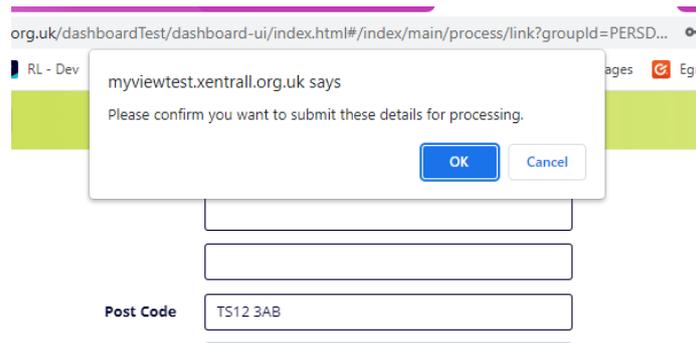
My Details - Emergency Contact Details

To view existing details, click on the link under the Relation heading. This will open up the full contact details.

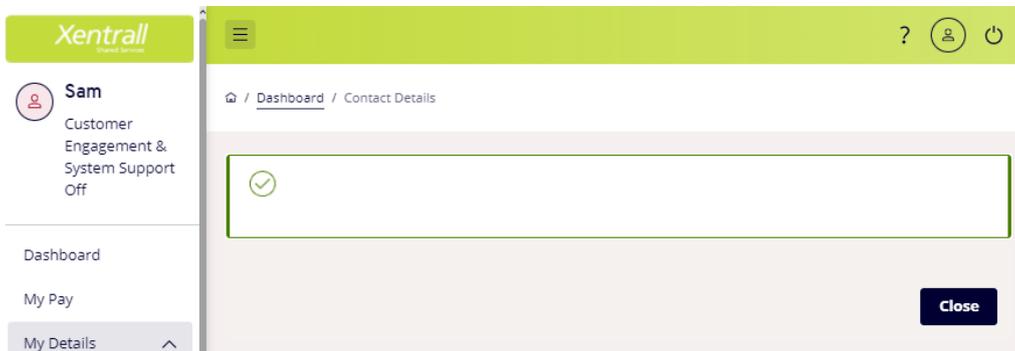


To edit the contact details, simply type over the existing information and then click Save Contact. On return to the main screen, click **Submit**.

On clicking submit, you will be asked to confirm you wish to continue, click OK



Your changes will be saved, when you see this screen (blank box with a green tick on the left hand side)



To add a new Contact, click Add Contact, complete the contact form and click Save Contact.

Fields marked with * are mandatory

Add Contact

* Relation	<input type="text" value="--Select--"/>
Title	<input type="text"/>
* Forename	<input type="text"/>
* Surname	<input type="text"/>
Home Telephone Number	<input type="text"/>
Mobile Telephone Number	<input type="text"/>
Work Telephone Number	<input type="text"/>

Emergency Contact Address

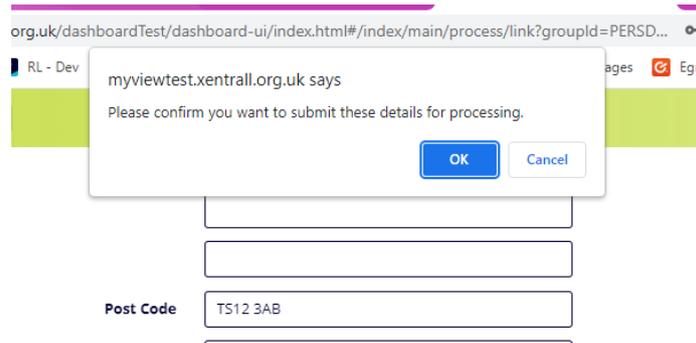
Address	<input type="text"/>
	<input type="text"/>
Post Code	<input type="text"/>

After clicking Save Contact you will return to the Emergency Contact Summary. Click Submit on this screen – if you do not click submit your changes will not be saved.

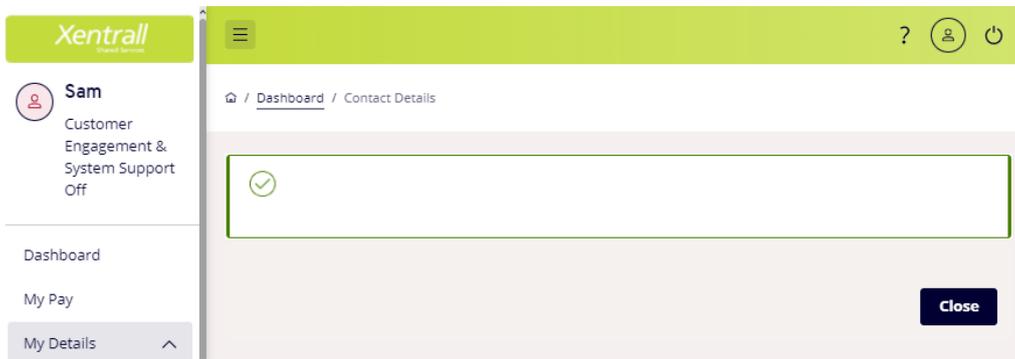
Emergency Contact

Relation	Title	Forename	Surname
<u>Mother</u>	Mrs	Sharon	Hind
<u>Brother</u>	Lord	Thomas	Perk

On clicking submit, you will be asked to confirm you wish to continue, click OK



Your changes will be saved, when you see this screen (blank box with a green tick on the left hand side)



My Details - Equal Opportunities

To edit the Equal Opportunities details, simply type over (or delete) the existing information and then click **Submit**.

Equal Opportunities Complete

Personal Detail Help

Previous Surname

Legal Gender Female

Transgender No

Marital Status Single

Ethnic Origin English

Country of birth England

Religion Christian

Nationality / Citizenship British

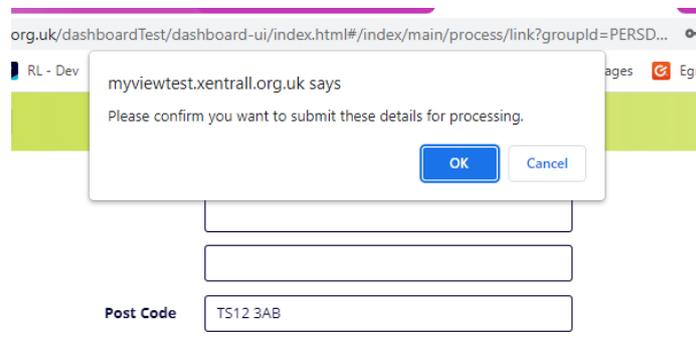
Sexual orientation Heterosexual/Straight

Disability Yes No Undeclared Prefer not to say

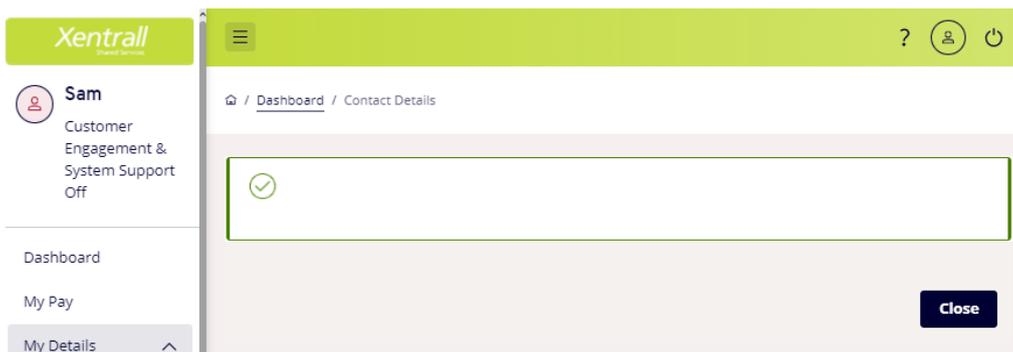
Nature of Disability

Previous Next Submit

On clicking submit, you will be asked to confirm you wish to continue, click OK

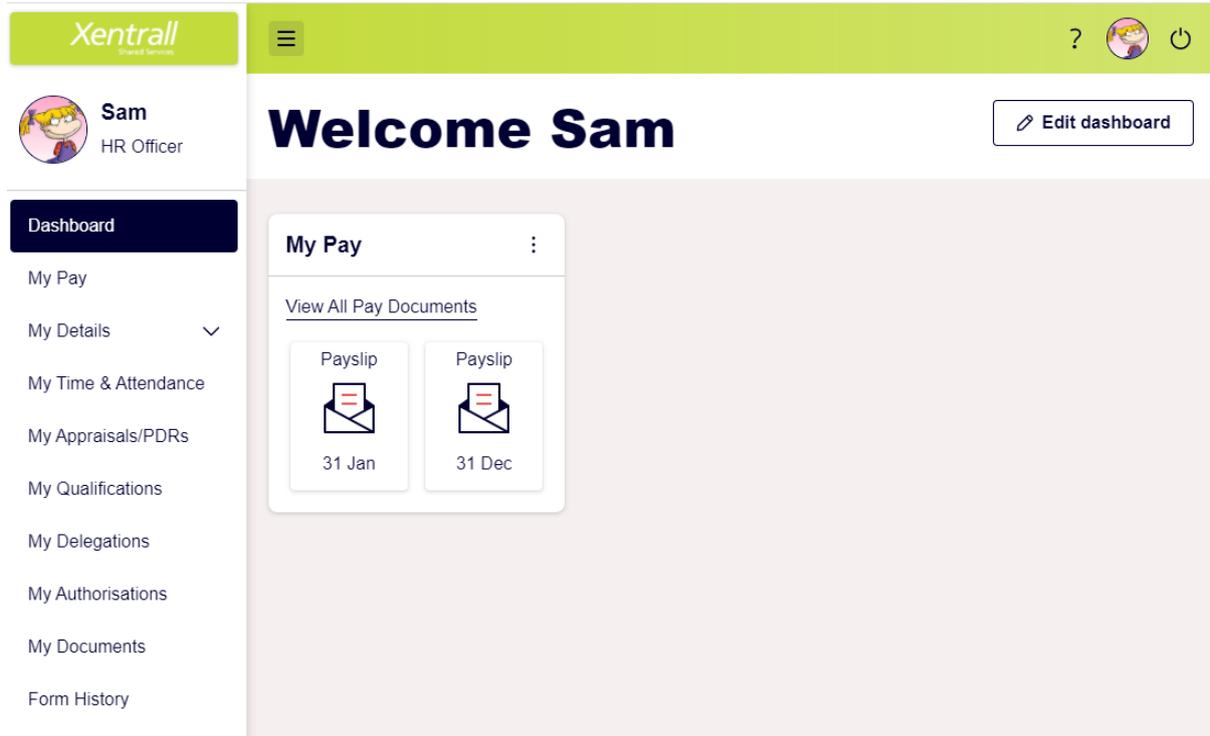


Your changes will be saved, when you see this screen (blank box with a green tick on the left hand side)

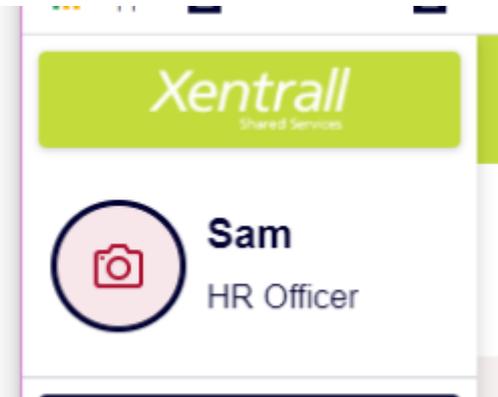


Add or Change your Profile Picture

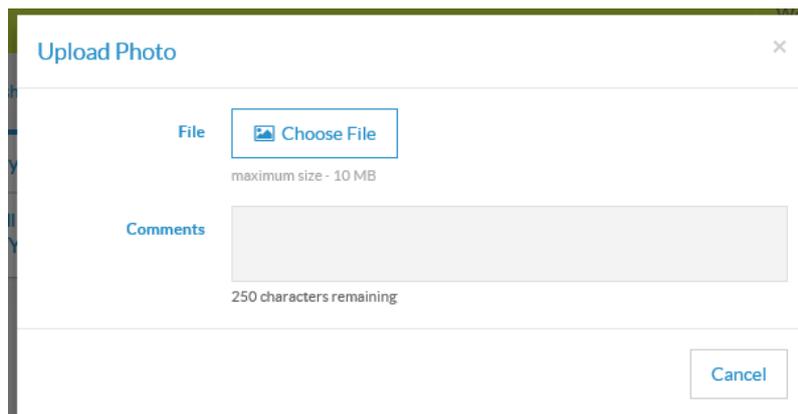
Your profile picture will be displayed in the top left-hand corner of your MyHR profile. It will also be visible to your manager.



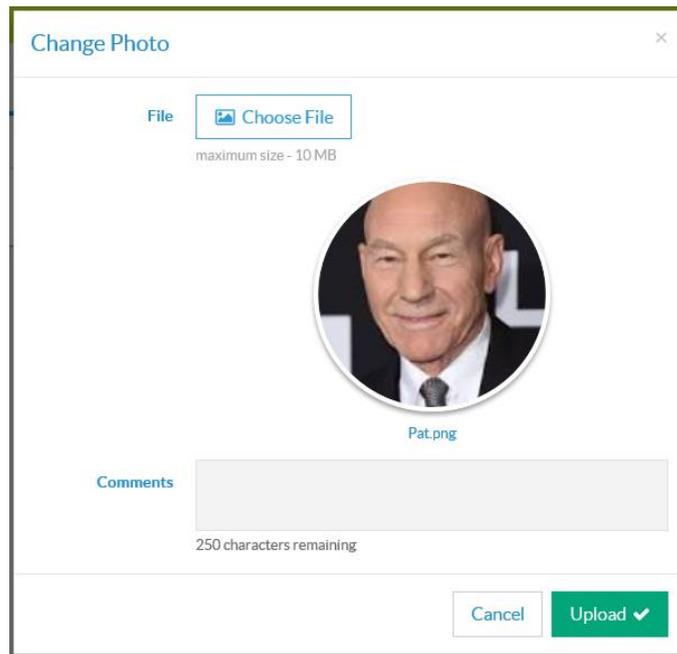
To add your picture, click on the circle, a camera icon will appear



In the pop-up box, click on Chose File. Locate the picture from your computer/device

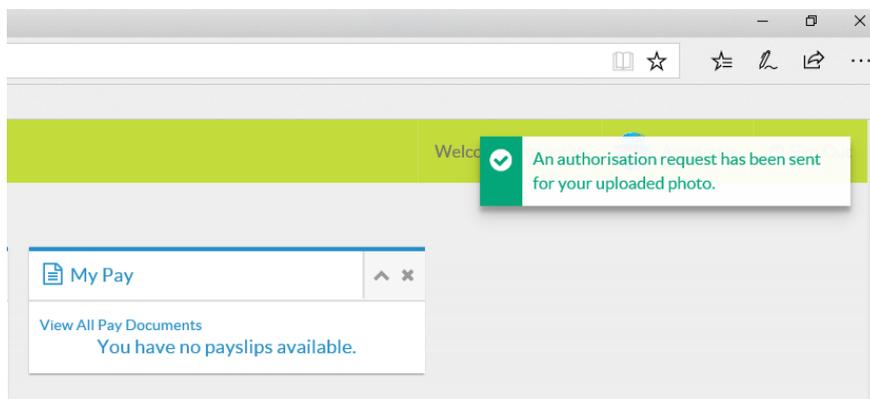


Your chosen picture will be displayed. If you want to change it at this point, click Choose File and select another picture. You cannot edit/adjust the picture from MyHR.



Click Upload.

You may see an authorisation message in the top right-hand corner. You can ignore this message.



Your picture will appear when you next log in.

Profile Picture Guidelines

Keep it simple:

Your photo should be of you. Do not include objects, pets, children or logos.

Keep it professional:

Whether you're a beach bum, party animal or sportsperson, keep your profile picture professional. We just need to see your face!

Keep it real:

Use a recent, un-edited photo. As fun and flattering as filters can be, we prefer the real you.