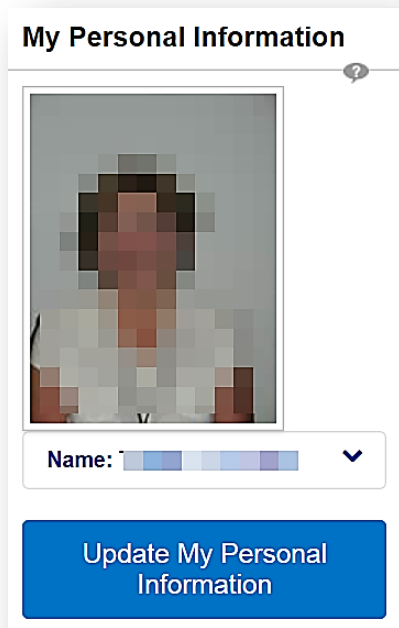


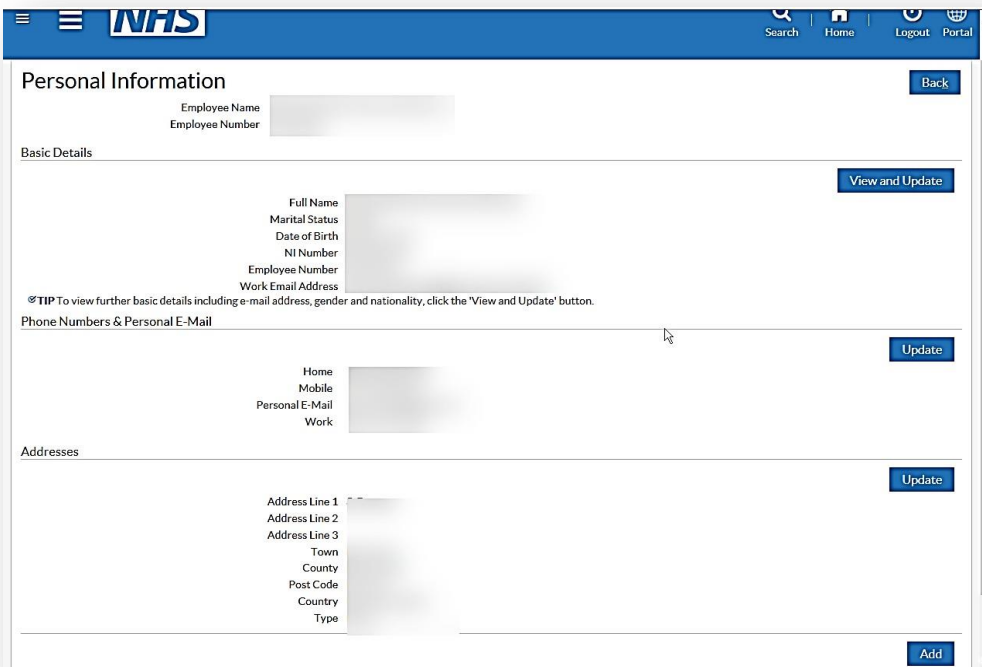
**My Personal Information Portlet** provides details of each individual personal information.



This Portlet shows your Address, Home (Telephone Number), Mobile (Telephone Number), Work (Telephone Number), Work Email Address and Position, click your name to show or hide this information.

Click the Update Personal Information to go to the Personal Information form.

The personal information update screen enables people to update their Basic Details such as Name, Marital status, DOB, National Insurance number, staff number and work email. Home and work Phone numbers and addresses.



Please take the time to check they are correct and if not please use the Update button, then submit any changes.