

Updating Other Personal Details – Quick Guide

NB: if you wish to update your address or bank details, please see the separate ‘Quick Guides’ for making these changes.


1 Click on the **‘My Profile’** tile on your SuccessFactors homepage and then either click on a tab at the top of the screen to take you to the section you want or scroll down to it. The details you wish to update will normally be found in the **‘Personal Information’** (e.g. salutation, names, equal opportunities, National Insurance number, contact details and emergency contacts) or **‘Profile’** sections (e.g. career history, education history).

2 Click on the pencil icon to edit your details (a pop-up window will appear).



3 Select or enter the date that you want your change to take effect from. Please be aware of the monthly [cut-off dates](#) for this change to be transferred to our payroll system.

*When would you like your changes to take effect?

29 Jan 2019 

4 Where available in the section concerned, click on the rubbish bin icon to delete your old details completely and to begin entering new information from scratch. Alternatively, click into the fields that need changing and edit them as required if some of your details are remaining the same.



5 **NB:** if you are changing your legal names, or if you are changing to a new professional/bestowed salutation (e.g. Dr), you will need to upload supporting documentation for the change (you will see an area called ‘Documentation’ if you click on the link to show more fields in the **‘Personal Information’** section). Changes to these fields will be subject to approval. Please see the ‘How to...Update Personal Details’ guide for full details of this process and who to contact with any concerns.

6 Click **‘Save’**.

Show 16 more fields

7 Where a clock icon appears in a particular section, you can click on that to see the history of changes that have been made to that part of your profile.

