

# Updating Your Personal Information on



It is your responsibility to update your personal information on mySelf. This is to ensure your manager has up to date information for you in the event of an emergency.

Please ensure you update the following:

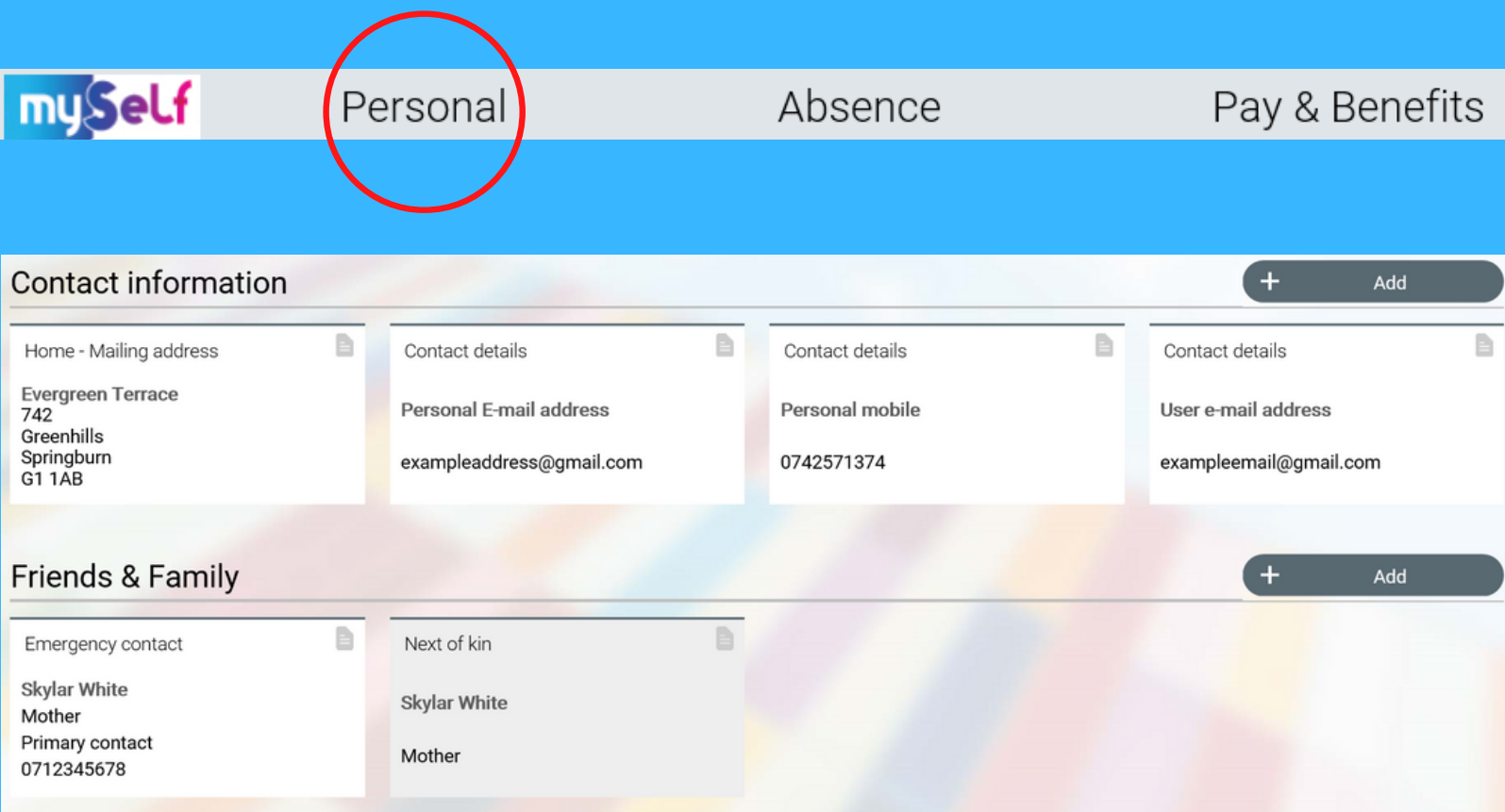
## Contact information

All relevant Personal/Work contact information, such as your home address and all contact numbers or email addresses.


## Friends & Family

Emergency contact - include details such as their address and all contact numbers or email addresses.  
Next of Kin - include all details.

You can do this by...  
Clicking on the Personal tab



You can either...

- Add new information by clicking on the  button.
- Amend/update current information by clicking on the relevant information card.