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

| mySelf | Personal | Absence | | Pay & Benefits | | | |
|--|---------------|--------------------------|-----------------|----------------|---------------------|------------------------|--|
| | \smile | | | | | | |
| Contact information | | | | | + | Add | |
| Home - Mailing address | Contact detai | ls B | Contact details | Đ | Contact details | B | |
| Evergreen Terrace 742 Greenhills | Personal E-m | ail address | Personal mobile | е | User e-mail address | | |
| Springburn G1 1AB | exampleaddre | exampleaddress@gmail.com | | 0742571374 | | exampleemail@gmail.com | |
| | | | | | _ | | |
| Friends & Family | | | | | + | Add | |
| Emergency contact | Next of kin | B | | | | | |
| Skylar White Mother | Skylar White | | | | | | |
| Primary contact 0712345678 | Mother | | | | | | |

You can either...

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

If you require any further support, please call the ESC People Helpdesk on 01698 403151 or email esc-peoplehelpdesk@northlan.gov.uk