

SEEMiS Early Years Staff Details

How to view/update details on mySelf

LOG INTO



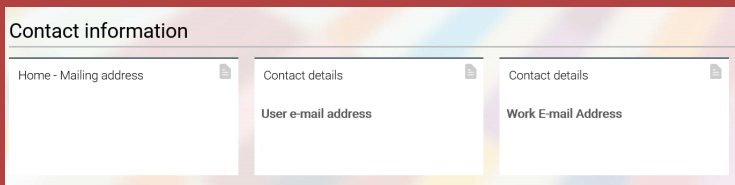
Your username is your employee reference number

PERSONAL DETAILS

From the home page, click on the **Personal** tab at the top of the screen.

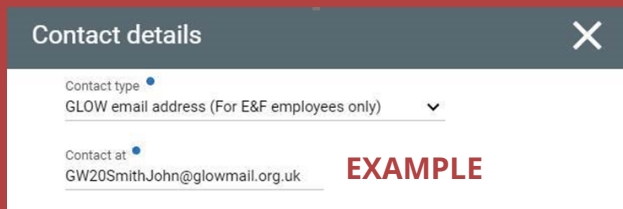
To view/amend your 'Title', 'Name' or 'Previous Surname' click on the 'personal details' card

To view/amend all contact details and home address, click each tab as shown below.



Please ensure your contact details include your GLOW email address

You can do this by clicking Add contact details and then select the option as shown below

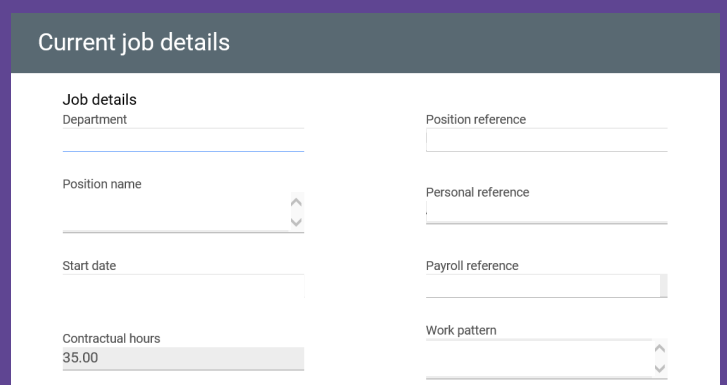


If you have updated any information regarding your personal details, please click **Save** to update this record before leaving this section.

POSITION DETAILS

From the home page, click on the **Employment** tab at the top of the screen.

Select the 'Current Job' tab under experience to view the details on your current position.

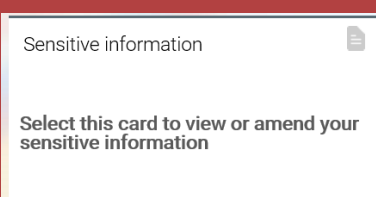


From here you can view your position name and department, start date in post, contractual hours and also your employee number (personal reference).

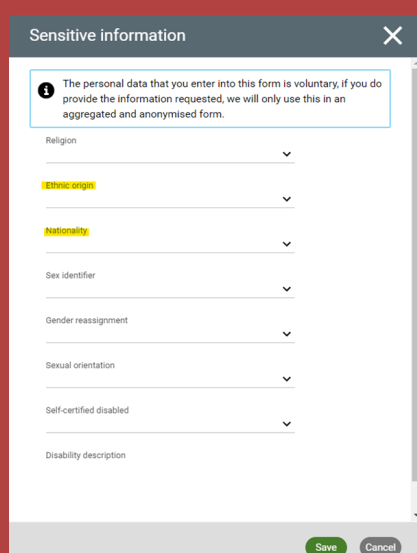
If any of the details shown here are incorrect, please notify the ESC Helpdesk.

EQUALITY INFORMATION

From the home page, click on the **Personal** tab at the top of the screen.



To view/amend your equality information click on the 'sensitive information' card as shown here.



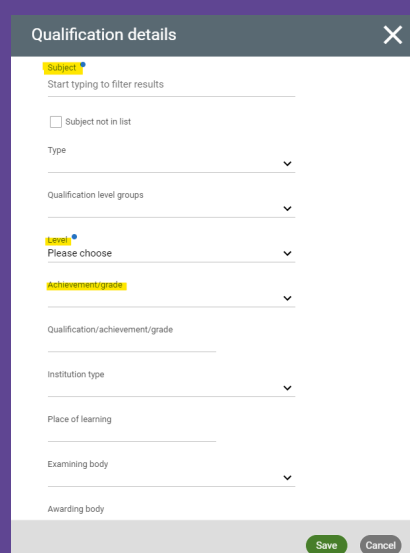
Select the information from the drop down list.

In particular, it is important that you complete the 2 highlighted as shown here.

If you have updated any information regarding your personal details, please click **Save** to update this record before leaving this section.

QUALIFICATION DETAILS

From the home page, click on the **Career & Development** tab at the top of the screen.



It is important that you complete 'Subject' and 'Level'.

'Achievement/grade' - please select either Achieved or Working Towards from the drop down list.

You can complete and save for as many qualifications that you have completed, recording your highest graded award first and foremost.

Please ensure you complete 'Subject', 'Level' and 'Achievement/grade' before saving.

You can add a qualification by selecting

+ Add qualification

If you have updated any information regarding your personal details, please click **Save** to update this record before leaving this section.

If you need any further advice please visit www.mynl.co.uk or email esc-HelpdeskTeam@northlan.gov.uk