# **SEEMiS Early Years Staff** Details How to view/update details on mySelf

LOG INTO mySelf

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.

Contact information Home - Mailing address Contact details Contact details Work E-mail Address User e-mail address

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

Contact details Contact type GLOW email address (For E&F employees only) × Contact at • **EXAMPLE** GW20SmithJohn@glowmail.org.uk

If you have updated any infor<u>mation</u>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.

#### Current job details

Department		Position reference
Position name	$\bigcirc$	Personal reference
Start date		Payroll reference
Contractual hours		Work pattern
35.00		^

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**

## **QUALIFICATION DETAILS**

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

Sensitive informatic Select this card to v sensitive information	view or amend vour	To view/a equality click on t informat shov
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<ul> <li>provide the information reques aggregated and anonymised for</li> </ul>		Se
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If you have updated any information\_regarding your personal details, please click 🤇 Save 🔵 to update this record before leaving this section.

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

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Aw	arding body	

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