

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. This will open up the fields within this section. **Please note: Do not** click on the button ‘Add Equal Opportunities’ as you already have this section in your profile. If you do click on this in error, click on the ‘Cancel’ button at the bottom right of the window and opt for ‘Do not save’.

*When would you like your changes to take effect?

29 Jan 2019 

4 Click onto the drop down menu and select the correct value.

Please note that in the section ‘Equal Opportunities’, please click on the box ‘Show x more fields’ to open up all the available fields available.

Show 6 more fields

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’**.

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.

