



The
University
Of
Sheffield.

Human
Resources

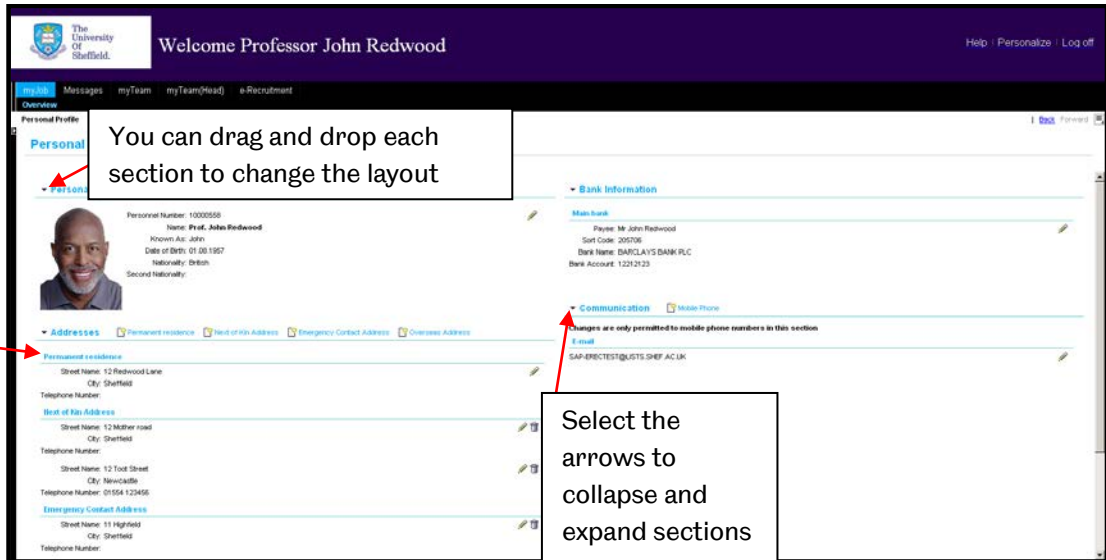
myJob Guide
Personal Profile



SBusiness
Solutions

our Personal Profile

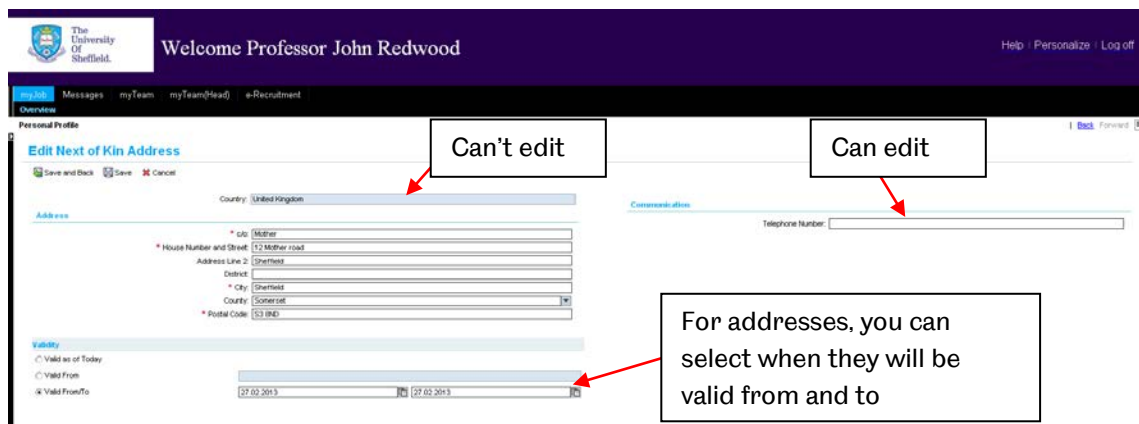
Select the 'Personal Profile' option in the myJob Overview screen to take you to the 'Personal Profile' page. Here you can check and edit your personal details. The page shows:

- Your Personal Data – including staff photo;
- Addresses – including your Permanent Address, Next of Kin, Emergency Contact and Mailing;
- Bank Information;
- Communication – including Mobile Phone and E-mail.

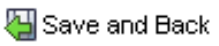


To edit your details select the  icon. If you have out of date information, such as an old address, you can delete those details by selecting the  icon.

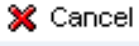
When editing, only fields with a white background can be changed:



When you are happy with your changes, select:

 Save and Back
Save your changes and go back to Personal Profile

 Save
Save your changes and stay on the same page

 Cancel
Cancel your changes