

Change of details

You will be able to change and update your personal details on your Partner Portal account. Please note that you may not be able to edit some of the fields as they are protected from editing. Therefore, you may be required to contact the partner team and provide any relevant documentation, where required.

A full list of guidance is presented below regarding the field/s that you are **allowed** / **not allowed** to amend. **Do not use any punctuation marks or any other symbol, whenever you amend your personal details.**

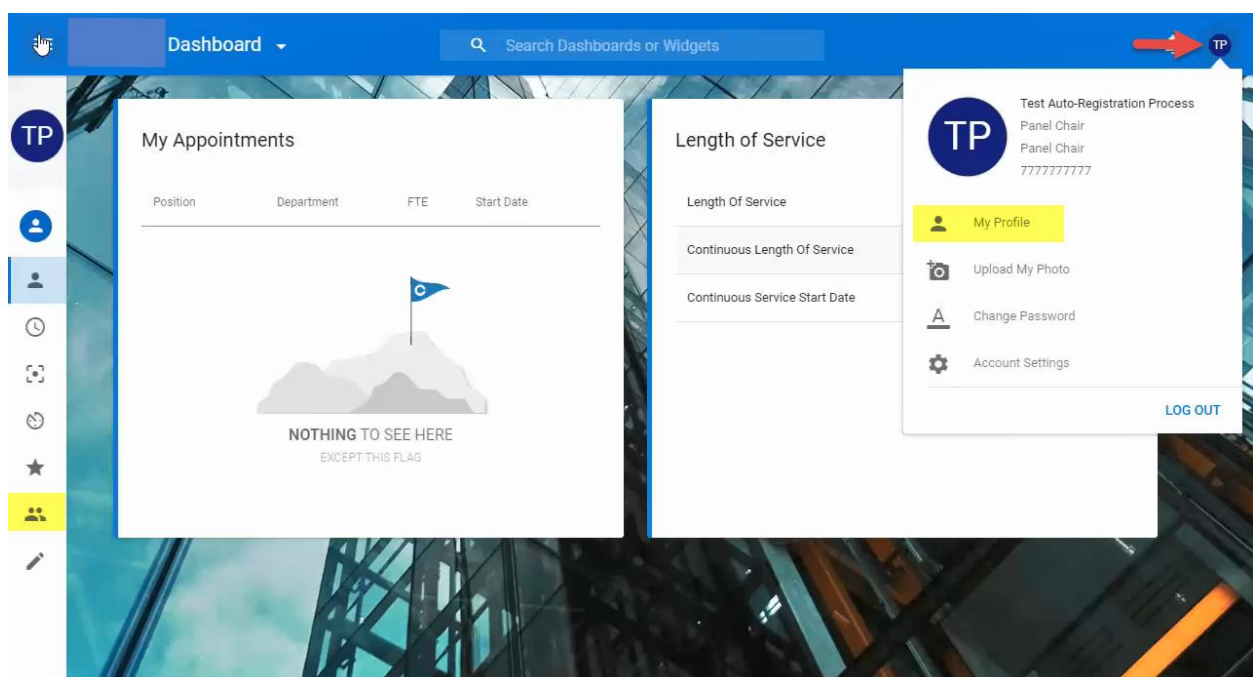
If you would like to update fields that have restricted access, you will need to contact the Partner team on 0207 840 9737 or by email at partnerstest@hcpc-uk.org.

In this session, we will examine the following actions:

- How to view your personal details
- How to amend your personal details.

View or Edit Personal Details

1. Log into your Partner Portal account. Click on your **Initials** button and select **My Profile** from the drop down menu.



The screenshot displays the Partner Portal dashboard. At the top, there is a blue navigation bar with 'Dashboard' and a search bar. On the left, a vertical sidebar contains several icons, with the 'My Profile' icon (a person silhouette) highlighted in yellow. The main content area is divided into two panels. The left panel, titled 'My Appointments', shows a table with columns for Position, Department, FTE, and Start Date, but it is currently empty, displaying a message: 'NOTHING TO SEE HERE EXCEPT THIS FLAG'. The right panel, titled 'Length of Service', shows fields for 'Continuous Length Of Service' and 'Continuous Service Start Date'. A dropdown menu is open from the top right, showing the user's initials 'TP' and a list of options: 'My Profile' (highlighted in yellow), 'Upload My Photo', 'Change Password', and 'Account Settings'. A 'LOG OUT' button is also visible at the bottom right of the dropdown menu.

2. From your details screen update your personal details and click on **Save**.

Test Partner DON NOT USE Test Partner DO NOT USE, Visitor, Visitors
Employee Dashboard > Test Partner DON NOT USE Test Partner DO NOT U...

DETAIL

Next Of Kin

Known As

Contacts

Documents

▼ DIVERSITY

▼ CONTRACT

▼ TIME MANAGEMENT

▼ LEARNING AND DEVELOPMENT

▼ OTHER INFORMATION

My Next of Kin Details

Forename	Surname
Test	test
Relationship	Phone
Test	0000000000
Comments	
Test	

Address

Test test Test Test London Test Test United Kingdom

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→ SAVE

On the details screen, there are four sub-tabs:

- **Next of Kin** – You **are able** to edit the '**Next of Kin**' details and address by clicking on the details button [...].
- **'Known As'**: You **are not able** to edit this, only to view the relevant details. Contact the Partner team if required.
- **'Contacts'**: You **are able** to edit all fields.
- **'Documents'**: You **are able** to upload documents for your own use.

- DETAIL
- Next Of Kin
- Known As
- Contacts
- Documents
- DIVERSITY
- CONTRACT
- TIME MANAGEMENT
- LEARNING AND DEVELOPMENT
- OTHER INFORMATION

My Next of Kin Details

Forename	Surname
Test	test
Relationship	Phone
Test	000000000
Comments	
Test	

Address

Test test Test Test London Test Test United Kingdom

Click on the details button to update the next of kin address details



2. Please make sure that you always keep your **Primary Email Address** and **My Address Details** up to date.

EMPLOYEE DETAIL

My Contact Details

Next Of Kin	Primary Email Address	test@partner.com	⋮
Known As	Primary Phone Number	00000000	⋮
Contacts	Secondary Email Address	test@partner.com	⋮
Documents	Secondary Phone Number	222222222222	⋮
	Work Phone Extension Number		⋮
	Work Phone Number		⋮

My Address Details

Address Type	Address	
Default Home Address	GQERG test25ERGQERTG test25ERGQER test TGWRTEG Lond...	⋮

Click on the details button to update the fields

3. On the details screen update your **Diversity Details**.

The screenshot shows an employee details page with a sidebar on the left containing navigation tabs: EMPLOYEE DETAIL, DIVERSITY (highlighted), CONTRACT, TIME MANAGEMENT, LEARNING AND DEVELOPMENT, and OTHER INFORMATION. The DIVERSITY section is expanded to show two sub-tabs: Background and Disability. The Background sub-tab is selected, displaying the following fields:

- Personal Details:** Gender (Male), Sexual Orientation
- Diversity:** Ethnic Origin, Nationality, Country Of Origin, Religion
- Family Details:** Civil Status (Single)

The corehr logo is visible at the bottom center, and a green SAVE button is located at the bottom right.

There are two sub-tabs.

- a. **Background:** You **are able** to amend the following fields;
 - a. Gender
 - b. Sexual Orientation
 - c. Ethnic Origin
 - d. Nationality
 - e. Country of Origin
 - f. Religion

You can also insert **Notes**

- Background:** You **are not able** to edit the following fields, only to view the relevant details. Contact the Partner team if required.
- a. Family Details
 - b. Date of Birth

EMPLOYEE DETAIL

DIVERSITY

Background

Disability

CONTRACT

TIME MANAGEMENT

LEARNING AND DEVELOPMENT

OTHER INFORMATION

Background

Personal Details

Gender: Male

Sexual Orientation:

Date Of Birth: 11-Oct-1988

Diversity

Ethnic Origin:

Nationality:

Country Of Origin:

Religion:

Family Details

Civil Status: Single

Time Living in the UK:

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SAVE

b. Disability: You **are not able** to edit any of the fields, only to view the relevant details. Contact the Partner team if required.

EMPLOYEE DETAIL

DIVERSITY

Background

Disability

CONTRACT

TIME MANAGEMENT

LEARNING AND DEVELOPMENT

OTHER INFORMATION

Disability

General Details

Disabled: Disability 1

Disability 2

Accessible Parking Required

Detailed Notes

Special Equipment Required: Communication Issues

Special Requirements

4. **Contract:** You **are not able** to edit any of the fields, only to view the relevant details. Contact the Partner team if required.

Position	Department	FTE	Start Date
Panel Chair 502436-1	Panel Chair	1	04-Aug-2017
Cpd Assessor 502441-1	Cpd Assessor	1	04-Aug-2017

Panel Chair - No job description.

Start Date	04-Aug-2017	FTE	1
Department	Panel Chair	Status	Partner
Reporting To	Test FTP Manager Test FTP Manager	Location	Remote
Partner Alternative Code	9999	Increment Due	None Entered

5. **Time Management:** There are three sub-tabs. You **are not able** to edit any of the fields, only to view the relevant details. Contact the Partner team if required.

- a. **Balance Information**
- b. **Attendance Details**
- c. **Leave Requests**

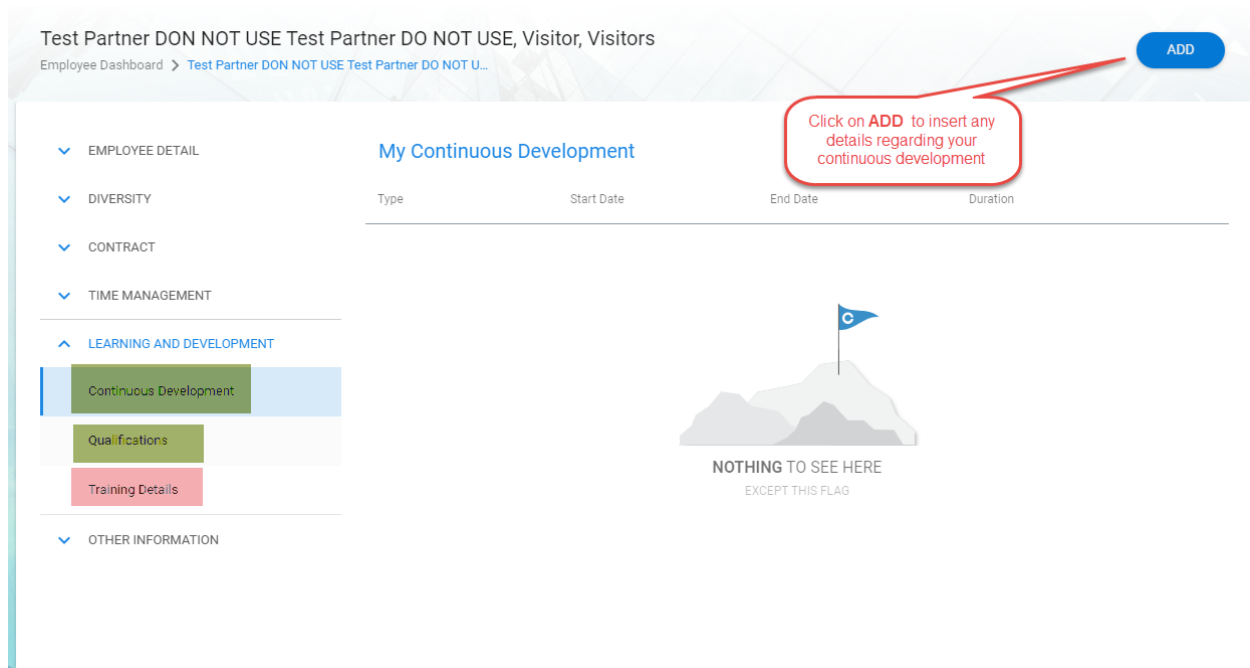
Balance Information

Active

Balance	Open Period	Type	App...	Stat...	Allo...	Carr...	Taken	Bala...	Boo...	Bal...
Date	Description	Reserved	Floating	Accrued	Carried	Taken	Balance			

6. **Learning and Development:** There are three sub-tabs.

- a. **Continuous Development:** You **are able** to edit this field.
- b. **Qualifications:** You **are able** to edit this field.
- c. **Training Details:** You **are not able** to edit this, only to view the relevant details. Please contact the Partner team if required.



7. **Other Information:** There are five sub-tabs.

- a. **Dietary Requirements:** You **are not allowed** to edit this field, only view it.
- b. **Ftp Correspondence Address (for FTP roles use only):** You **are allowed** to edit this field. Please note that this is to be used for temporary postal addresses only. Therefore, please add only one item.
- c. **HPCP Registration Number:** You **are not allowed** to edit this field, only view it.
- d. **Planned End Date:** You **are not allowed** to edit this field, only view it.
- e. **Sage Number:** You **are not allowed** to edit this field, only view it.
- f. **Visa Requirements:** You **are not allowed** to edit this field, only view it.

Please contact the Partner team if required.

ADD

- EMPLOYEE DETAIL
- DIVERSITY
- CONTRACT
- TIME MANAGEMENT
- LEARNING AND DEVELOPMENT

OTHER INFORMATION

- Dietary Requirements & Special Requi...
- FTP Additional Information
- FTP Correspondence Address
- HCPC Registration Number
- Planned End Date
- Sage Number
- Visa Requirements

FTP Additional Information

Availability	Working Patterns	Other Information	
TEST	000	test	⋮

ADD only one item

View/Edit or Delete item

1 - 1 of 1 < >