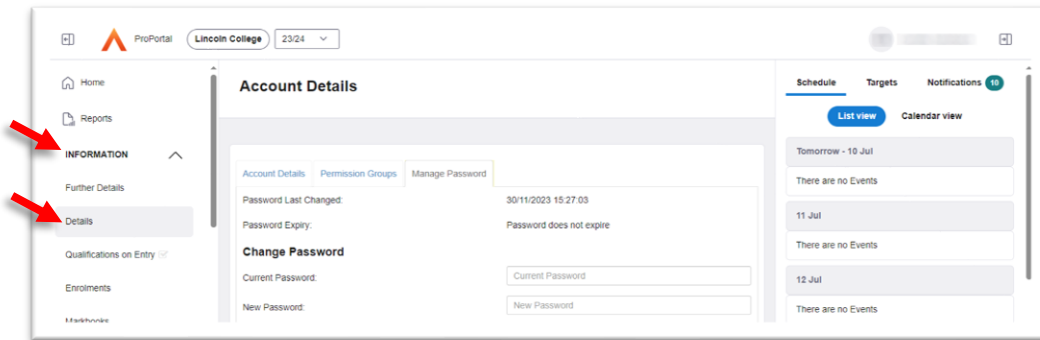
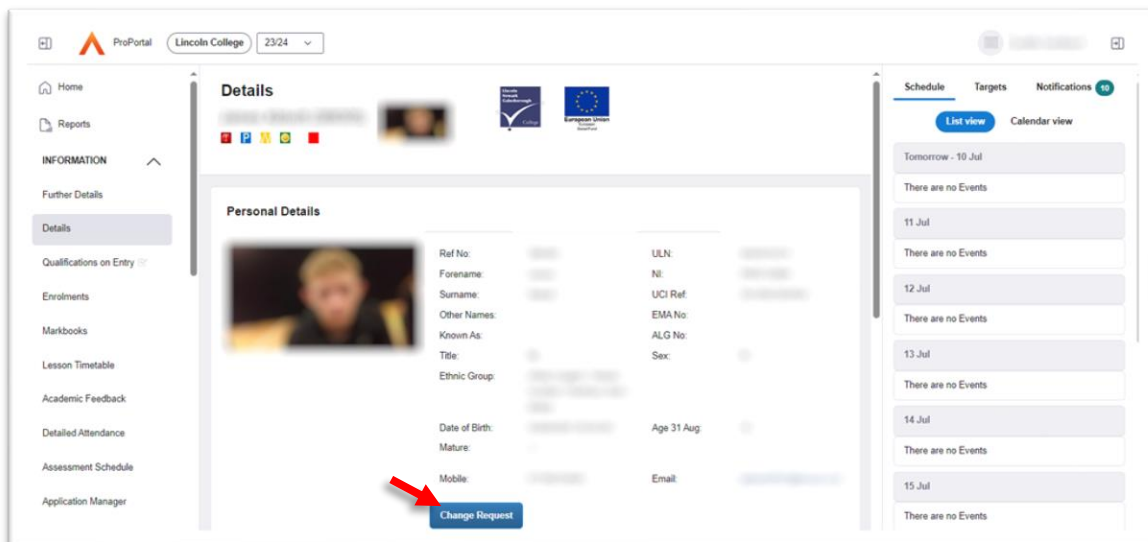


ProPortal Guide: How to update personal details

1. To update your personal details select Information>Details from the menu to the left of the screen:






2. When the page has loaded, click on the blue 'Change Request' button:



3. Fill in the fields which you wish to amend and press Submit:

Submit Personal Details Change Request


 




Field Name	Current	Change To
Surname	<input type="text"/>	<input type="text"/>
First Forename	<input type="text"/>	<input type="text"/>
Other Forenames	<input type="text"/>	<input type="text"/>
Known As	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>
Title	<input type="text"/>	--Select--
Sex	<input type="text"/>	--Select--
Ethnic Group	<input type="text"/>	--Select--
NI	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>
Mobile Tel	<input type="text"/>	<input type="text"/>

Identifiers

Gender --Select--

Gender same as birth sex:  --Select--

Considers self Trans:  --Select--

Sexual Orientation --Select--

Is Parent --Select--

Is Carer --Select--

Estranged from Parents --Select--

Parent/Carer in Armed Forces --Select--

Served in Armed Forces --Select--

In Care Duration --Select--

Refugee Asylum Seeker Status --Select--

Email Address: