

**Purpose****Title**

Review and Edit Personal Data

**What You Will Learn**

Upon completion of this process, you will be able to review and/or edit your personal data.

**Overview of the Business Process**

- Perform this procedure when you need to review and/or edit your personal data.

**Note:** Your ESS user name is your Personnel Number preceded by a capital P (For example, P40012345).

- If you have multiple Personnel numbers within one school board, or you have multiple Personnel Numbers because you work in more than one school board, then you will have multiple ESS user names. If you have multiple ESS user names, then you will have to log in separately to view the data that corresponds with each Personnel Number.

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**Procedure****Employee Self-Service**


1. Click the **Personal Data** button.



A new window or tab will open.

## Personal Profile



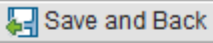

Sections which contain data that you can edit will be marked with the **Edit**  button.

Sections which contain read only data will have the **Details** link – click it to view the data.

2. Click the **Edit**  button in the **Personal Data** section.

## Edit Personal Data

### Edit Personal Data

**Name**

First Name: \*

Last Name: \*

Middle Name:

Initials:

Known as:

**Birth Data**

Date of Birth: \*

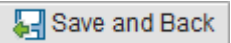
**Other Personal Data**

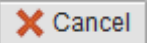
**Marital Status**

Marital Status / Since:




The white fields can be edited.

If you make changes, click the  button.

3. Click the  button to return to the main page without making changes.



The other sections may be edited in the same way.

4. Click the  button to close the window or tab and return to the **Employee Self-Service** main page.

### Result

You have completed the process for reviewing and/or editing your personal data.