peopleSuite
PEOPLE MATTER

**How to Update your Personal Information**

**Your personal information may be edited or updated with following steps:**

1. Select **My Info** from Menu.
2. **Personal Details** will be the default screen.
3. To edit your profile, click **Edit** button to enable editing of fields.

4. Click **Save** button to save changes.



## Contact Details

1. Go to **Contact Details**.
2. Click **Edit** button.
3. Fill up or revise the fields.
4. Click **Save** button to update changes.

**Family Background**

1. To add members of the family, go to **Family Background**.
2. Click **Add** button. Fill up or revise the fields.



3. Click **Save** button to update changes.
4. Click **Cancel** to disregard changes.

5. To edit, click the family member's **Name**.



6. To delete, select the family member you want to delete.
7. Click the **Delete** button.

**Salary** and **Job** are done by the Human Resource (HR) staff. These fields are disabled and cannot be edited:



The same process holds for updating information on **Dependents**, **Qualifications (**includes Work Experience, Education, Skills, Eligibility and Training Programs / Voluntary Work**), and References**.