Manage My Personal Details

Sandwell Metropolitan Borough Council

The steps for how to view and maintain your personal details within Oracle Fusion will be outlined in this guide.
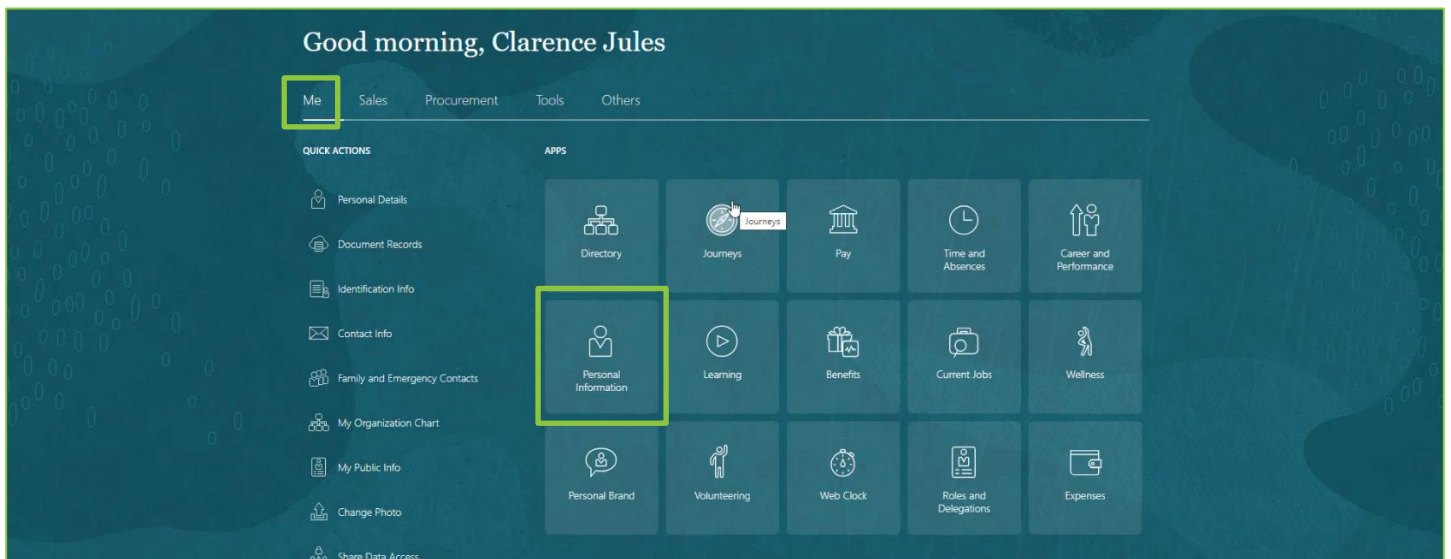
1. Navigate to your personal details

2. View your personal details

3. Make amendments to your personal details

01
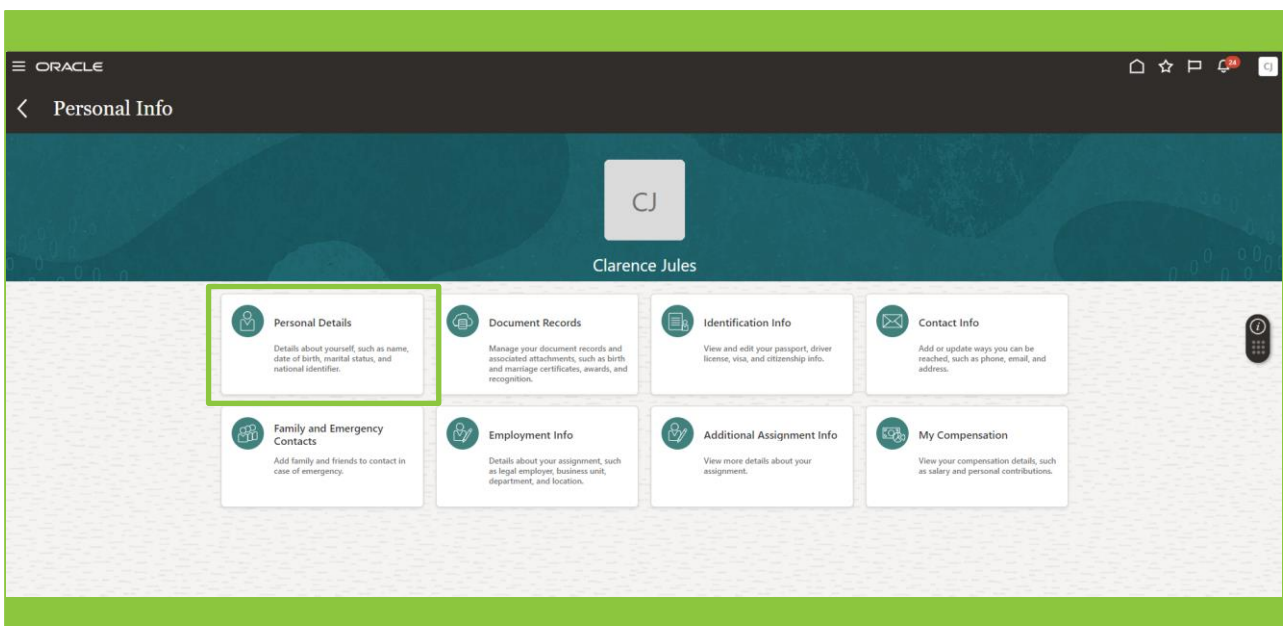
Personal details such as your name, date of birth, marital status and disability information are held in Oracle Fusion. To access your personal details, navigate to the **Me** tab on the homepage and select the **Personal Information** tile.
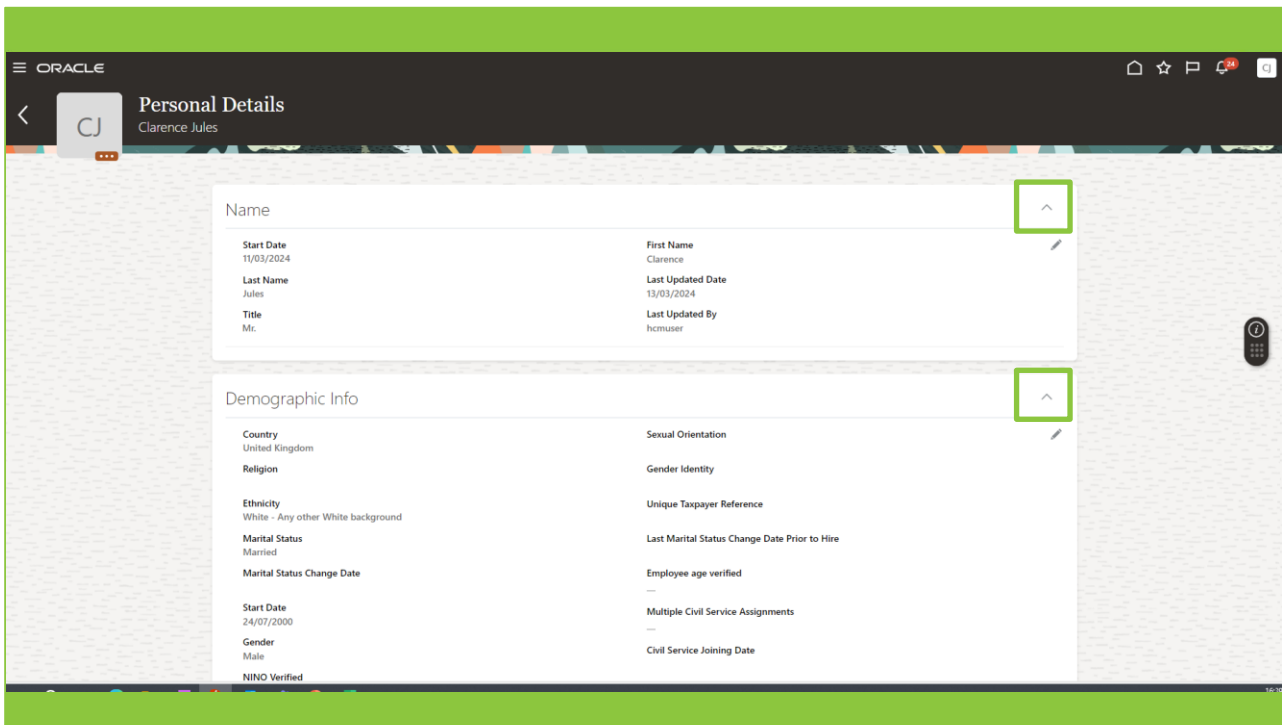

02

You will now see the Personal Info homepage. From here, select the **Personal Details** tile.

03 Your Personal Details page will now be displayed. The page contains several different sections. You can open or close the information within a section by clicking on the **Arrow** icon next to each section.


By using the scroll bar, you can scroll down the page to reveal the following sections:

| Section Title	Description
Name	Name and title information.
Demographic Info	This section includes a range of information including religion, marital status, gender, ethnicity and start date.
National Identifiers	Any national identifiers such as your National Insurance number are recorded in the section. Note this section is view only.
Biographical Info	Here you can see limited biographical information including age and date of birth. This section is also view only and is not editable.
Disability Info	This section contains details of any recorded disabilities.

04

We will look at each section in turn. Let's begin with the **Name** section. Select the Pencil icon next to the name section to open the edit page.
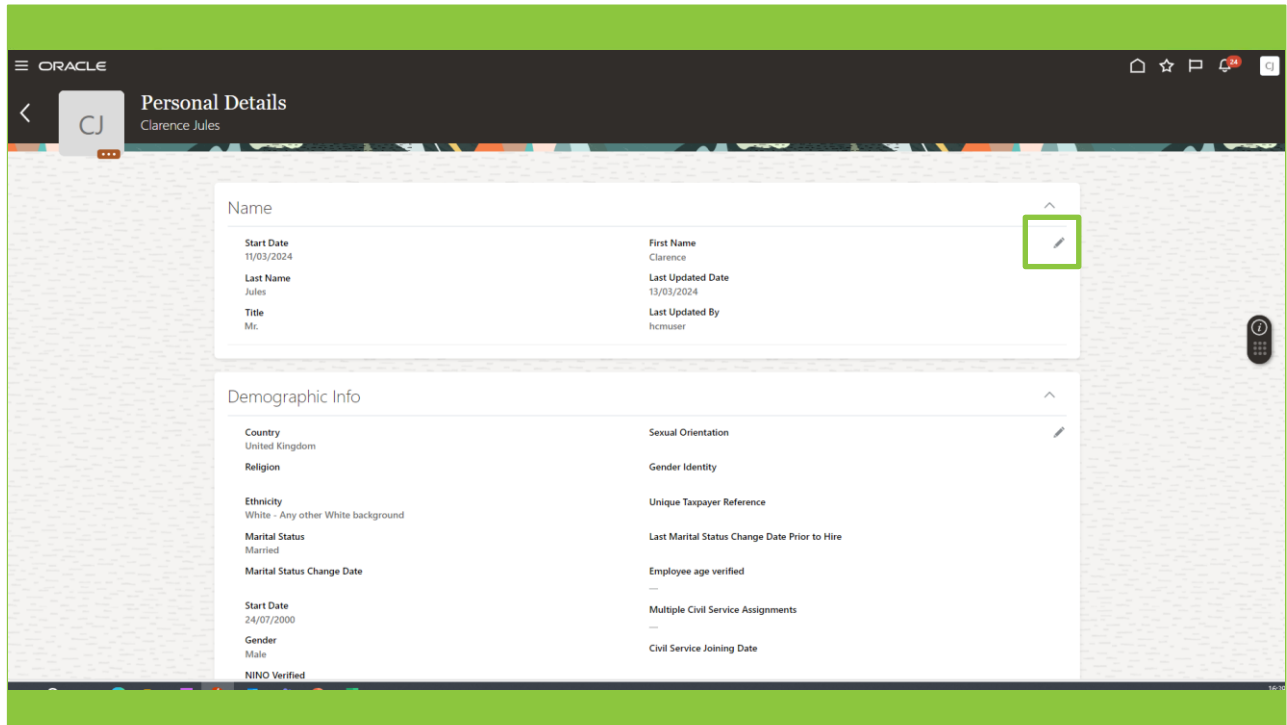

05

The edit name screen is now displayed. To change the details, firstly select an effective date for the change of name. Next, edit any fields as necessary. A comment may also be added.

06
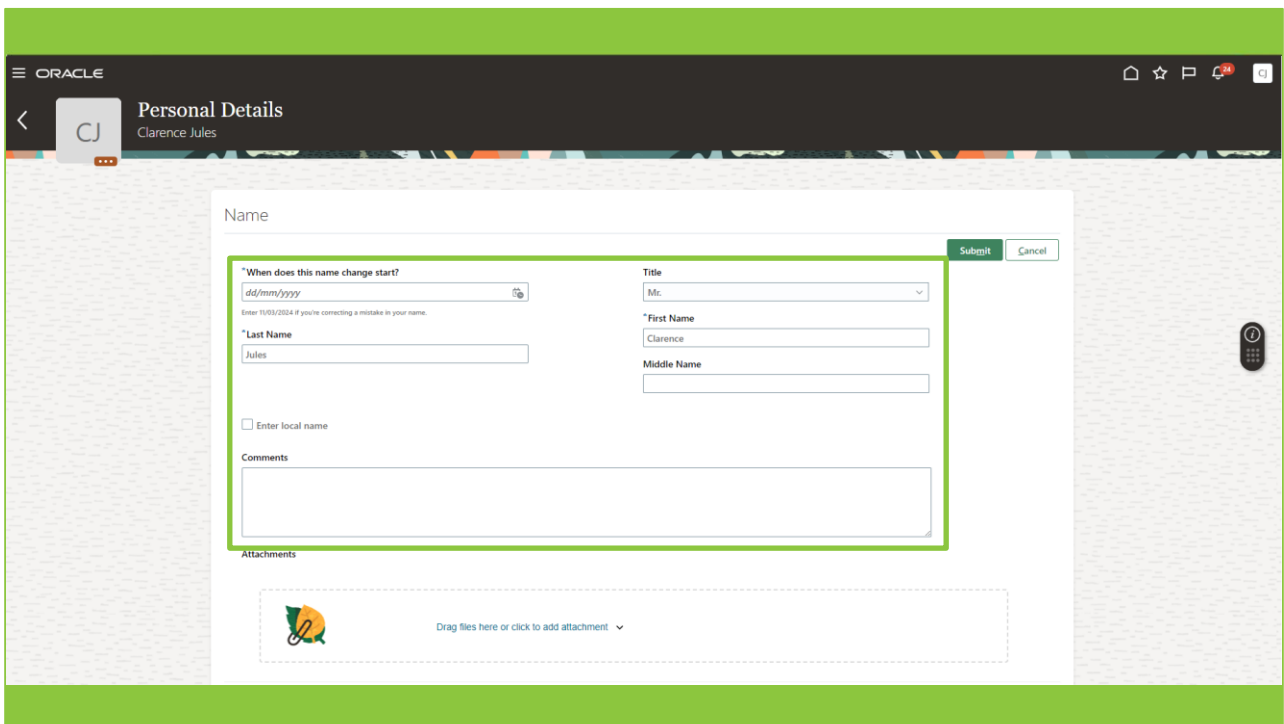
You can add any supporting documentation relating to the change of name request, for example a marriage certificate or change of name by deed poll documentation.

To do this, click on the link to **Add Attachment**. A file explore window will open. Select the document you wish to attach, and then select the **Open** button.

Once all the details have been completed, select the **Submit** button. The request to change name will now be forwarded for approval.

07
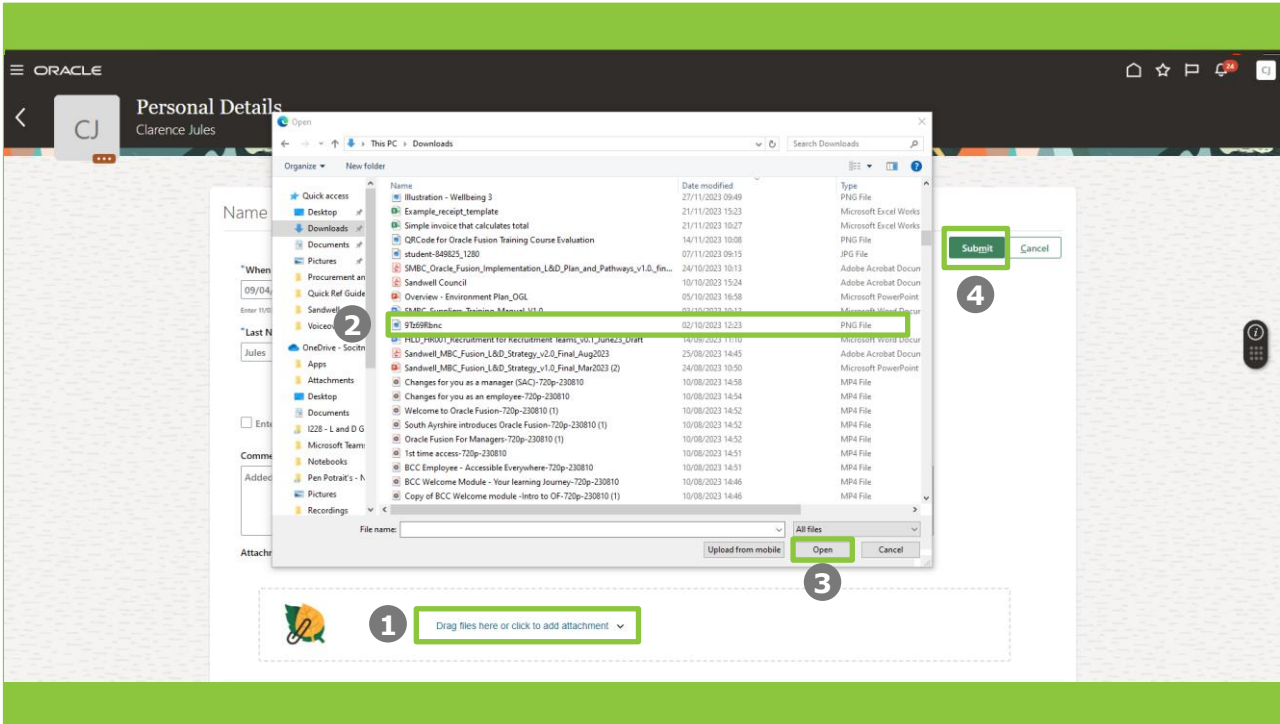
Next let's look at the **Demographic Info** section. Select the **Pencil** icon to open the demographic info edit page.

08
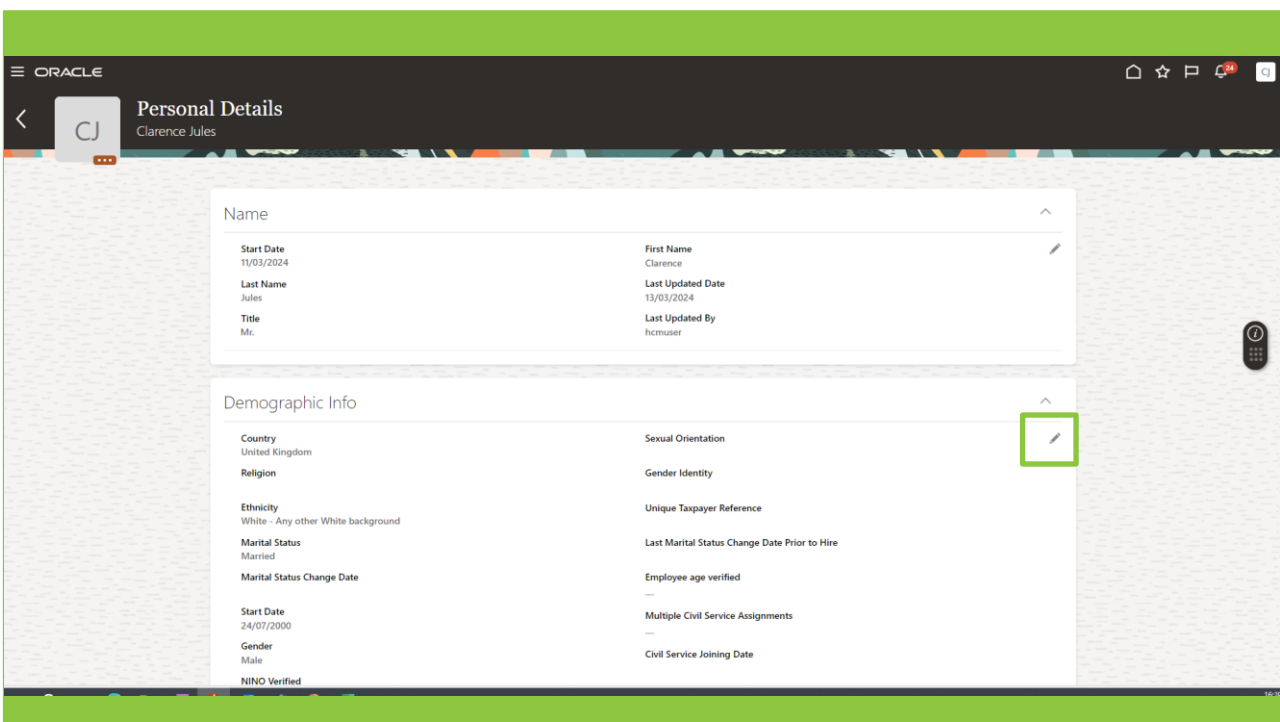
This section contains lots of fields that can be edited / amended. In some cases, selecting the **Arrow** next to a field will open a drop-down options list. Simply select the required option. Other fields require free format data input.

Examples of a drop-down options list and a free format data input field are highlighted below.

09

Once all the required changes have been made, select the Submit button.

10 The next section is **National Identifiers**. This section is not editable. To view the information, select the **Arrow.** Your National Insurance number is initially hidden, however selecting the **Eye** icon will reveal the details.
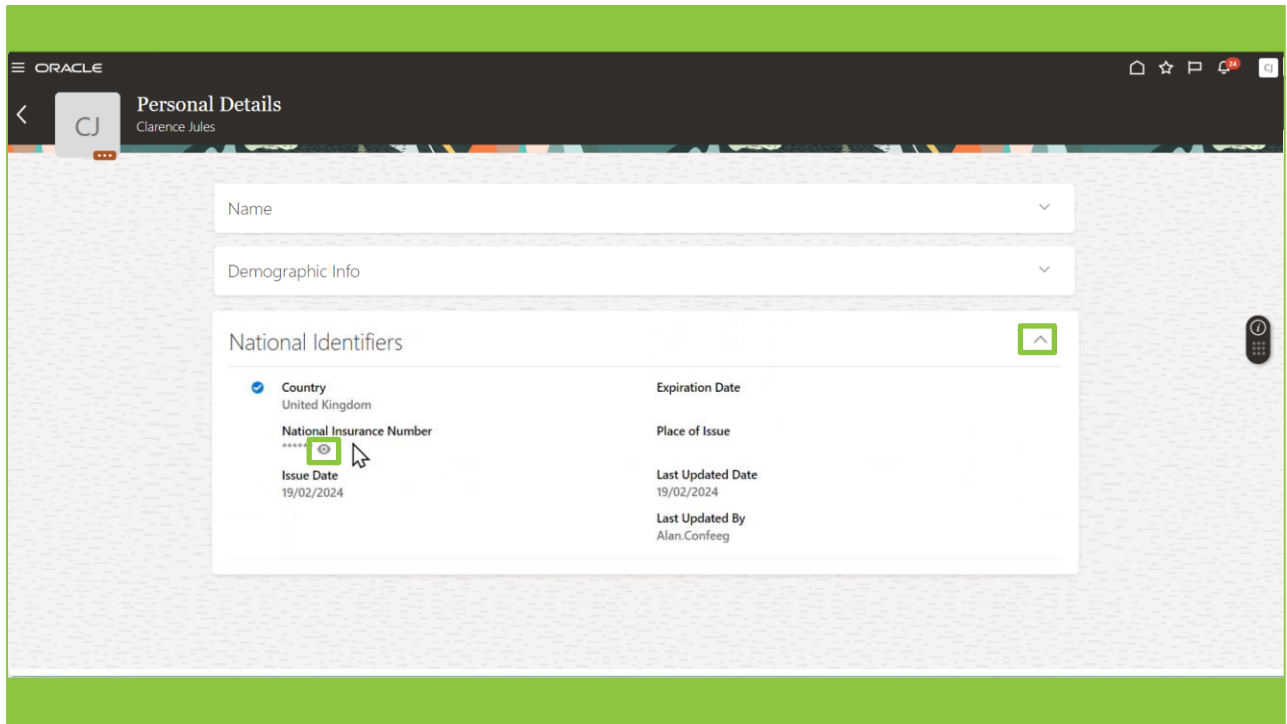

11 The next section is Biographical Info. This section is view only. To open the section and view the biographical information, select the **Arrow**.

12
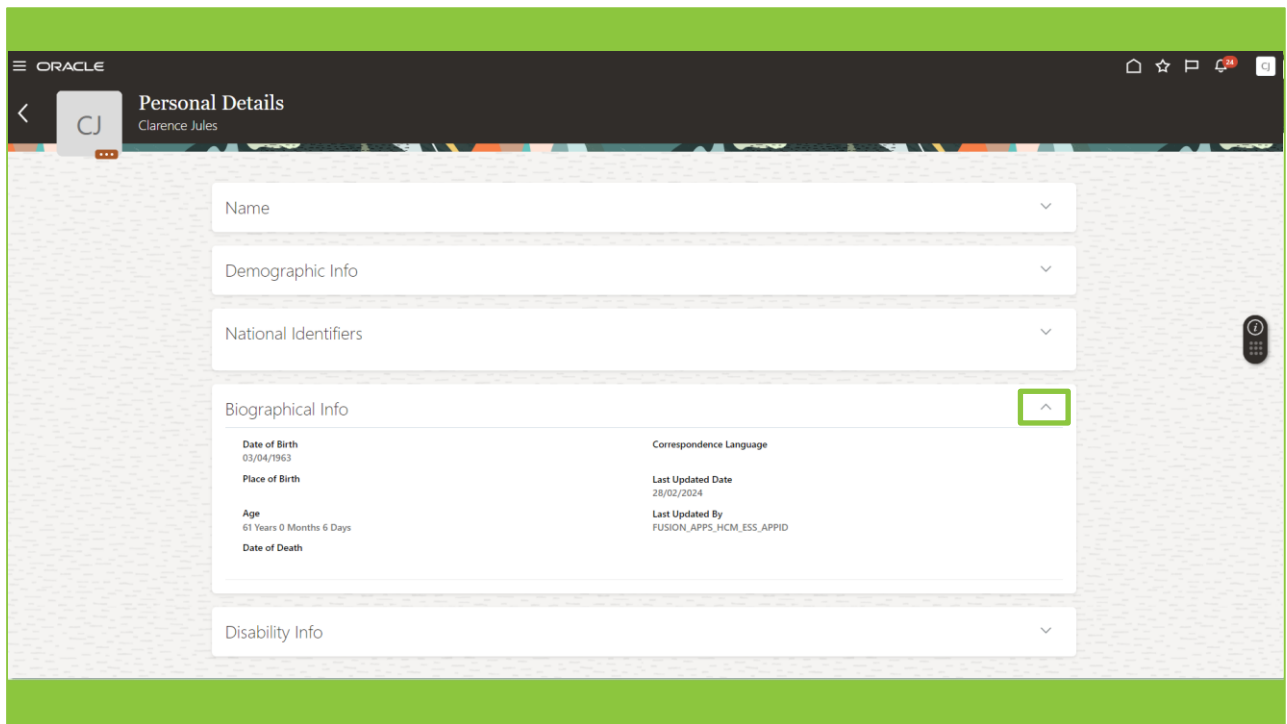
The final section within the Personal Details page is the **Disability Info** section. Selecting the **Arrow** will open the section to reveal any disabilities that have been previously recorded.

You may add details of a disability to your record. To do this firstly select the **Add** button.

13
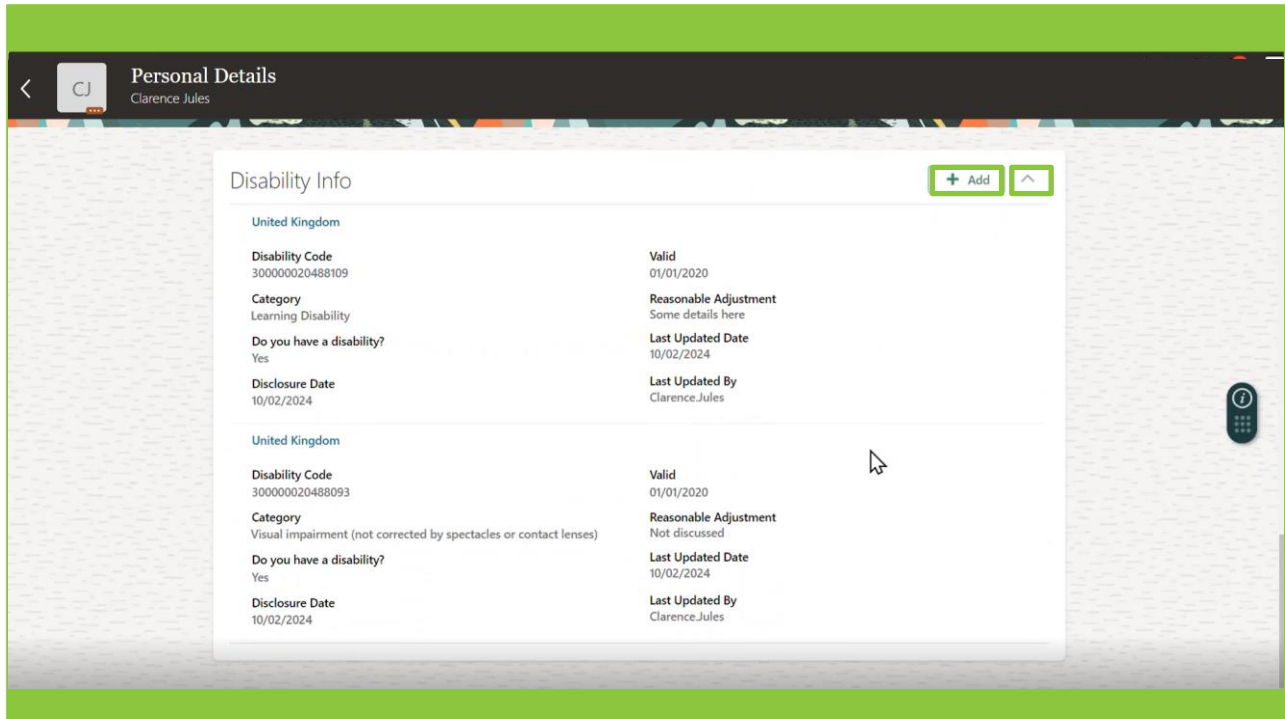
The disability information page will now be displayed. Complete the fields in the top half of this section as described in the table on the following page.

Step number	Description
1	Select the **Country** from the drop-down menu.
2	Select a response to the question **Do you have a disability?** from the drop-down menu. The options are Yes, No or Prefer not to say.
3	Select an **Effective Start Date**. This could be today's date, or the date that the disability was diagnosed.
4	Add a **Description** of the disability in the free-format text box.
5	Select the type of disability from the **Category** drop down list.

14

Once the top half of the section has been completed, scroll further down to the bottom of the section.

Here you can add details of any reasonable adjustments that will enable you to work more effectively in the workplace.

Any relevant documents such as doctor's letters can also be attached. To attach a document, follow the steps as described in section six of this guide.

Once all relevant details of the disability have been recorded, select the submit button. The amendment will then be forwarded to HR for review and approval.

That brings this Quick Reference Guide to an end.