

Update My Personal Details Guidance

To record or update your address, contact details (home, work and emergency), a record of your qualifications or your protected characteristics, please go to Pegasus, Human Resources, My Personal Details.



Address and other contact details

It is important that as your employer we have your current home address, as well as personal, work and emergency contact details.

To create a new home address, click on Create New Home Address.

To edit an existing address or contact details, click on Edit.

Personal Details	
Title	
Forename	
Middle Names	
Surname	
Date Of Birth	
NI Number	
Nationality	
Second Nationality if applicable	
Gender	
Edit	

Home Address	
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Country	
Postcode	
Create New Home Address Edit	

Personal Contact Details	
Telephone	
Email	
Dialling Code	
Mobile	
Edit	

Work Contact Details	
Department	
Work Extension	
Fax Number	
Email	
Mobile	
Edit	

Work Location Details	
Building	Room/Workplace No

Qualifications

This information is used to demonstrate the expertise of staff across the institution when bidding for research contracts and to help complete the annual HESA return. As part of the international agenda, we are particularly interested in qualifications obtained overseas.

To add a new qualification click on Create New Qualification.

If possible, please bring a copy to HR to be included in your file.

Qualifications				
Qualification Type	Subject	Year	Awarding Body	Awarding Country
	-			Edit

[Create New Qualification](#)

Emergency Contact Details

The information provided is only ever used in the event of an emergency.

To edit an existing contact, click on Edit.

To create a new contact, click on Create New Emergency Contact.

If you have previously provided contact information it will be displayed.

Emergency Contact Details					
Contact	Forename	Title	Surname	Address	Contact Details
Main					Home: Mobile: Edit
Additional					Home: Mobile: Edit

[Create New Emergency Contact](#)

Equal Opportunities Monitoring and Disability

Details given here are only used for anonymous monitoring purposes.

Equal Opportunities Monitoring	
Relationship Status	
Sexual Orientation	
Ethnic Origin	
Religion	
Is your gender the same as the gender you were originally assigned at birth?	
Do you have a disability as defined by the Equality Act 2010?	

[Edit](#)

Disabilities
To record a disability, please click on Create New Disability .

[Create New Disability](#)