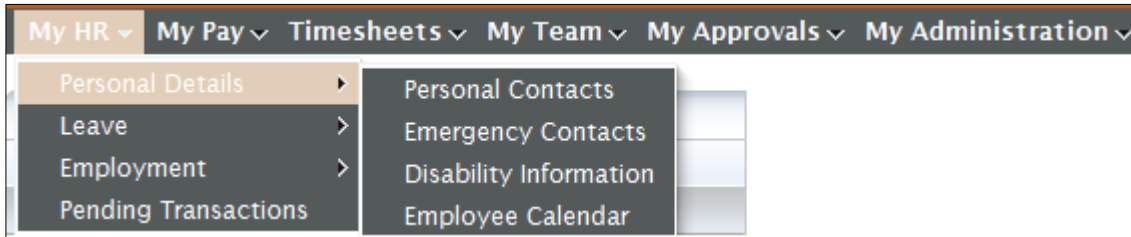## Personal Details Overview

- Personal Details provides you with access to certain information stored in the HR System.
  - This information should be kept up to date at all times.
- Only HR has access to your personal details and will not give out personal information to anyone.

To access the Personal Details menu
  - Login to StaffOnline
  - Under the My HR
  - Select Personal Details

Emergency Contacts
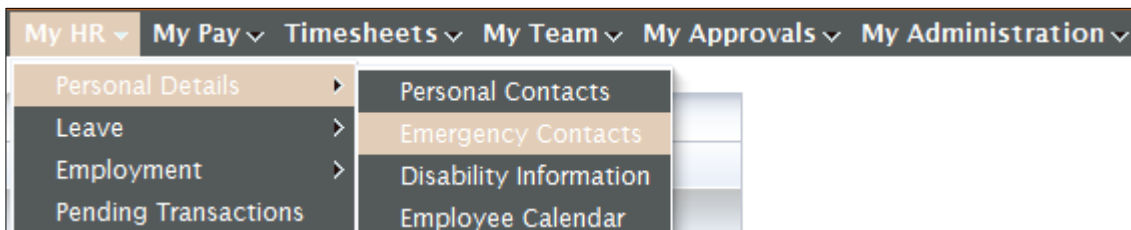
- This allows you to add and update Emergency Contact details.
  - These details will be used in case of an emergency.
- Click on the Emergency Contacts.

Emergency Contacts

Contact Name	Priority	Relationship	Work Phone	Home Phone	Mobile Phone	Email
MRS Mary Individual	1	Spouse				

Add new Emergency Contact record

- To edit an emergency contact click on the 'Contact Name' link.
- Enter changes as necessary.

Emergency Contacts

Contact ID 11698

Priority 1

Title MRS - Mrs

Surname Individual

First Name Mary

Relationship Spouse

Work Phone

Home Phone

Mobile Phone

Email Address

Address

[Update] [Delete] [Clear]

Back to Emergency Contacts List

- When complete click on the **Update** button and a *Success!* message will be displayed.

Emergency Contacts

Success! Row updated

- You can add additional emergency contacts by using the 'Add new Emergency Contact record' link.

Emergency Contacts

Contact Name	Priority	Relationship	Work Phone	Home Phone	Mobile Phone	Email
MRS Mary Individual	1	Spouse				

Add new Emergency Contact record

Emergency Contacts

Priority	
Title	▼
Surname	
First Name	
Relationship	
Work Phone	
Home Phone	
Mobile Phone	
Email Address	
Address	

[Insert] [Clear]

- Enter information.
- Once complete click on the **Insert** button and a *Success!* message will be displayed.
- You can set a priority to the emergency contacts.
- Inserted details will immediately update your Emergency Contacts in the HR system.