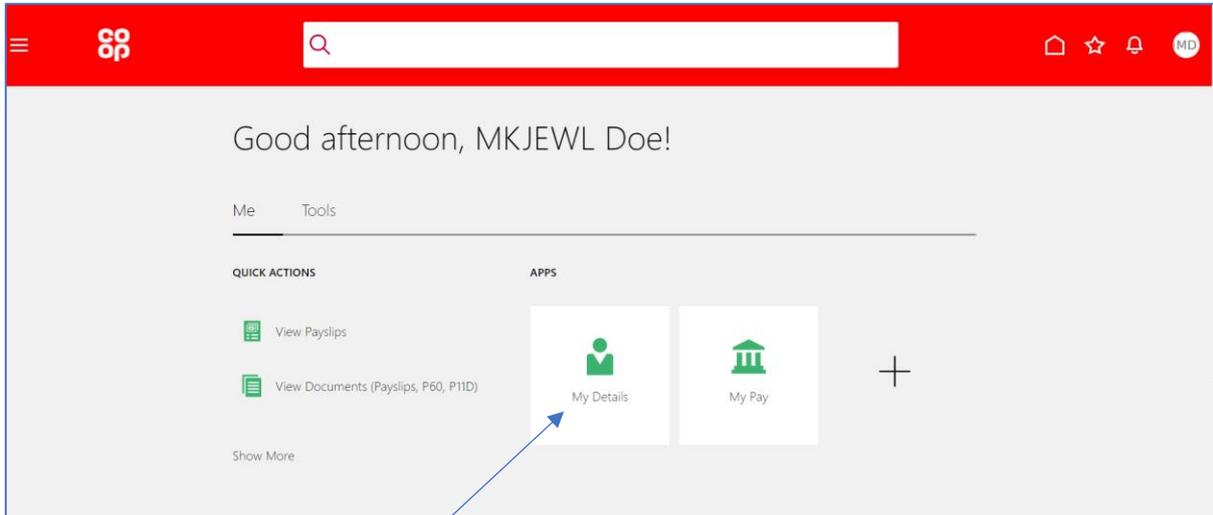


Updating your personal details



Below is the page you will see when you first log in to MyHR (<http://myhr.coop.co.uk>).

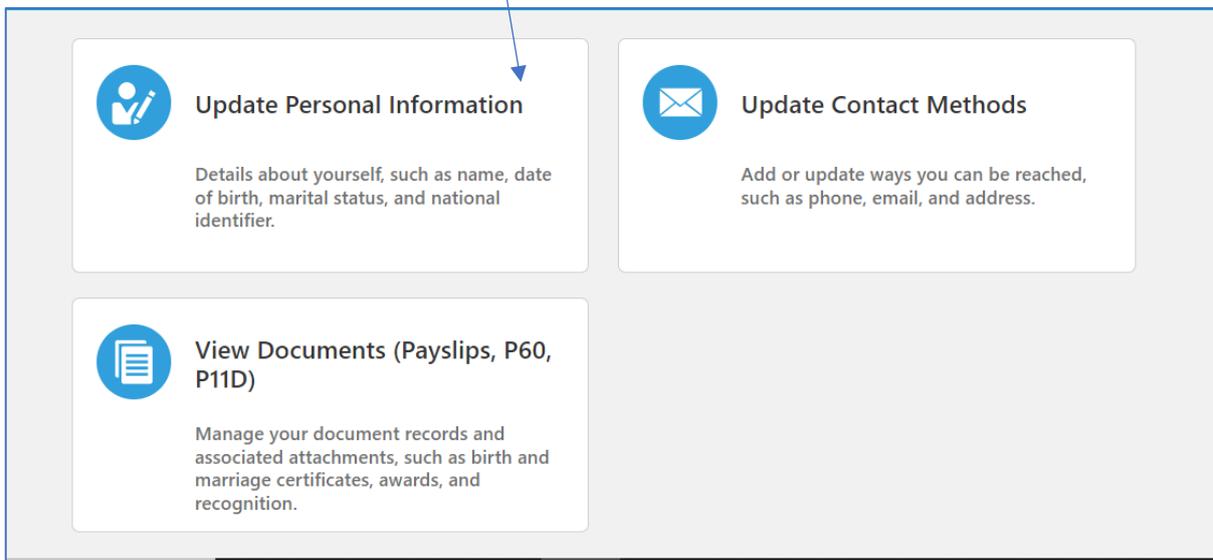
Note: Please be aware that screen colours may vary (don't worry if the screen you see may not be coloured red as shown below).



Click on this link – **My Details**

This will signpost you to the screen below

Click on **Update Personal Information** tile



Name

Last Name Doe	Middle Name Test	
Title Mr.	Preferred Name Test	
First Name MKJEWL		

To amend any details, **click on the pencil**

This will open the fields for you to edit. Once you have made any necessary changes **click submit**.

Name




***When does this name change start?**
 
Enter 28/12/91 if you're correcting a mistake in your name.

***Last Name**

***Title**
 

***First Name**

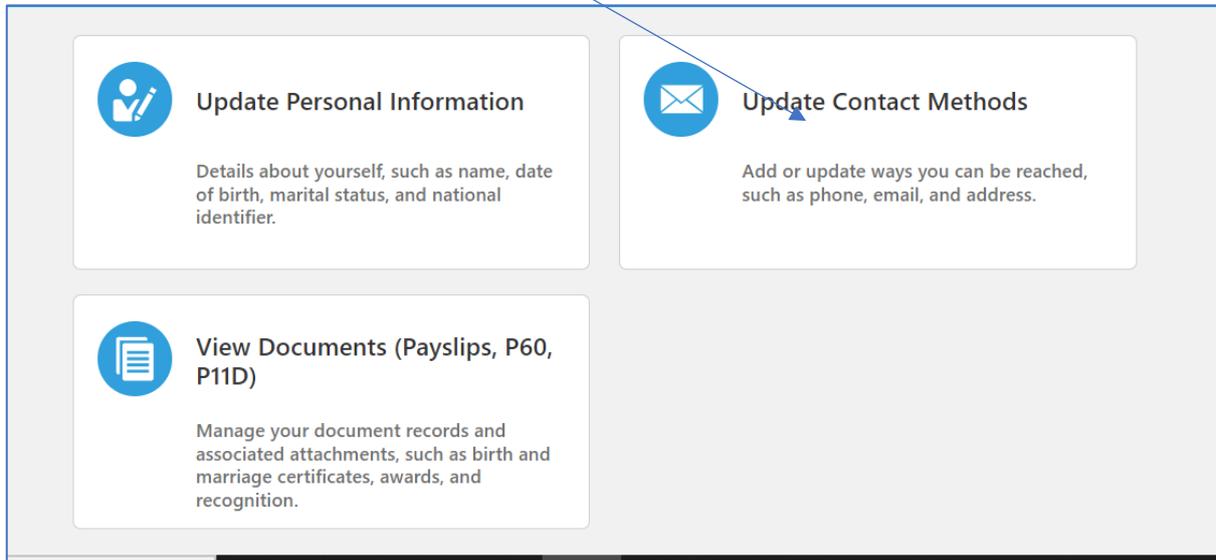
Middle Name

Preferred Name

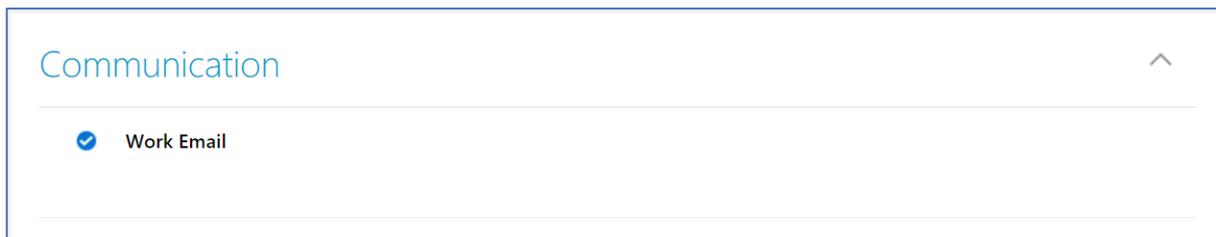
Previous Last Name

How to update your address

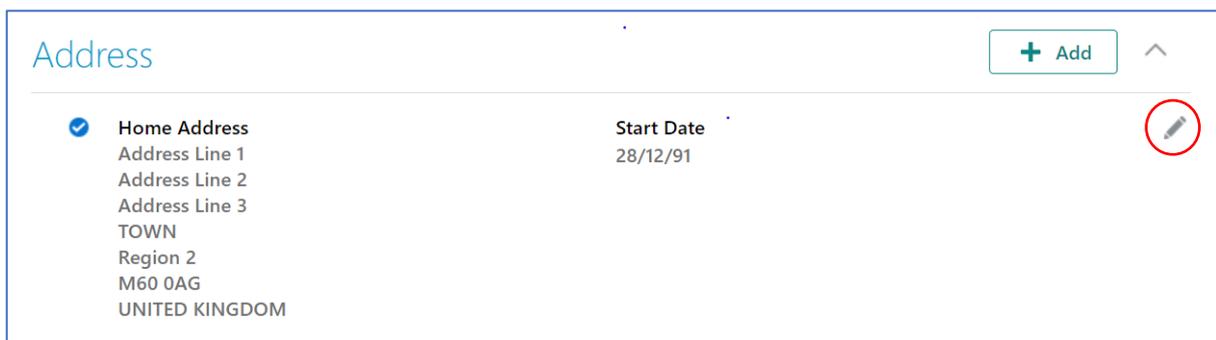
Click on **Update Contact Methods** tile



Although this says **WORK EMAIL** it is your own **'personal' email address**. Should you need to change this please call us on 0330 606 1001 (selecting option 3).



To update your address, **click on the pencil (circled)**



Layout of the fields you can update below:

Delete Submit Cancel

Country
United Kingdom

Type
Home Address

***When does this address change start?**
 

Enter 28/12/91 if you're correcting a mistake in this address.

***Address Line 1**

Address Line 2

Address Line 3

***City or Town**

County

***Postcode**

This will allow you to edit the fields, once you have made the changes **click submit**.

After submitting, that's it. Your address will be updated.

Please remember, to access My HR and view the screens detailed in this guide, please type <http://myhr.coop.co.uk> into your web browser.