Program agenda

Personal Information
Personal Information

- Once the employee signs in, the home page will be displayed.
- Click on the **Me** tab and then click on **Personal Information** icon.

- Click on **Personal Details** Card, where you can update Name, Date of Birth, Marital Status and National Identifier.
Update Name

- Click on the **Edit** Icon to edit the name.

- Enter a Valid Date and update the necessary fields.

- Click on **Submit**.

- The transaction will now go for Approval to the **ER Team** [Role].

- The user with the [Role] will Claim and Approve the transaction.

- Once Approved, the changes will be visible in Personal Details screen.
Update Marital Status

- Click on **Pencil Icon** under Demographic Info.

- Enter **Date Change** and Submit.

- Scroll down if it’s required to add Comments and Attachments before Submission.

- The transaction will now go for Approval to **ER Team** (Role).

- User with that Role will **Claim** and **Approve** the transaction.

- Once Approved, the changes will be **visible** in Personal Details screen.