

CoreHR guide – My Profile

This guide will provide you with the instructions on how to view and amend your details in the CoreHR system.

The **My Profile** section contains the following areas. Click on the icon for more information.

The screenshot shows a 'Checklist' interface with a table of onboarding steps. The first step, 'Login for the first time', is marked as 'Completed' with a green pill. The remaining steps are marked as 'Not Started' with grey pills and three vertical dots on the right side of each row, indicating they are clickable.

Step	Status
Login for the first time	Completed
Provide Next of Kin detail	Not Started
Equal Opportunity Information	Not Started
My Bank Account Information	Not Started
Address	Not Started
Security Checks	Not Started

Once you are logged into the system, on the Onboarding main page you'll see this checklist towards the bottom.

You will be able to access each section by clicking on the **Three Dots** on the right-hand side of each section.

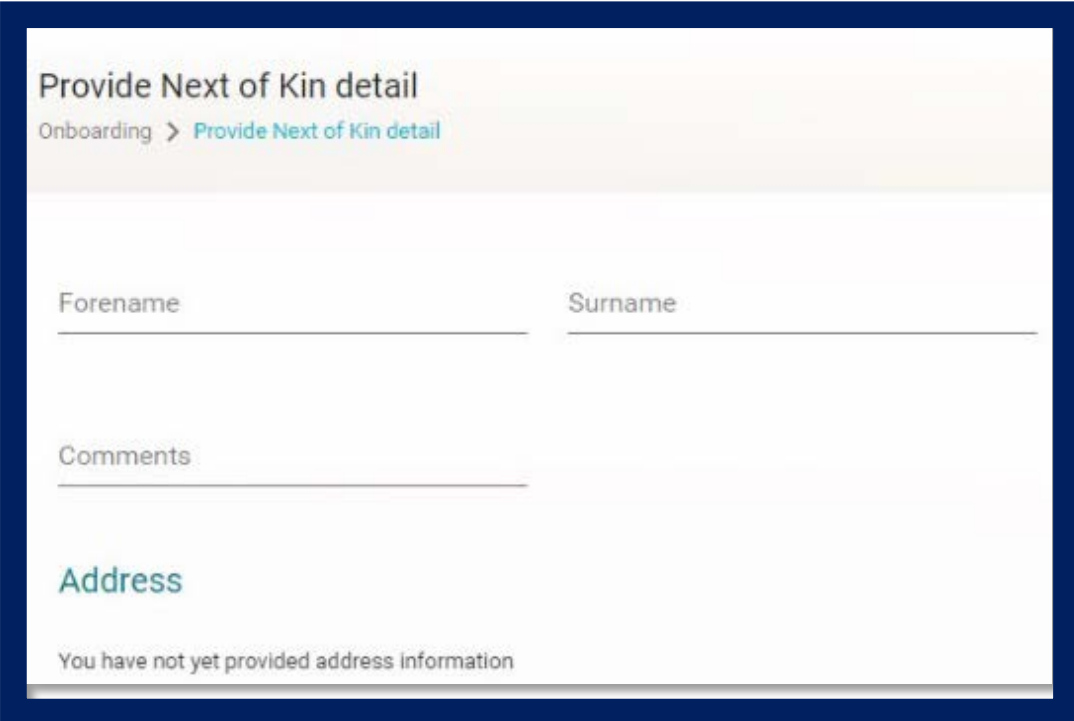
Please note that some of the information on this page can also be viewed by your manager and they can also make changes on your behalf. This will not include **Bank Details** Field.

Please note that your manager will receive a notification when any of the details are changed. We will now explore some the different sections.

Please note – if any of your pay information is incorrect, please contact **AskHR@aberdeencity.gov.uk**

Provide Next of Kin Detail

Anything listed under this section is available for you to view and edit.



The screenshot shows a web form titled "Provide Next of Kin detail". At the top left, there is a breadcrumb trail: "Onboarding > Provide Next of Kin detail". The form contains three input fields: "Forename" and "Surname" are side-by-side, and "Comments" is below them. Below the input fields, there is a section titled "Address" in blue text, followed by the message "You have not yet provided address information".

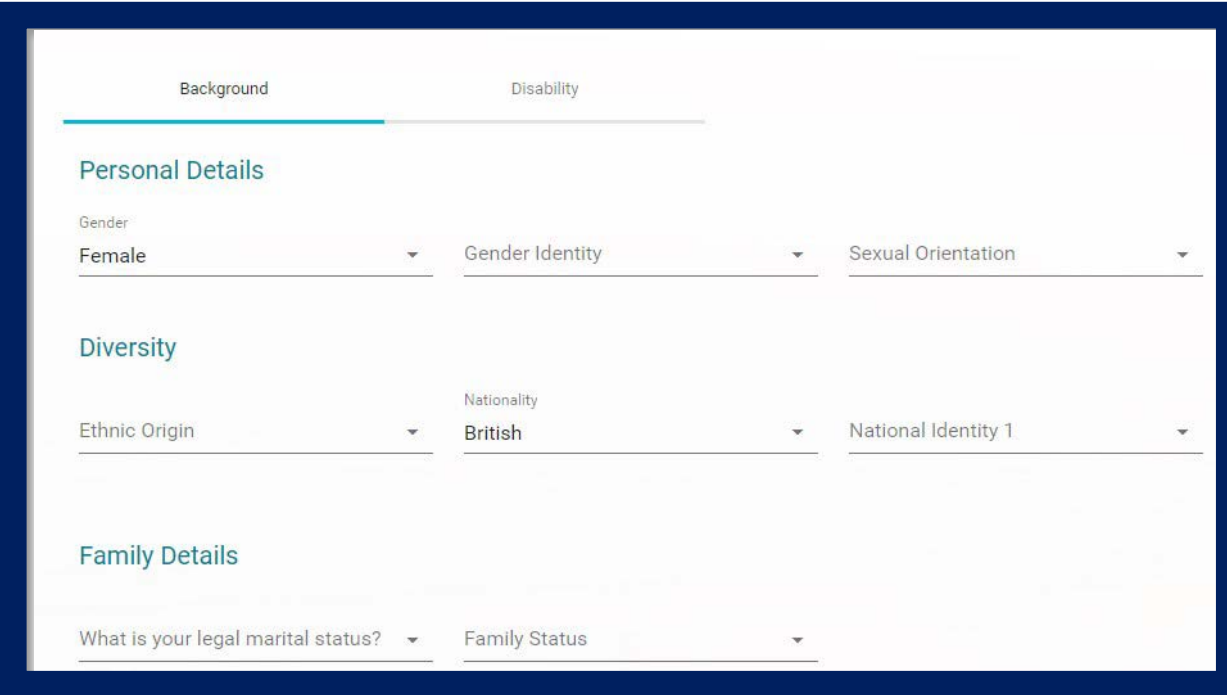
Next of Kin Details

You will be able to view and amend your next of kin details in this section. Your manager will also be able to do this.

Address

You will be able to view and amend your next of kin address.

Equal Opportunity Information – View and edit



The screenshot displays a web form with two tabs: "Background" (selected) and "Disability". The form is organized into three sections:

- Personal Details:** Includes fields for Gender (set to "Female"), Gender Identity, and Sexual Orientation.
- Diversity:** Includes fields for Ethnic Origin, Nationality (set to "British"), and National Identity 1.
- Family Details:** Includes fields for "What is your legal marital status?" and Family Status.

Background

You can view and update your diversity details in this section. This information is used for statistical and monitoring purposes which can only be viewed and updated by yourself and cannot be accessed by your manager.

Disability

If you have a disability and you choose to disclose this, this section allows you to record this information and any reasonable adjustments that are in place to support you. Please note that your manager will be able to access this information.