

Change of personal information

This guide shows you how to change your personal information



SDU

Search

Good afternoon, [blurred]

Me Tools Others

QUICK ACTIONS

- Personal Details
- Document Records
- Identification Info
- Contact Info
- Family and Emergency Contacts

APPS

- Directory
- Onboarding
- Checklist Tasks
- Time and Absences
- Personal Information
- Current Jobs
- Roles and Delegations

Show More

Things to Finish

Assigned to Me

0

Select 'Personal Information'

Change of personal information



SDU

Personal Info

Select 'Contact Info'

- Personal Details**
Details about yourself, such as name, date of birth, marital status, and national identifier.
- Document Records**
Manage your document records and associated attachments, such as birth and marriage certificates, awards, and recognition.
- Identification Info**
View and edit your passport, driver license, visa, and citizenship info.
- Contact Info**
Add or update ways you can be reached, such as phone, email, and address.
- Family and Emergency Contacts**
Add family and friends to contact in case of emergency.
- Employment Info**
Details about your assignment, such as legal employer, business unit, department, and location.
- Additional Assignment Info**
View more details about your assignment.

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