Quick Reference Guide

Change Personal Details (all employees)

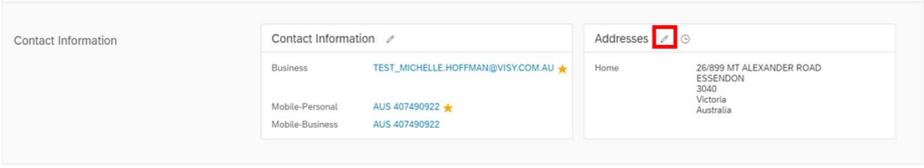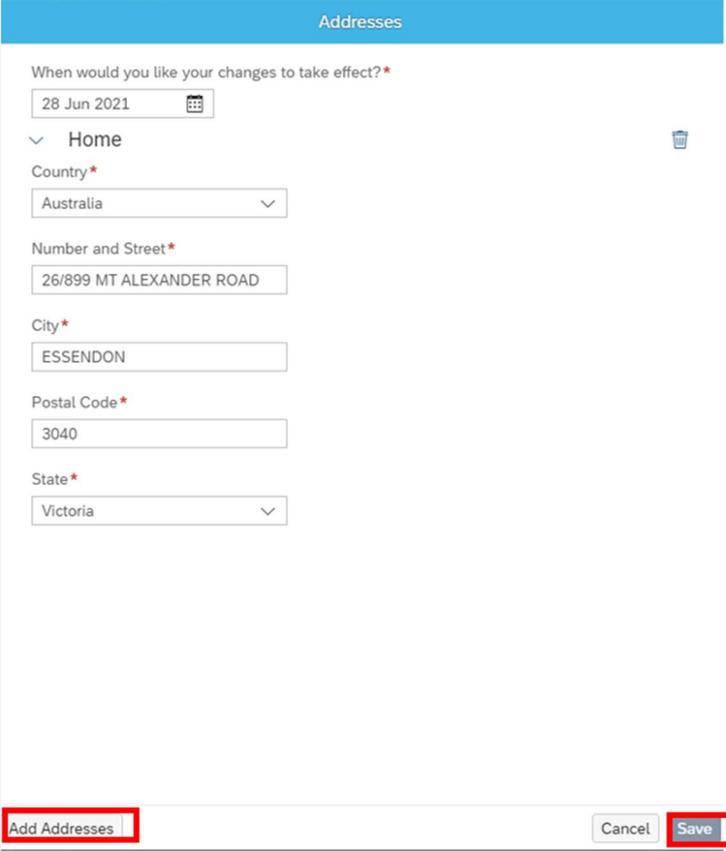The purpose of this Quick Reference Guide (QRG) it to outline the steps to follow in VPC to change personal details for all employees.

Step	Screenshot
1. On the VPC home page click the **My Profile** or from the **Home** menu choose **My Employee File**.	
2. From the Personal Information menu choose the required option: • **Personal Information** • **Contact Information** • **Emergency Contacts** **Note:** this QRG shows the steps to change Personal Contact Information, specifically updating a home address.	
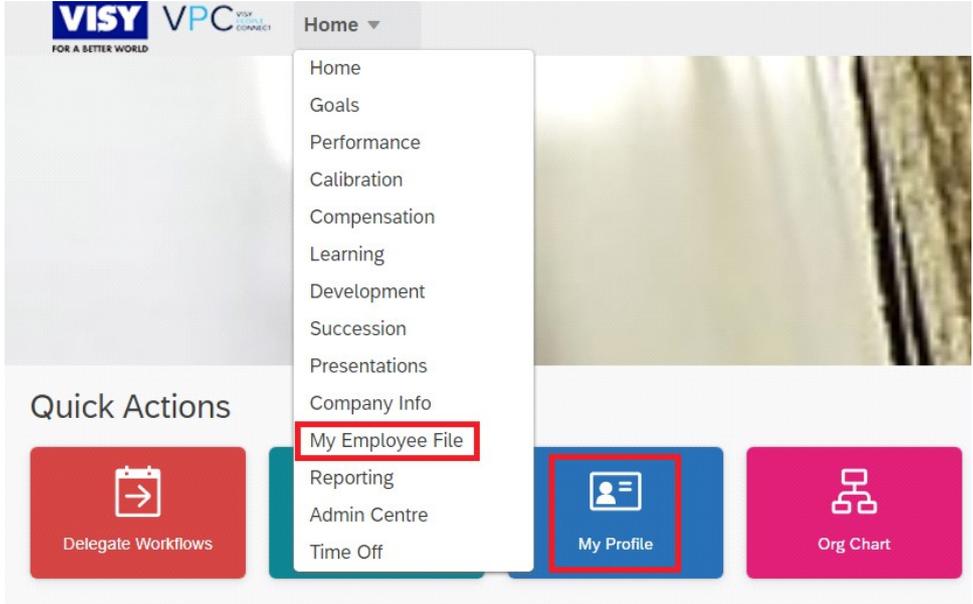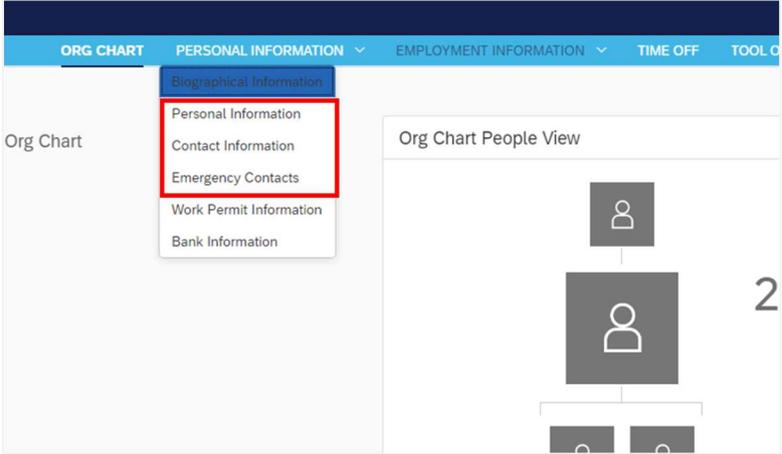
Step	Screenshot
3. In the **Addresses** section, click the pencil icon.	
4. On the **Addresses** screen, choose the date from the calendar that you want the changes to take effect. Complete the new address details in the relevant fields.	
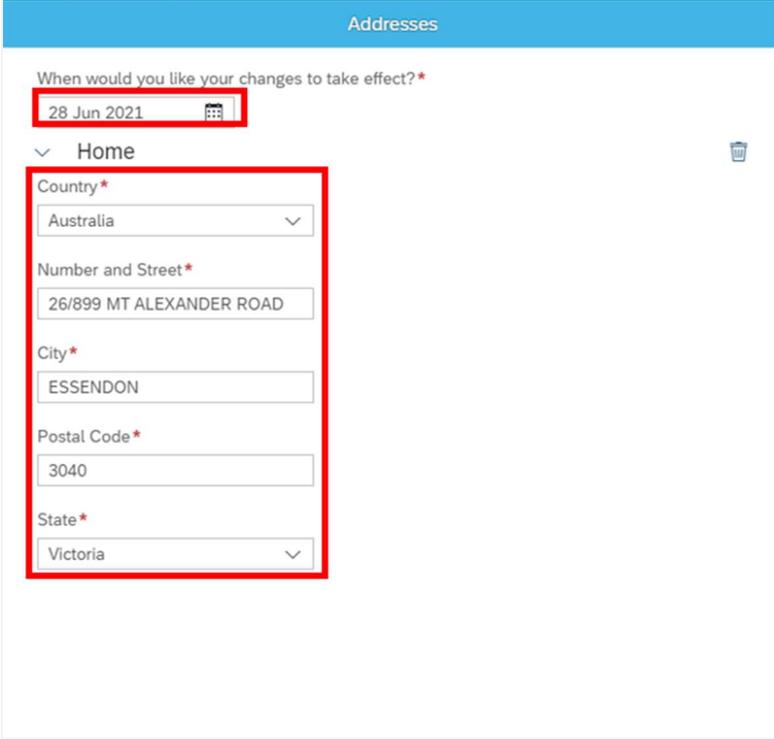
Step	Screenshot
5. To add another address (e.g. a postal address) click **Add Addresses**. Click **Save** to continue.	
6. You receive a confirmation message	
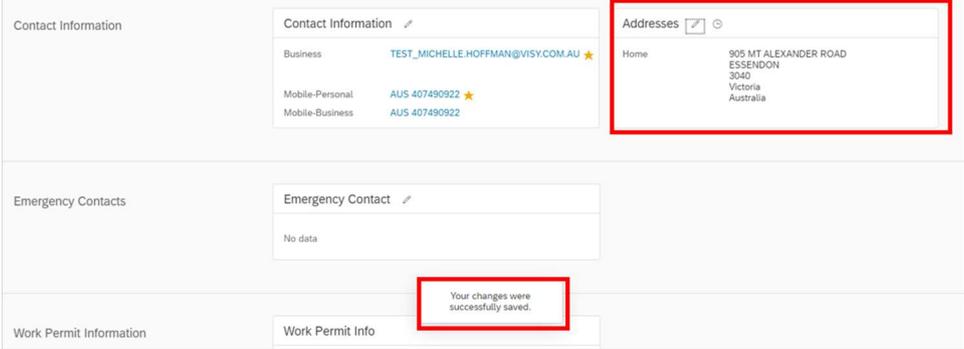
You have completed updating personal details in VPC.

Author	Brett Watson
Reviewers	Tonina Trevisiol, Michelle Hoffman, Pauline Bowley,
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File	

DOCUMENT HISTORY

Version	Date	Author	Details
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