

My Profile, continued

Reviewing and Updating My Profile, continued



Note: For more information on how to contact the People Center, please see the “[Assistance](#)” section located in the [Fra\[ME\].wrk Basics Overview](#).

From Profile screen...

6. Review and/or Update Personal Information

- Click **Personal Information** tab or scroll down to *Personal Information* section of profile
- Review user information in the following main areas:
 - **Biographical Information**, which includes person ID, date of birth, etc.
 - **Personal Information**, which includes name, marital status, preferred language, etc.
 - **Contact & Addresses**
 - **Emergency Contact**
 - **National ID & Personal Documents**, which includes Social Security Number and Work Permit Info
- Click **pencil icons** where available to make any edits (in any fields that are not grayed out), as well as upload attachments
 - contact People Center for any updates needed in fields that are not editable (grayed out)
- Click **Save**