

Managing My Details in MyProfile

Modified on Fri, 13 Dec, 2024 at 12:23 PM



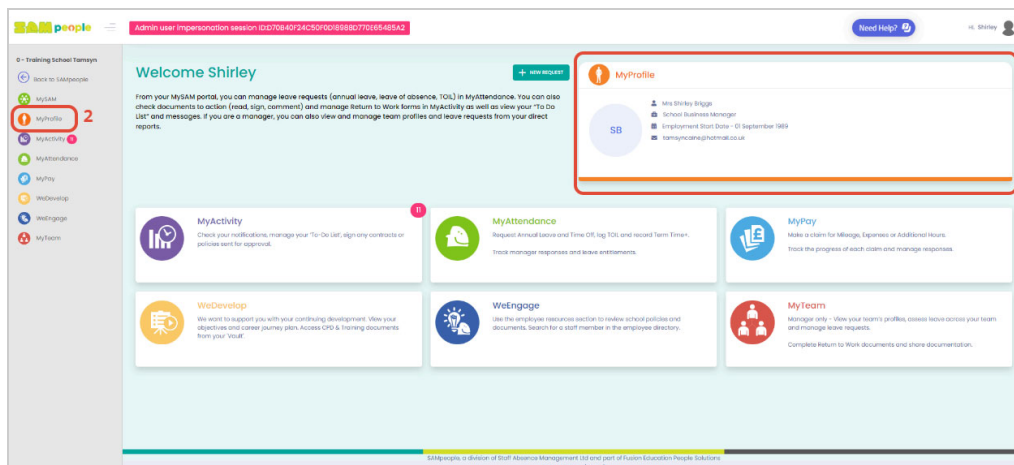
Within **MySAM**, you can view and manage some of your own personal details. Any changes you make will notify a named administrative user at your establishment of the change made.

1. Log in to SAMpeople. If you are already a SAMpeople user, you will need to click on the **MySAM** button in the left-hand menu.

If you are not a SAMpeople user, you will go directly to your MySAM portal.

2. To access **MyProfile**, click on the tile or the left-hand menu option.

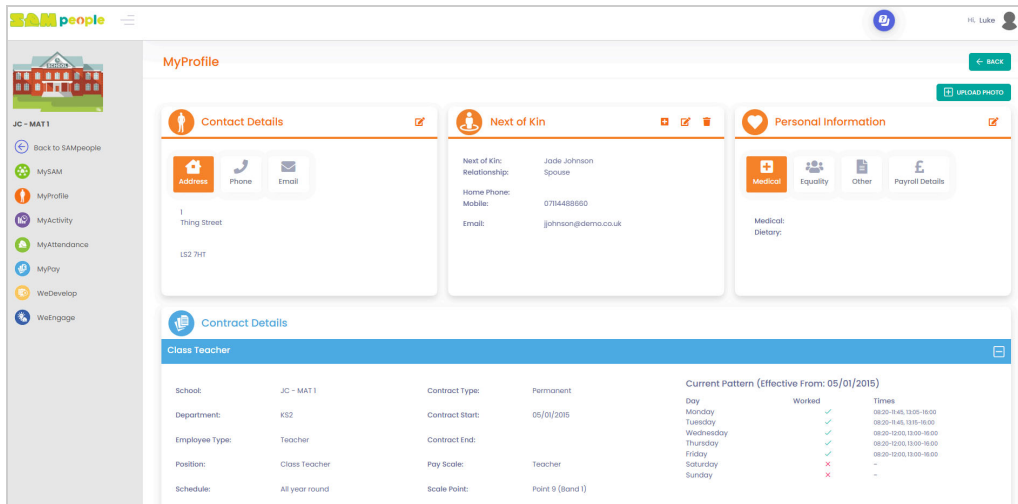
MyProfile will load.



You have the ability to **view/edit*** your information.

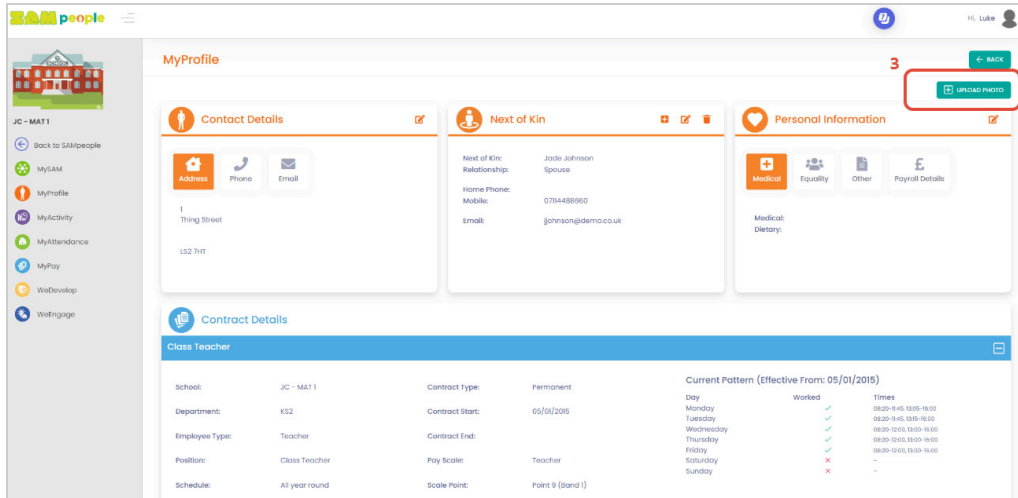
- Your Photograph
- Contact Details
- Nex of Kin
- Personal Information
- Contract Details

*You can only make changes if this is enabled in the settings by your establishment.



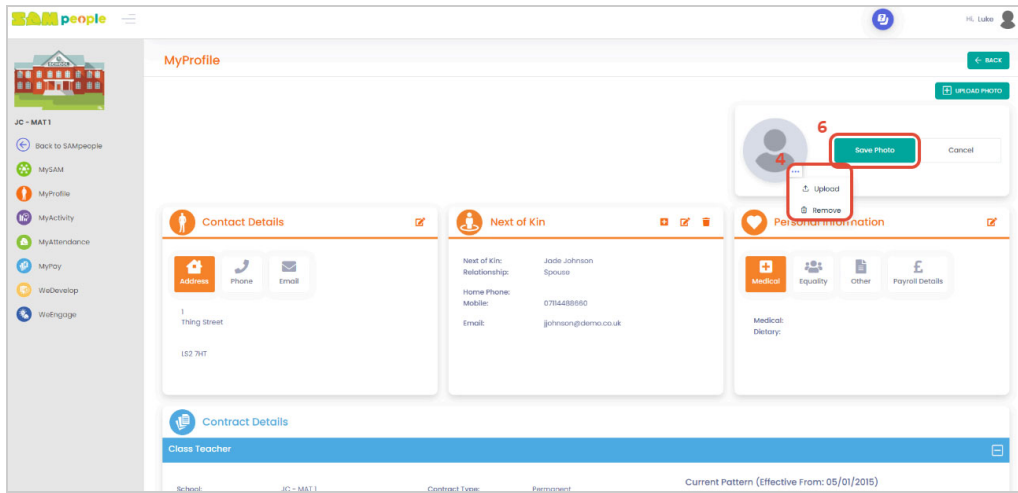
Upload Photograph

3. Click **Upload Photo** to add or edit an existing photo.



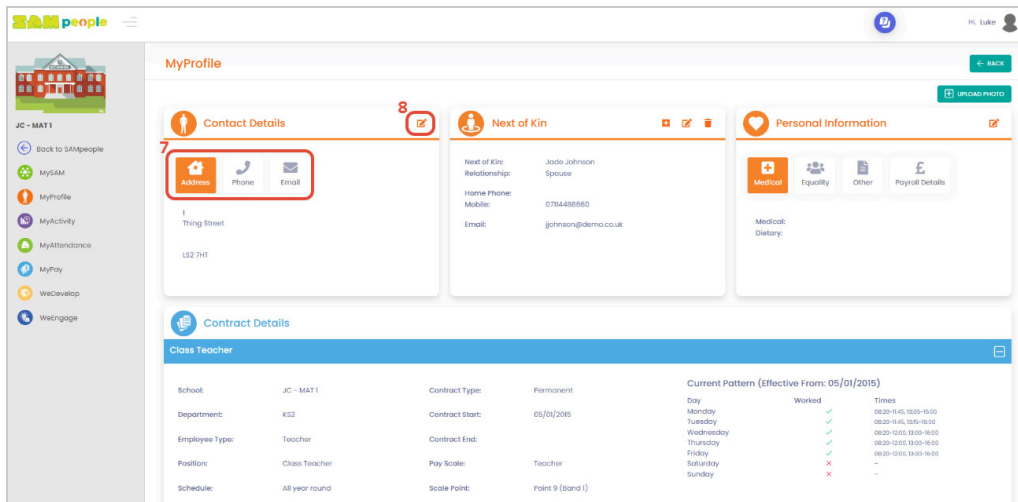
4. Select the action dots and click **Upload**.
5. Browse for a saved image file on your computer.
6. Click **Save Photo**.

The photo will save and be visible within **MySAM** and your employee record in SAMpeople.

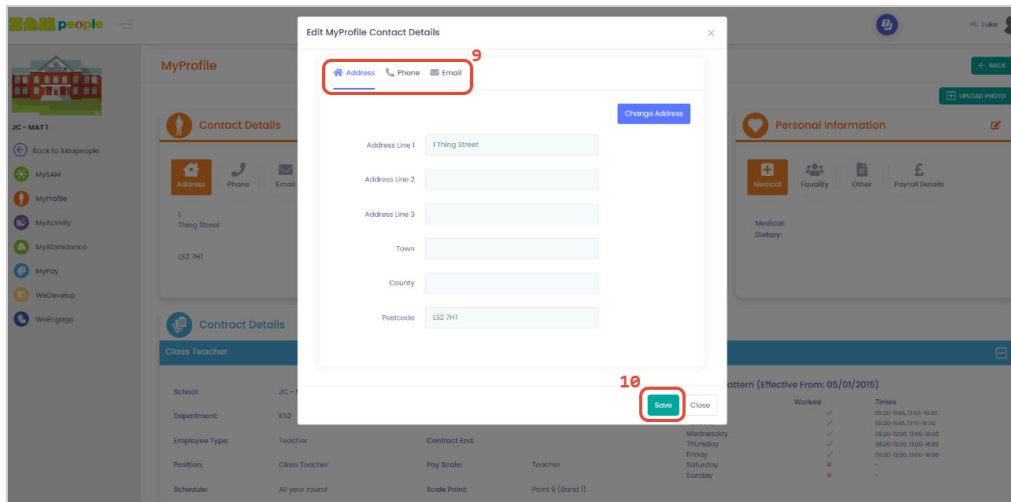


Contact Details

7. View your **Contact Details** by selecting the relevant header.
8. To edit any details select **Edit**.

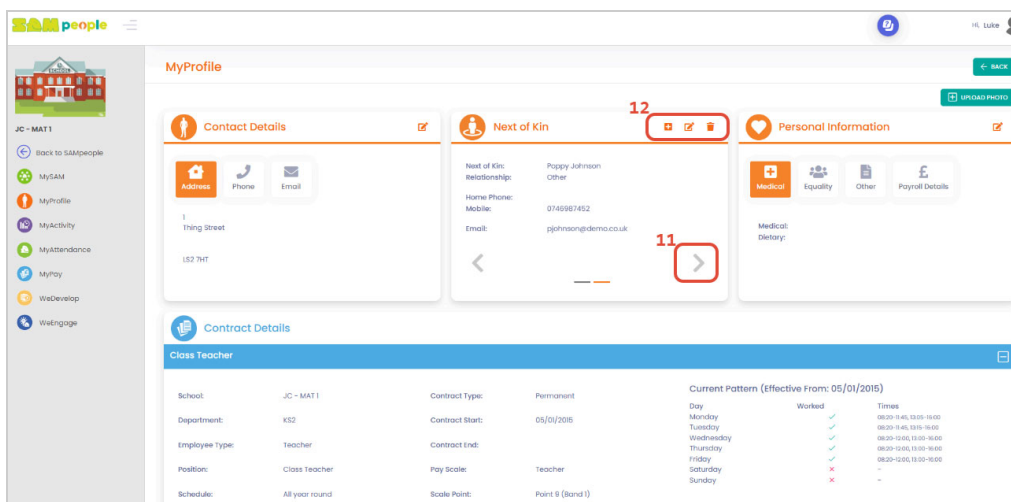


9. Select the tabs to update your details. *You cannot update your **Work Email**.
10. Click **Save** to save your changes.



Next of Kin

11. Use the the arrows to scroll through your current **next of kin** contacts.
12. You can add new NOK contacts and **edit & delete** existing contacts.



Adding Next of Kin

13. Select the **Add** symbol.
14. Complete the fields on the pop-out. Mandatory fields are denoted by an *.

- **First Name*** & **Surname***
- **Relationship Type***
- Address & Postcode
- Home Phone & Work Phone
- **Mobile Phone***
- Email Address

Click **Save**.

Add Next of Kin

First Name*
Enter first name

Surname*
Enter surname

Relationship Type*
Select a relationship type

Address:
Enter address

Postcode:
Enter postcode

Home Phone:
Enter home phone number

Work Phone:
Enter work phone number

Mobile Phone*
Enter mobile phone number

Email Address:
Enter email address

Save Close

Editing a Next of Kin

15. Select the **Edit** symbol.
16. Update the relevant fields and click **Save**.

Edit MyProfile Next of Kin

First Name:
Poppy

Surname:
Johnson

Relationship Type:
Other

Address:
Enter address

Postcode:
Enter postcode

Home Phone:
Enter home phone number

Work Phone:
Enter work phone number

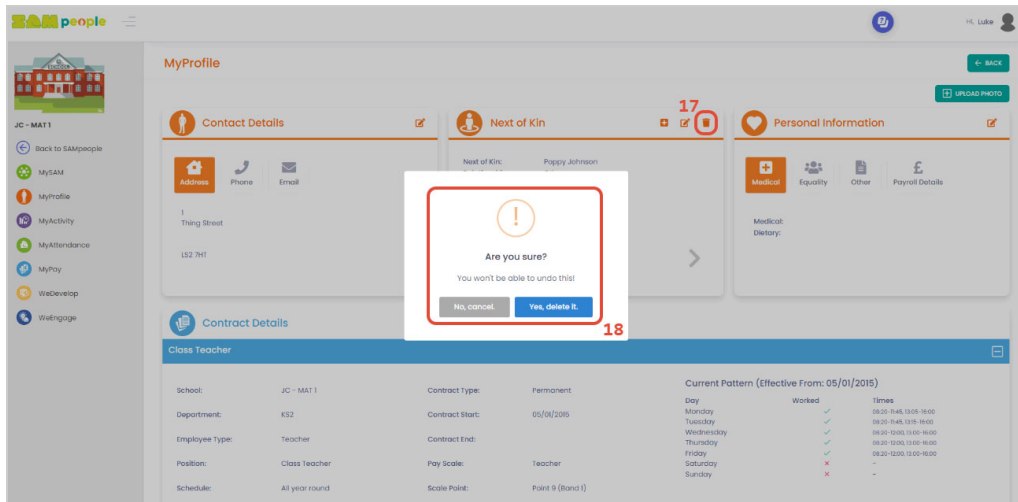
Mobile Phone:
0748987452

Email Address:
ppjohnson@demo.co.uk

Save Close

Delete a Next of Kin

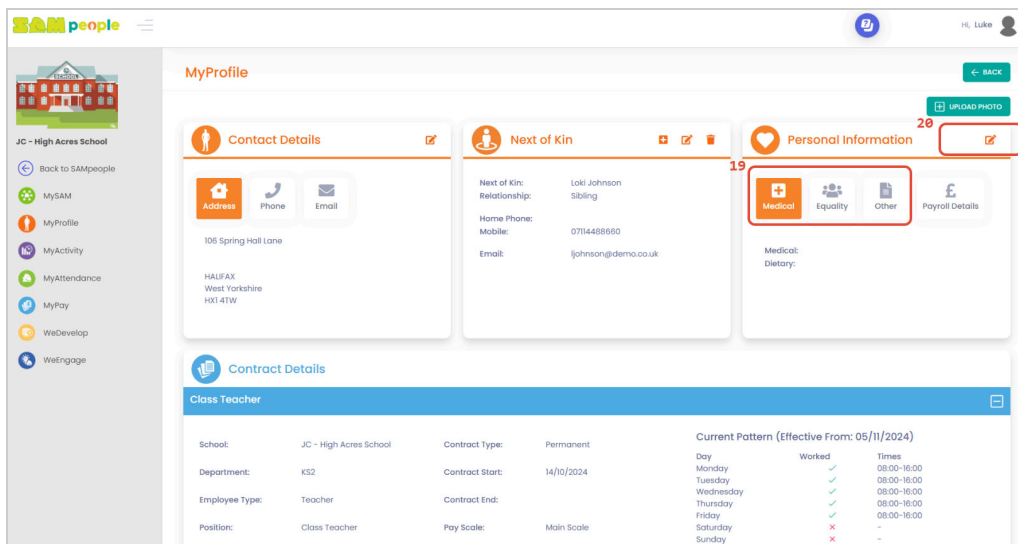
17. Scroll to the NOK you wish to delete and select the **Delete** symbol.
18. Select **Yes, delete it**.



Personal Information

19. View your **Personal Information** by selecting the relevant header

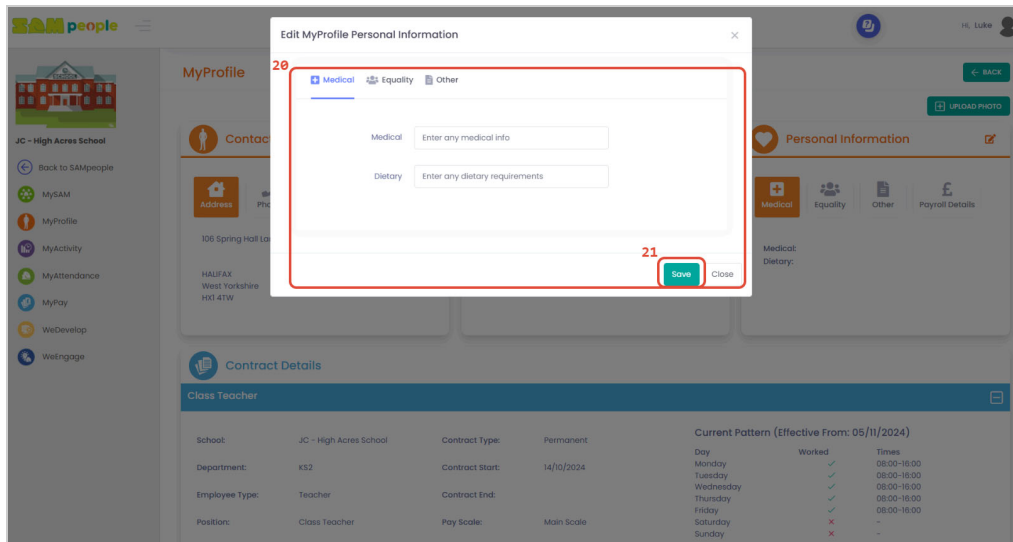
20. To edit any details select **Edit**.



21. Select the **tab** to update your details. *You cannot update your:

- DOB
- NI Number
- Payroll Number

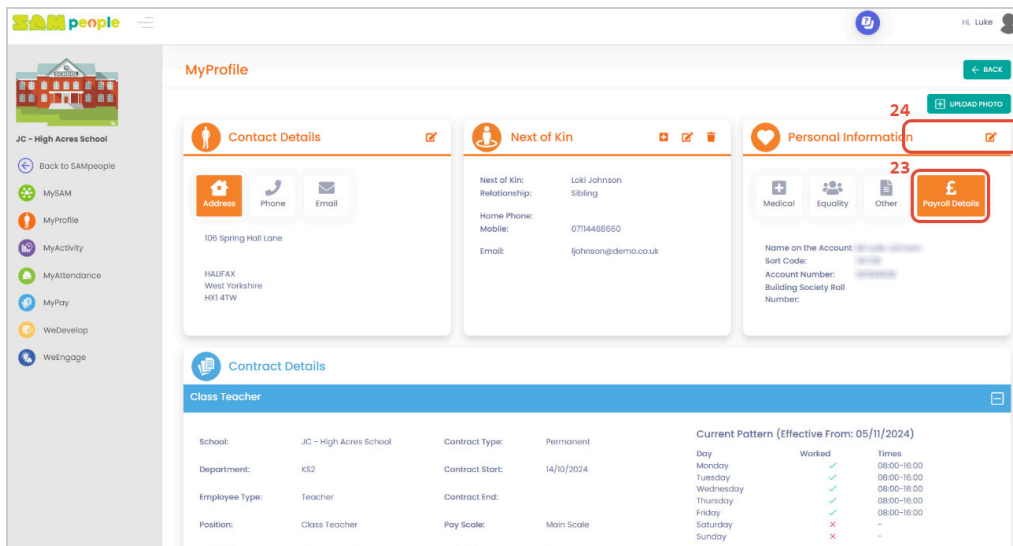
22. Click **Save** to save your changes.



Payroll Details

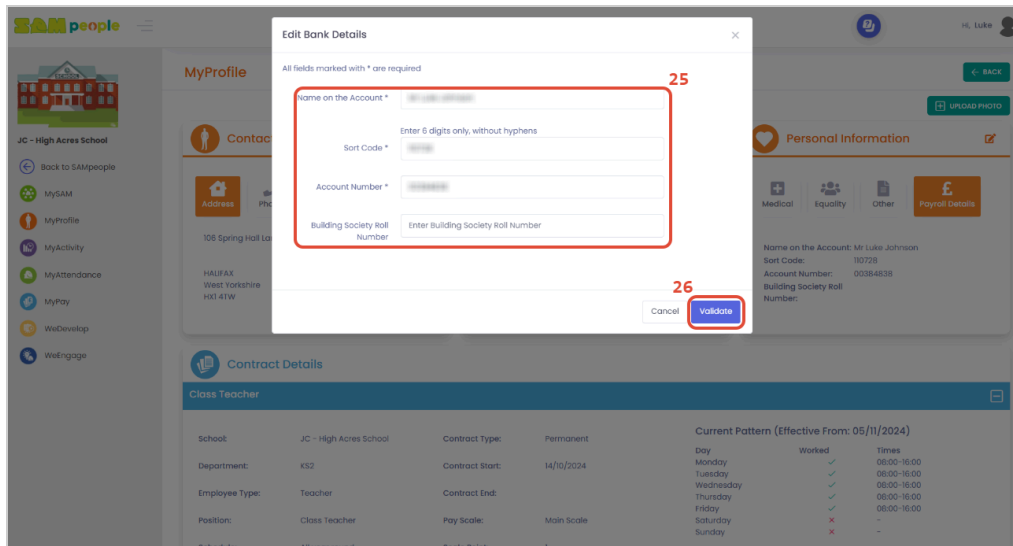
23. To update your Payroll Details, click on **Payroll Details**.

24. Click on the edit button.



25. Enter your payroll details.

26. Click **Validate**. This will ensure that your payroll details are correct.

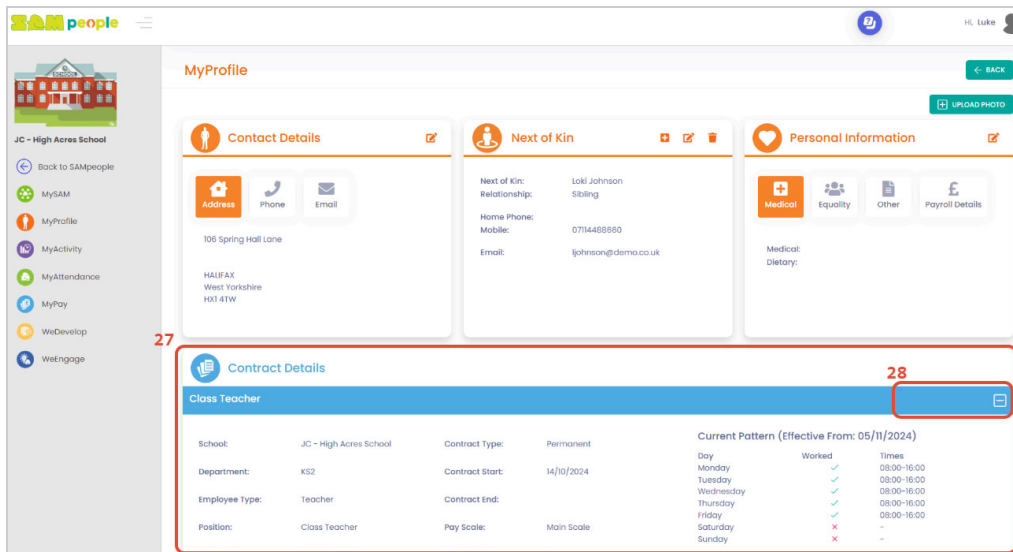


Contract Details

27. View your **Contract Details** within this section.

28. If you have multiple contracts, you can review them individually by clicking here.

You cannot edit any of this information; if changes need to be made, you will need to speak to your SAMpeople administrator.



Video - Managing Details in MyProfile