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## Button Index:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Guidance Notes]</td>
<td>Clicking on this button will take you to the Employee Self Service webpage where user guides, on-line demonstrations and FAQs can be found.</td>
</tr>
<tr>
<td>![Cancel]</td>
<td>Clicking on this button will cancel your current action.</td>
</tr>
<tr>
<td>![Back]</td>
<td>Clicking on this button will take you back to the previous page.</td>
</tr>
<tr>
<td>![Next]</td>
<td>Clicking on this button will take you to the next page.</td>
</tr>
<tr>
<td>![Submit]</td>
<td>Clicking on this button will submit the changes you have made.</td>
</tr>
<tr>
<td>![Return to Overview]</td>
<td>Clicking on this button will return you to the overview page.</td>
</tr>
<tr>
<td>![Update]</td>
<td>Clicking on this button will allow you to update the information currently recorded.</td>
</tr>
<tr>
<td>![Remove]</td>
<td>Clicking on this button will allow you to remove any incorrect information.</td>
</tr>
<tr>
<td>![Add]</td>
<td>Clicking on this button will allow you to add information.</td>
</tr>
<tr>
<td>![Add + Another]</td>
<td>Clicking on this button allows you to add information plus any additional information before submitting.</td>
</tr>
</tbody>
</table>
Viewing, Adding or Updating your Personal Information using HR Self Service within ICIS

Updating Personal Details:

1. Log into HR Self Service in one of the following ways:

<table>
<thead>
<tr>
<th>If you do not use ICIS already:</th>
<th>Existing ICIS users:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. You should use the link (<a href="https://icisremote.ad.ic.ac.uk/danana/auth/url_1/welcome.cgi">https://icisremote.ad.ic.ac.uk/danana/auth/url_1/welcome.cgi</a>). Use your College network username and password to login.</td>
<td>1. You should use the standard ICIS link (<a href="http://icis.imperial.ac.uk/">http://icis.imperial.ac.uk/</a>) and your College network username and password to login. HR Self Service has been added to your ICIS account so you will be able to find it in your ICIS navigator as an extra responsibility when you log in.</td>
</tr>
</tbody>
</table>

2. From the menu select **My Details**.

3. Select **Personal Details**. For guidance on how to update your **Education and Qualifications** please click [here](#).

4. The **Personal Details** page will open. From here you can view, update or add (if no information currently exists) the following information:
   - Preferred First Name, Previous Last Name and Suffix
   - Ethnic origin
   - Disability
   - Religion
   - Gender Identity
GUIDANCE NOTES

- Sexual Orientation
- Personal Phone Numbers
- Main Address
- Additional Address
- Emergency Contact Details

To amend any personal details that are not found in self service e.g. Last Name, please contact your local HR team, as any changes to these fields require further verification. An example of when further verification is required is when a change in Last Name following marriage is requested. In this scenario, HR would need to view and take a copy of the marriage certificate before updating any details within ICIS.

You can find your HR contacts here: http://www3.imperial.ac.uk/hr/contactus.

NOTE: Please do not use the back button on your internet browser to return to the previous page. Please use the BACK button provided on the pages where you can review your information to navigate around the system.

5. Click the View/Update button next to the item(s) you would like to update.

6. Select either Amend current details or Enter new information and click on Next to continue.

NOTE: Select Amend current details, if you wish to correct the information that already exists in your ICIS record or select Enter new information, if you wish to add information that is not currently recorded in your ICIS record.

7. If you are amending your current details, either overtype what is already entered in the relevant field, or select the relevant option from the pick list (if applicable) by clicking on the down arrow at the end of the field. If no
information already exists, you can also enter information missing from your ICIS record.

8. Once you have made your change(s), click the Next button to continue.

9. On the Personal Details: Review page, click on the Submit button to submit your changes.

10. A confirmation message will be displayed as below:

11. If you have finished and would like to exit the system, click on Logout at the top of the page. To review any other personal information, please click on the Return to Overview button to return to the Personal Details page.
Emergency Contact Details:

You are able to Update, Remove or Add an Emergency Contact’s details by clicking on the relevant button.

Update:

1. To update an emergency contact’s details, select the contact and click on the **Update** button.

2. Update the fields you wish to amend and then click on the **Next** button.

3. On the **Personal Details: Review** page, click on the **Submit** button to submit your changes.
4. A confirmation message will be displayed as below:

![Confirmation message]

5. If you have finished and would like to exit the system, click on **Logout** at the top of the page. To review any other personal information, please click on the **Return to Overview** button to return to the **Personal Details** page.

**Remove:**

1. To remove an emergency contact, select the relevant contact and click on the **Remove** button.

2. In the **End Date** field either type in the relevant end date in the following format: 23-APR-2014 or select the date using the calendar icon.

   ![Remove Contact]

3. Click on the **Next** button.
4. On the **Personal Details: Review** page, click on the **Submit** button to submit your changes.

![Image of Personal Details: Review page]

5. A confirmation message will be displayed as below:

![Image of confirmation message]

6. If you have finished and would like to exit the system, click on **Logout** at the top of the page. To review any other personal information, please click on the **Return to Overview** button to return to the **Personal Details** page.

**Add:**

1. To add an emergency contact’s details, click on the **Add** button.

2. Complete all relevant fields and where required, select the relevant option from the pick list by clicking on the down arrow at the end of the field.
3. Click on the **Next** button.

4. On the **Personal Details: Review** page, click on the **Submit** button to submit your changes.
5. A confirmation message will be displayed as below:

![Confirmation](image)

Your changes have been saved to the College HR System.

![Return to Overview](image)

7. If you have finished and would like to exit the system, click on Logout at the top of the page. To review any other personal information, please click on the Return to Overview button to return to the Personal Details page.
Updating Education and Qualifications details:

1. Log into HR Self Service in one of the following ways:

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2. From the menu select **My Details**.

![My Details](image1)

3. Select **Education and Qualifications**.

![Education and Qualifications](image2)

4. The **Education and Qualifications** page will open. From here you can update, add (if no information currently exists) or delete (if applicable) the following information:
   - Further and Higher Education Qualifications
   - Academic Teaching Qualification (ATQ)
Further and Higher Education Qualifications:

Add:

1. To add a qualification, click on the **Add Qualification** button.

2. To enter the **Type** of qualification, click on the magnifying glass icon at the end of the field.

3. Leave the **Search by Name** field blank and click on the **Go** button. The full list of options available will then be displayed as below:
4. Click on the **Quick Select** icon next to the relevant qualification type, which will return you to the **Add Education and Qualifications** page.

5. Complete the remaining fields as required and then click on the **Next** button.

6. On the **Education and Qualifications: Review** page, click on the **Submit** button to submit your changes.
7. A confirmation message will be displayed as below:

8. If you have finished and would like to exit the system, click on **Logout** at the top of the page. To review any other education and qualifications information, please click on the **Return to Overview** button to return to the Education and Qualifications page.

**Update:**

1. To update a qualification, click on the **Update (pencil) icon** against the relevant qualification.

2. On the **Update Education and Qualifications** page, update the relevant fields.

   **NOTE:** You are not able to update the qualification type on this page, to update the type, please delete the qualification and re-enter (please see further notes on how to delete qualifications below on page 16).

3. Click on the **Next** button.
4. On the Education and Qualifications: Review page, click on the Submit button to submit your changes.

5. A confirmation message will be displayed as below:

   Your changes have been saved to the College HR System.

6. If you have finished and would like to exit the system, click on Logout at the top of the page. To review any other education and qualifications information, please click on the Return to Overview button to return to the Education and Qualifications page.

Delete:

1. To delete a qualification, click on the Delete (dustbin) icon against the relevant qualification.
2. On the Education and Qualifications: Review page, click on the Submit button to submit your changes.

3. A confirmation message will be displayed as below:

4. If you have finished and would like to exit the system, click on Logout at the top of the page. To review any other education and qualifications information, please click on the Return to Overview button to return to the Education and Qualifications page.

Academic Teaching Qualification (ATQ):

NOTE: You will not be able to view any ATQs where the end date of the ATQ has already passed, including those that you have just entered into the system.

Add:

1. To add an ATQ, click on the Add Academic Teaching Qualifications button.
2. To enter the type of ATQ, click on the down arrow at the end of the field.

3. Complete the remaining fields as required and then click on the Next button if this is the only ATQ you wish to enter or Add Another if you wish to add an additional ATQ(s).

4. On the Academic Teaching Qualifications: Review page, click on the Submit button to submit your changes.

5. A confirmation message will be displayed as below:

7. If you have finished and would like to exit the system, click on Logout at the top of the page. To review any other academic teaching qualification
information, please click on the Return to Overview button to return to the Education and Qualifications page.

Update:

1. To update an ATQ, click on the Update (pencil) icon against the relevant qualification.

2. On the Update Academic Teaching Qualifications page, update the relevant field(s).

3. Click on the Next button.

4. On the Academic Teaching Qualifications: Review page, click on the Submit button to submit your changes.

5. A confirmation message will be displayed as below:

6. If you have finished and would like to exit the system, click on Logout at the top of the page. To review any other academic and teaching qualification information, please click on the Return to Overview button to return to the Education and Qualifications page.
Delete:

1. To delete an ATQ, click on the **Delete (dustbin)** icon against the relevant qualification.

2. On the **Academic Teaching Qualifications: Delete** page, click on the **Submit** button to submit your changes.

3. A confirmation message will be displayed as below:

4. If you have finished and would like to exit the system, click on **Logout** at the top of the page. To review any other academic and teaching qualification information, please click on the **Return to Overview** button to return to the **Education and Qualifications** page.