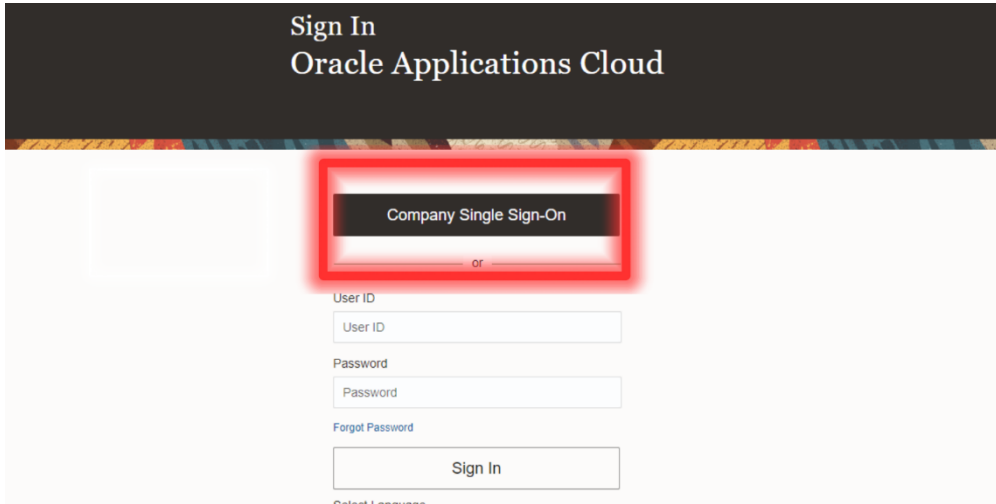


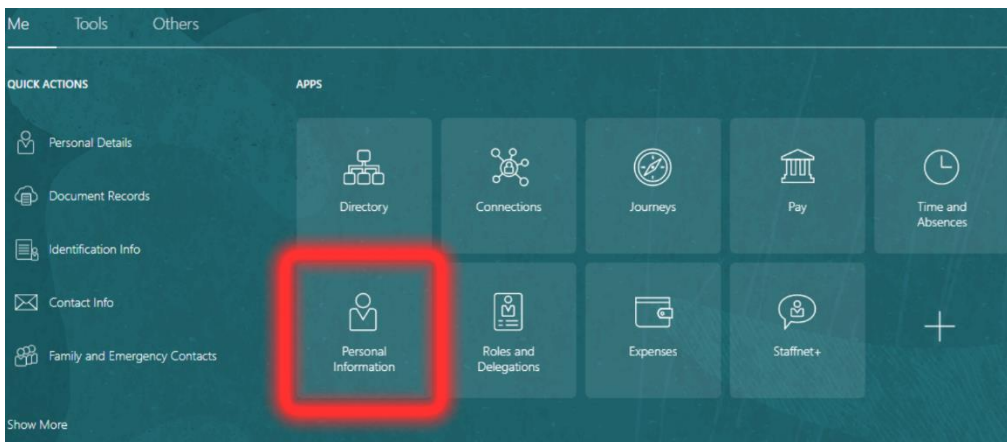
## Step by step guide for reviewing your details in Oracle Fusion

All staff must review and update their personal details by **15 April 2024**.

To review and update the details we hold on file for you, including contact details and personal information, log onto Fusion and follow the steps below:

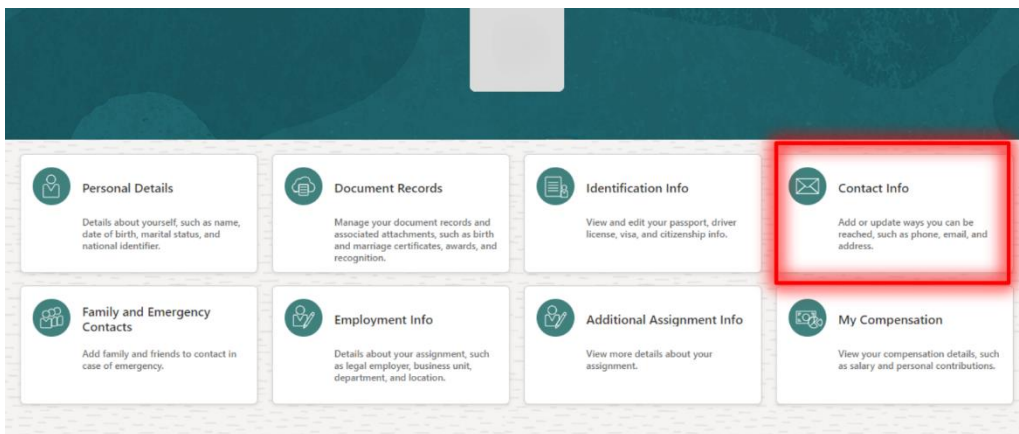


First, [log into Oracle Fusion](#).

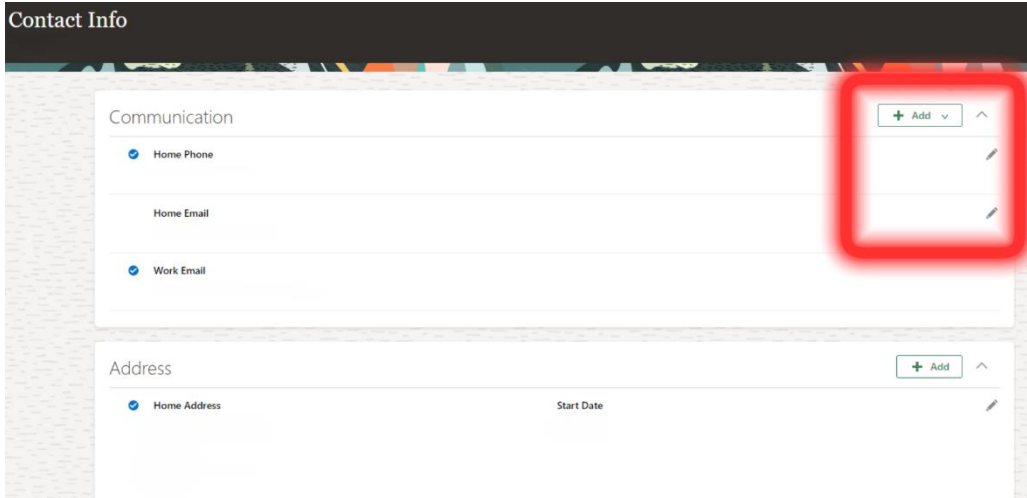


Next, click the 'personal information' tile.

## Reviewing contact information

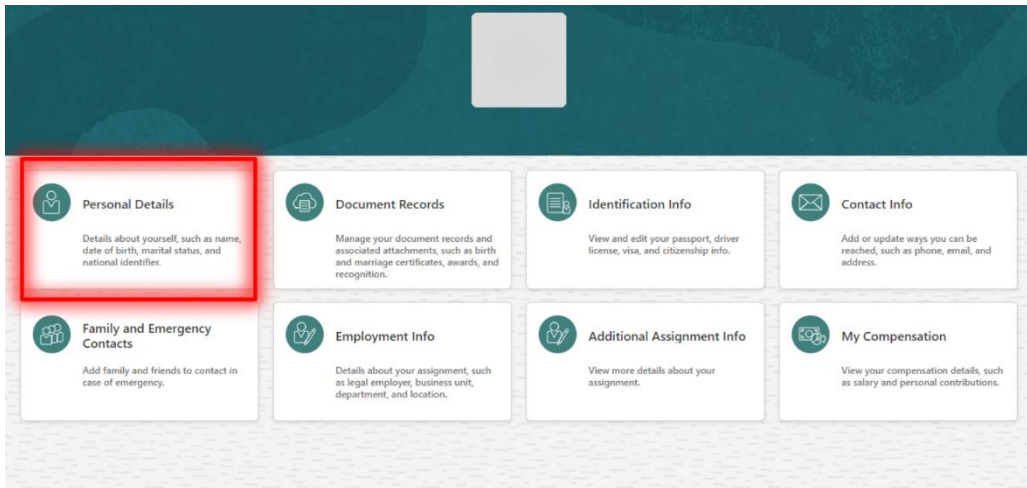


To check the contact details we hold for you, click into the 'Contact Info' tile.

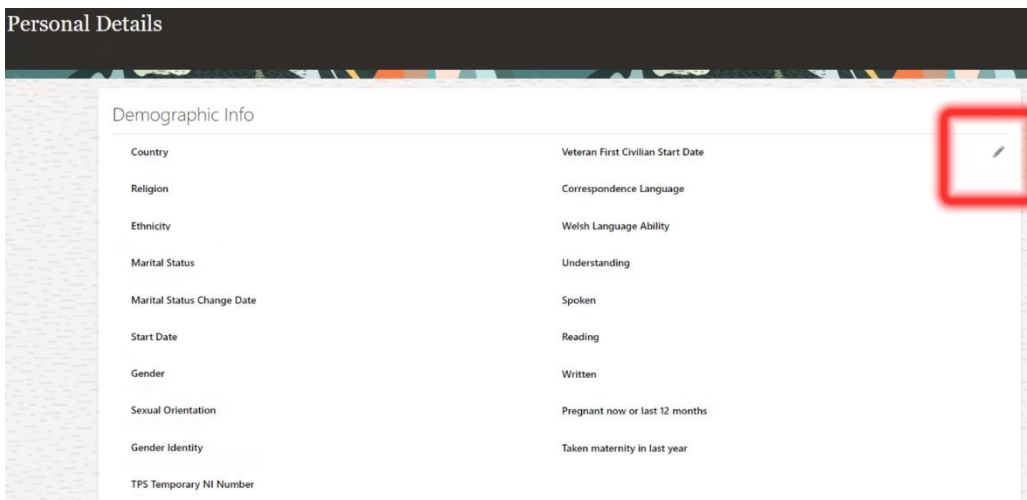


To update your information, or to add new details, click into the pencil on the right-hand side of your screen.

### Reviewing personal details



To check the personal details we hold for you, click the 'Personal Details' tile.



To update your information, or to add new details, click into the pencil on the right-hand side of your screen.

Sexual Orientation  
Pregnant now or last 12 months

Gender Identity  
Taken maternity in last year

TPS Temporary NI Number

National Identifiers

Biographical Info

**Disability Info** + Add

Disability Code	Last Updated Date
Category	Last Updated By
Valid	

Please also remember to click into the 'Disability Info' at the bottom of the screen and add your information if the form hasn't already been completed. Example of completed information shown below, circled in green, if this section is blank, please press '+Add' and complete form.

### Reviewing family and emergency contacts

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.

My Compensation  
View your compensation details, such as salary and personal contributions.

Lastly, to review your family and emergency contacts, click into the 'Family and Emergency Contacts' tile.

Family and Emergency Contacts

My Contacts

+ Add

To add more contacts, click the '+Add' button.