Update you Personal Detail, Emergency contact or Address

1 Navigate to "Employee"
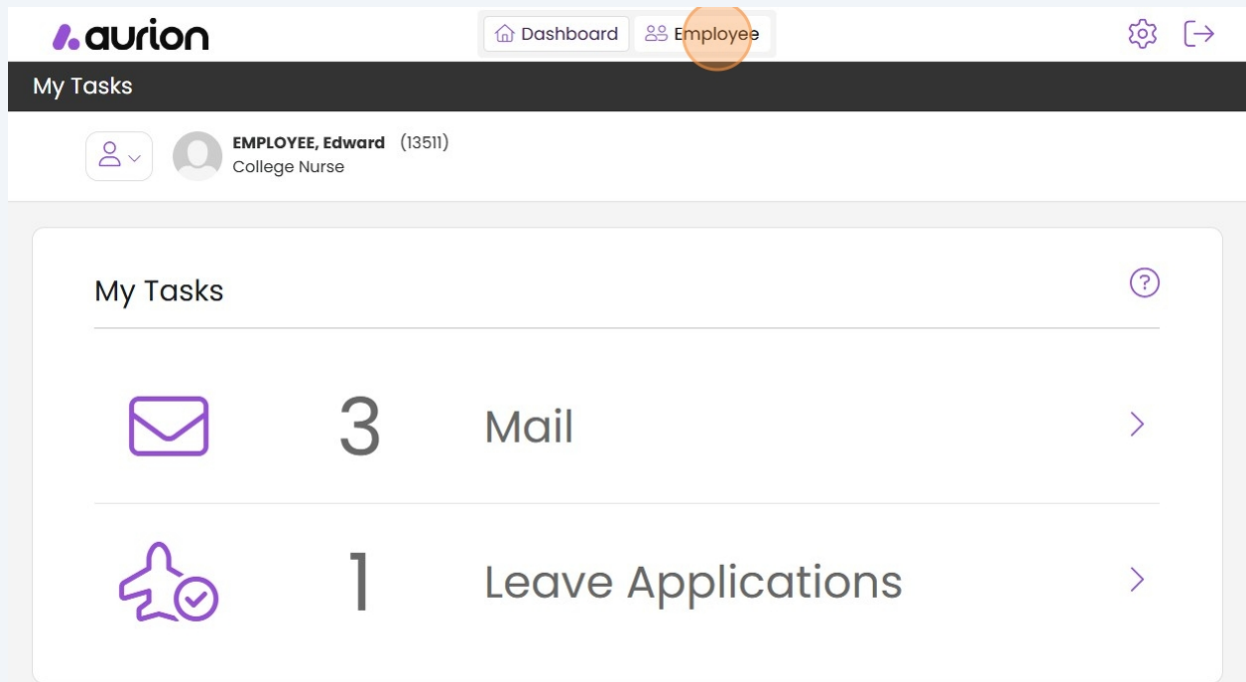
aurion
Dashboard   Employee

My Tasks

EMPLOYEE, Edward   (13511)
College Nurse

My Tasks   ?

3   Mail   >

1   Leave Applications   >

2 Click "Personal"

3 Click this button to edit your Personal Details

4 Once you reviewed and updated your changes, Click "Save"

SUBURB:	Sydney
STATE:	NSW
COUNTRY:	Australia (AU)

POSTAL ADDRESS (?)

SAME AS HOME ADDRESS: Yes ●

OTHER DETAILS (?)

EMPLOYEE NO:

Back **Save**

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5 Scroll Down to Emergency Contact section and Click "Add"

EMAIL: eemployee@tasc.nsw.edu.au

ADDRESS DETAILS (?)

HOME ADDRESS: 100 George Street, Sydney, NSW, 2000, Australia

POSTAL ADDRESS: Same as Home Address

Emergency Contacts   Add (?)

Name	Priority	Relationship	Contact Number
Edwina Emploiyee	1	Wife	0411111111

Dependants   Add (?)

No results found.

6 Update your contact detail

aurion   🏠 Dashboard   👥 Employee   ⚙   ↪

Emergency Contact Details

👤⌄ 🔘 **EMPLOYEE, Edward** (13511)
College Nurse

Emergency Contact Details   ⑦

PRIORITY:

NAME:

RELATIONSHIP: 🔍

NEXT OF KIN: 🔘 No

HOME:

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7 Click "Save"

POST CODE: 🔍

SUBURB:

STATE:

COUNTRY: 🔍

COMMENTS:

Back   **Save**

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