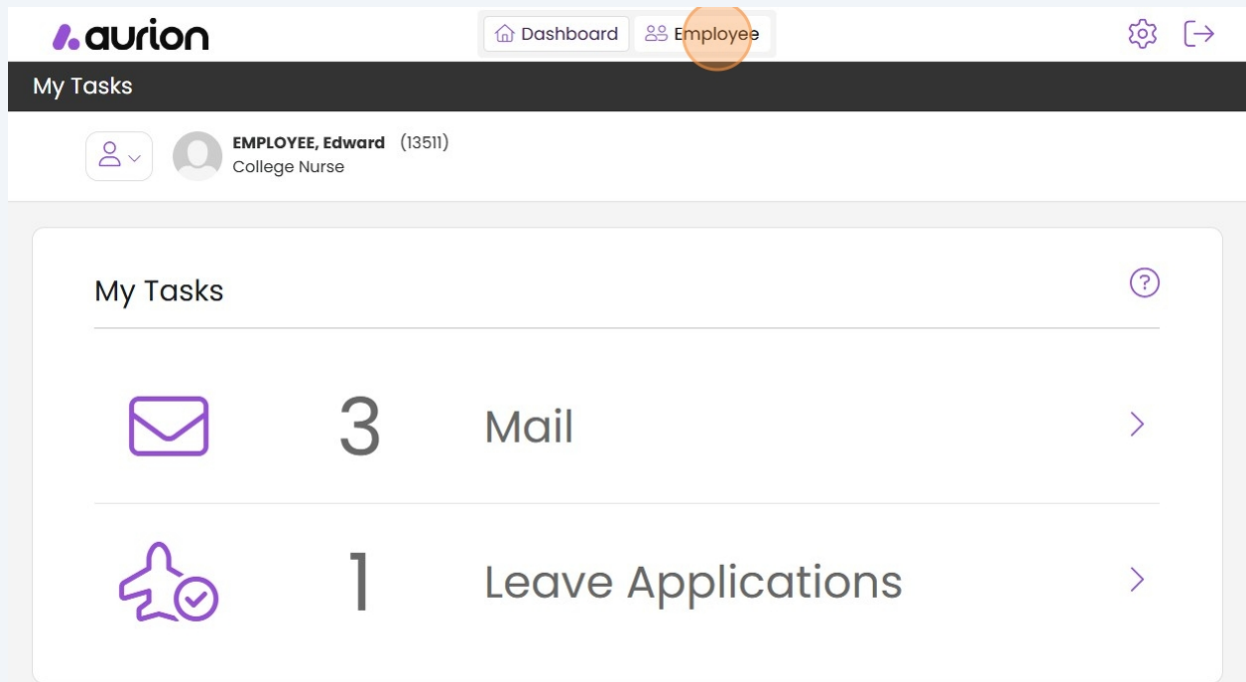


# Update you Personal Detail, Emergency contact or Address

1 Navigate to "Employee"



## 2 Click "Personal"

The screenshot shows the Aurion dashboard interface. At the top, there is a navigation bar with the Aurion logo, a 'Dashboard' button, and an 'Employee' button. A dropdown menu is open from the 'Employee' button, with the 'Personal' option highlighted. Below the navigation bar, the 'My Tasks' section is visible, showing a list of tasks: 'Mail' with 3 items and 'Leave Applications' with 1 item. The user profile 'EMPLOYEE, Edward (13511) College Nurse' is displayed at the top of the main content area.

**aurion** Dashboard Employee

**My Tasks**

EMPLOYEE, Edward (13511)  
College Nurse

**Personal**

- HR Profile
- Work History
- Medical Summary

**My Tasks**

- 3 Mail
- 1 Leave Applications

## 3 Click this button to edit your Personal Details

The screenshot shows the 'Personal' page in the Aurion system. The page header includes the Aurion logo, 'Dashboard', and 'Employee' buttons. The 'Personal' section is active, displaying the user profile 'EMPLOYEE, Edward (13511) College Nurse'. Below the profile, the 'Personal Details' section is shown, containing fields for 'FULL NAME', 'GIVEN NAMES', 'PREFERRED NAME', and 'DATE OF BIRTH'. The 'CONTACT DETAILS' section is also visible, showing 'PERSONAL PHONE' and 'PERSONAL MOBILE'. An 'Edit' button (pencil icon) is located in the top right corner of the 'Personal Details' section.

**aurion** Dashboard Employee

**Personal**

EMPLOYEE, Edward (13511)  
College Nurse

**Personal Details**

FULL NAME: Mr Edward Employee

GIVEN NAMES: Edward

PREFERRED NAME: Edward

DATE OF BIRTH: 01/07/2000

**CONTACT DETAILS**

PERSONAL PHONE:

PERSONAL MOBILE: 0400000000

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

SUBURB:

Sydney

STATE:

NSW

COUNTRY:

Australia (AU)

Q

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 Employiye	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**

PRIORITY:

NAME:

RELATIONSHIP:

NEXT OF KIN: ☐ No

HOME:

## 7 Click "Save"

POST CODE:

SUBURB:

STATE:

COUNTRY:

COMMENTS:

[Back](#)

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