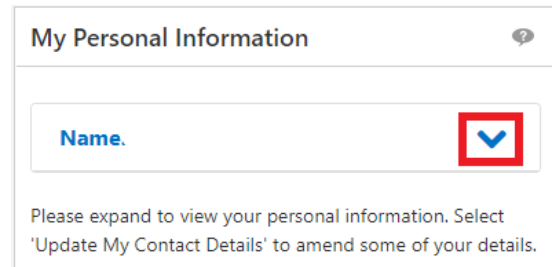


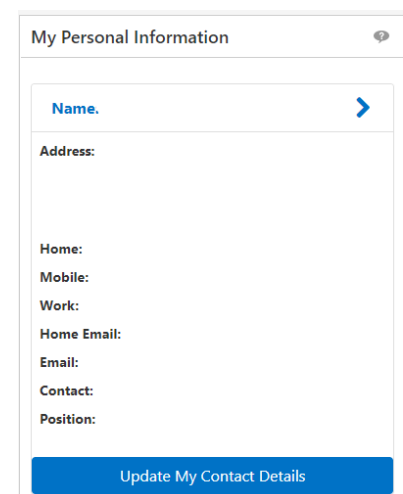
How to update your Personal Information held on ESR

From the main MyESR home screen

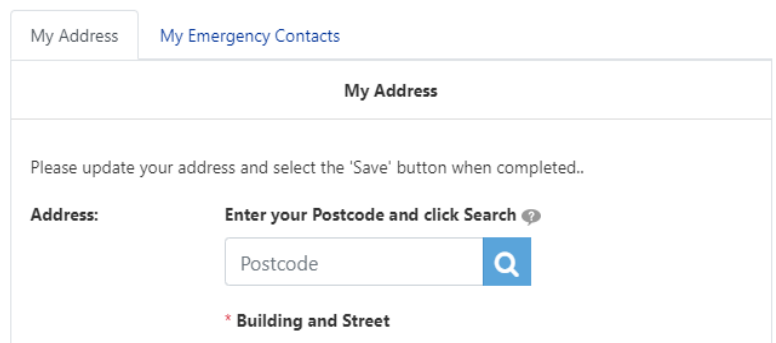
1. Go to the **My Personal Information** box (portlet) and click on the arrow next to your name.
(This portlet is collapsed by default as it contains sensitive information.)



2. Click on **Update My Contact Details.**



3. This will open a screen which shows your address, telephone and email details.
4. You can either update your address and contact details by clicking in the relevant field and changing the details OR click on “My Emergency Contacts” to update your emergency contact details.



5. When you're finished with the changes click the “Save” button to update ESR.

