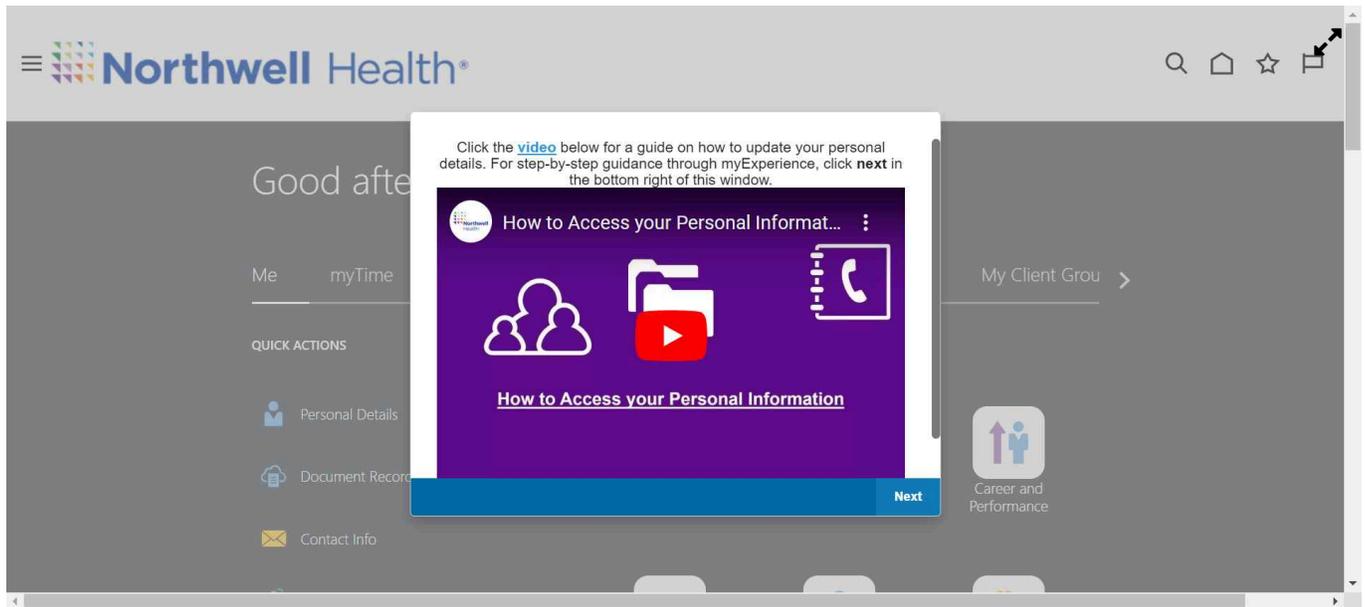# Manage My Personal Details
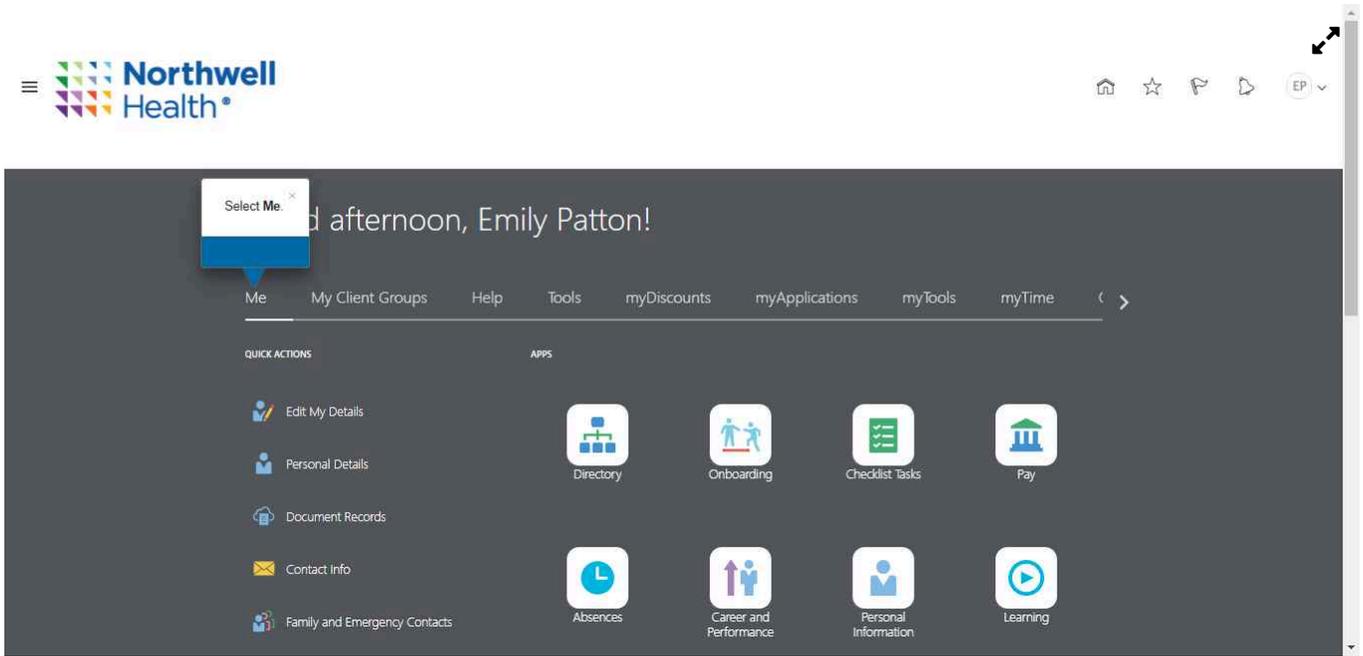
Last Updated: 09/19/2023 02:46 AM

STEP 1

Click the **video** below for a guide on how to update your personal details. For step-by-step guidance through myExperience, click **next** in the bottom right of this window.
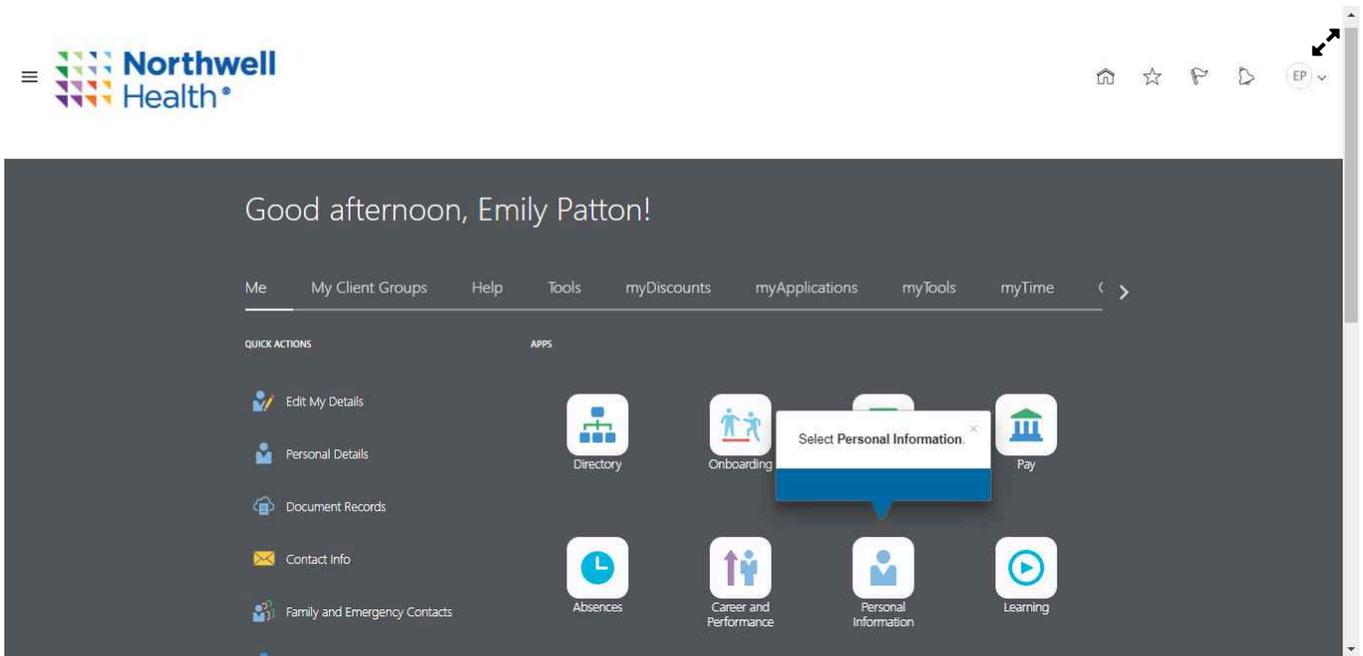

How to Access your Personal Information - myExperience
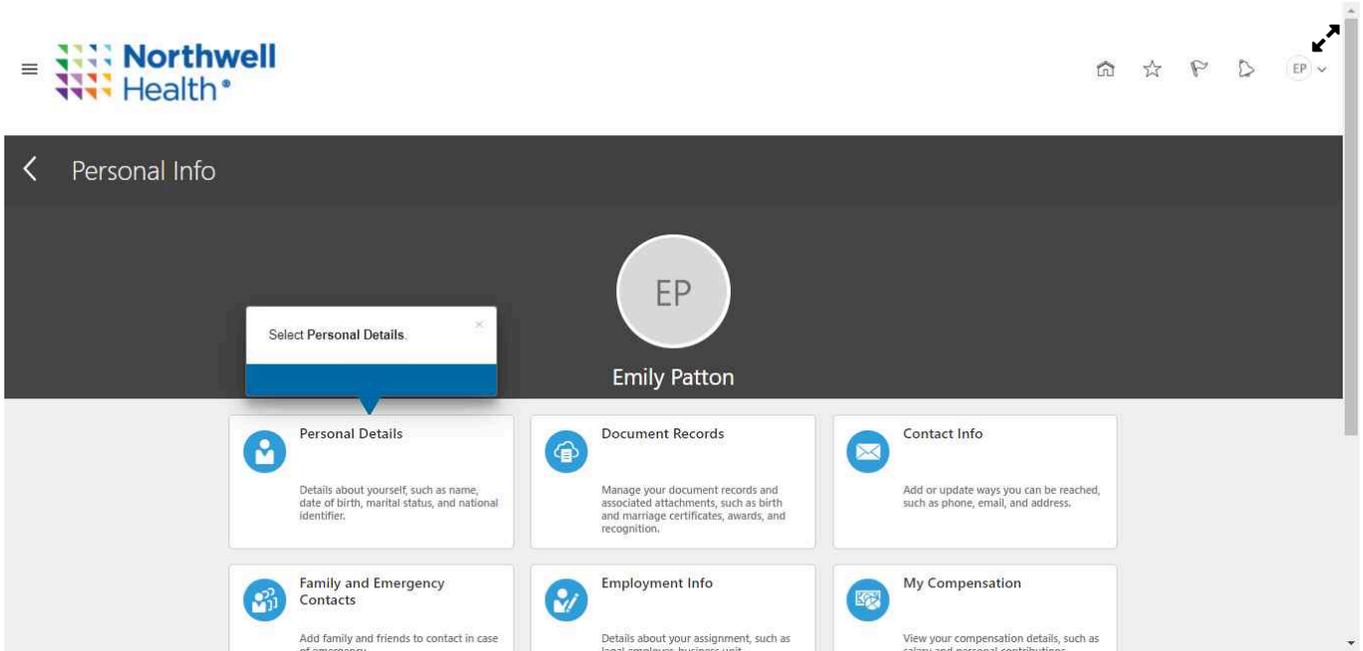
STEP 2

Select **Me**.

STEP 3

Select **Personal Information**.

STEP 4

Click **Home**.

STEP 5

Select **Personal Details**.

STEP 6

Select the ✏ pencil icon for the section where data should be updated.

STEP 7

Fill in mandatory and pertinent fields then select **Submit** or select **Cancel.**

STEP 8

Fill in mandatory and pertinent fields then select **Submit** or select **Cancel.**

STEP 9

This completes the guide.