

Change of details

You will be able to change and update your personal details on the Partner Portal. Please note, that you may not be able to edit some of the fields as partners have restricted access.

A full list of guidance has been presented below regarding the field/s that you are **allowed** / **not allowed** to amend. **Do not use any punctuation marks or any other symbol, whenever you amend your personal details.**

If you would like to update fields that have restricted access you will need to contact the Partner team on 0207 840 9737 or by email at partnerstest@hcpc-uk.org.

In this session, we will examine the following actions:

- How to view your personal details
- How to amend your personal details.

1. Log into the Partner Portal. From the User Profile, click on **My Profile**.

The screenshot shows the hcpc Partner Portal interface. At the top, there is a navigation bar with the hcpc logo, a 'Quick Jump' dropdown menu, and a user profile icon labeled 'TEST PARTNER TE...'. Below this is the user profile header for 'Test Partner Test Partner', a Visitor, with a 'My Profile' button and a '60%' profile completeness indicator. A sidebar on the left contains navigation options: My Role, Unavailability, Performance Assessments, Agreement Renewal, Training, Group, and Partner Recruitment. The main content area is divided into two sections: 'My Appointments' and 'Service Details'. The 'My Appointments' section lists three roles: Panel Member (ID 502437-1), Cpd Assessor (ID 502441-1), and Panel Chair (ID 502436-1), all with a start date of 04 Aug 2017. The 'Service Details' section shows: Length of Service: 01 Month 04 Weeks; Continuous Length of Service: -- Years; Continuous Service Start Date: None.

2. This will direct you to the **Partner Detail** screen. Click on **Save** after you have updated your personal details.

Partner Detail

Next of Kin

Known As

Contacts

Dependents

Documents

+ Diversity

+ Contract

+ Time Management

+ Learning and Development

+ Other Information

Important - You are required to complete the 'My Next Of Kin Details' fields without using punctuation e.g. , ; . ? () [] # *

Forename Surname

Relationship Phone

Comments

Address ⋮

Save

3. Under '**Partner Detail**' there are four sub-tabs:

- **Next of Kin** – You **are able** to edit the '**Next of Kin**' by clicking on the details button [...]
- **'Known As'**: You **are not able** to edit this, only to view the relevant details. Contact the Partner team if necessary.
- **'Contacts'**: You **are able** to edit all fields.
- **'Documents'**: You **are able** to upload documents for your own use.

Partner Detail

Next of Kin

Known As

Contacts

Dependents

Documents

+ Diversity

+ Contract

+ Time Management

+ Learning and Development

+ Other Information

Important - You are required to complete the 'My Next Of Kin Details' fields without using punctuation e.g. , ; . ? () [] # *

Forename Surname

Relationship Phone

Comments

Address ⋮

Save

Please click on the details button to update the next of kin address details

Please make sure that you always keep your **Primary Email Address** and your **My Address Details** up to date.

The screenshot shows the 'Partner Detail' page. On the left is a navigation menu with options: Next of Kin, Known As, Contacts (highlighted), Dependents, Documents, Diversity, Contract, Time Management, Learning and Development, and Other Information. The main content area has a warning: 'Important - You are required to complete the 'My Contact Details' fields without using punctuation e.g. , ; . ? () [] # * with the exception of your email addresses.' Below this is a table for contact details:

Name	Text	
Primary Email Address	partner.test@hcpc-uk.org	...
Primary Phone Number		...
Secondary Email Address		...
Secondary Phone Number		...
Work Phone Extension Num...		...

Below the contact details is the 'My Address Details' section:

Type	Line1	
Default Home Address	Park House 184 Kennington Road London SE11 4BU United Kingdom	...

Two red callout boxes with arrows point to the '...' buttons in the contact and address tables. The first callout says: 'Please click on the details button to update your primary email address'. The second callout says: 'Please click on the details button to update your permanent address'.

4. Under **Partner Detail** you will find **Diversity**. There are two sub-tabs.

a. **Background:** You **are able** to amend the following.

- a. Gender
- b. Sexual Orientation
- c. Previous Surname
- d. Ethnic Origin
- e. Nationality
- f. Citizenship
- g. Country of Origin
- h. Religion
- i. Member of the Travelling Community

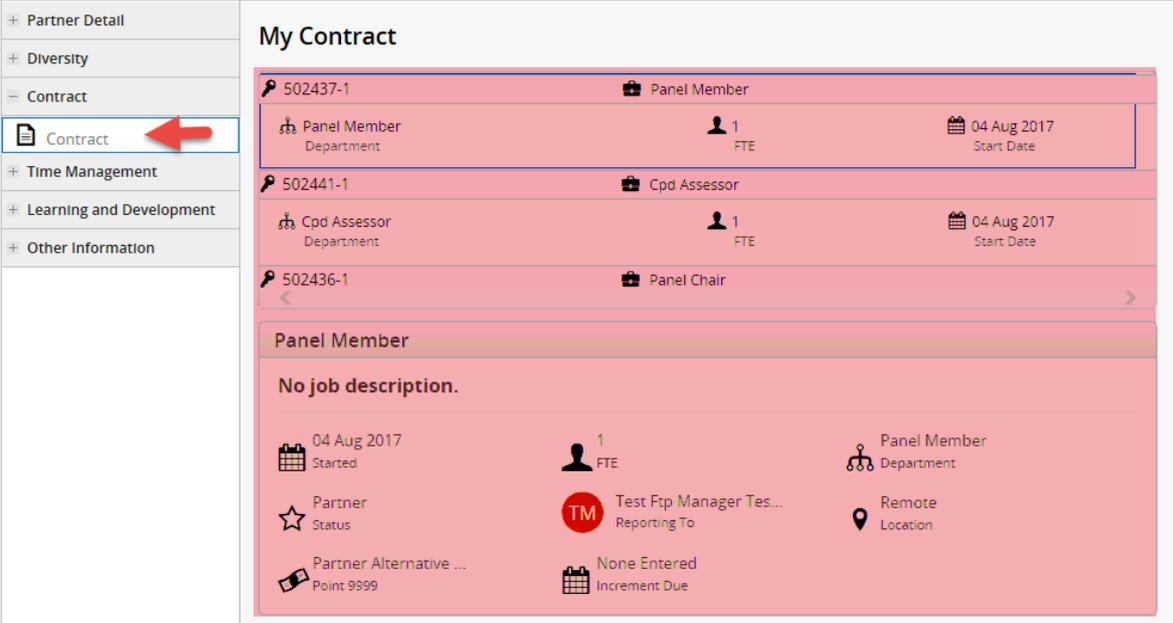
You can also insert **Notes**

b. **Background:** You **are not able** to edit this, only to view the relevant details. Contact the Partner team if necessary.

- a. Gender Identity
- b. Date of Birth
- c. National Identity 1
- d. National Identity 2
- e. Time Living in the UK

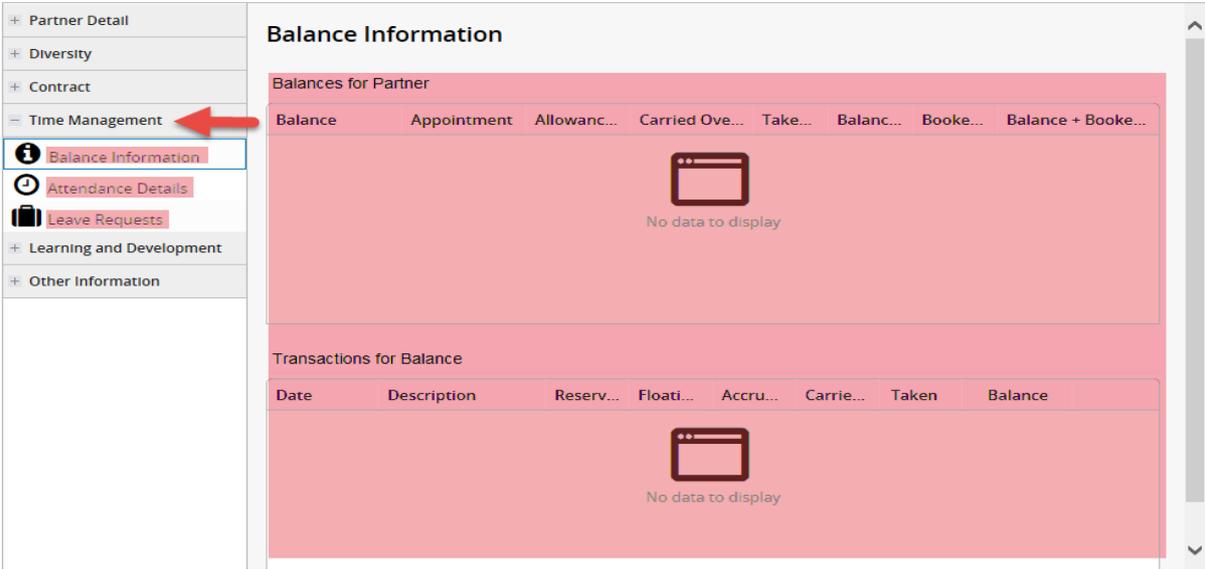
5. **Disability:** You **are not able** to edit this, only to view the relevant details. Contact the Partner team if necessary.

6. **Contract:** You **are not able** to edit this, only to view the relevant details. Contact the Partner team if necessary.



7. **Time Management:** There are three sub-tabs. You **are not able** to edit this, only to view the relevant details. Contact the Partner team if necessary.

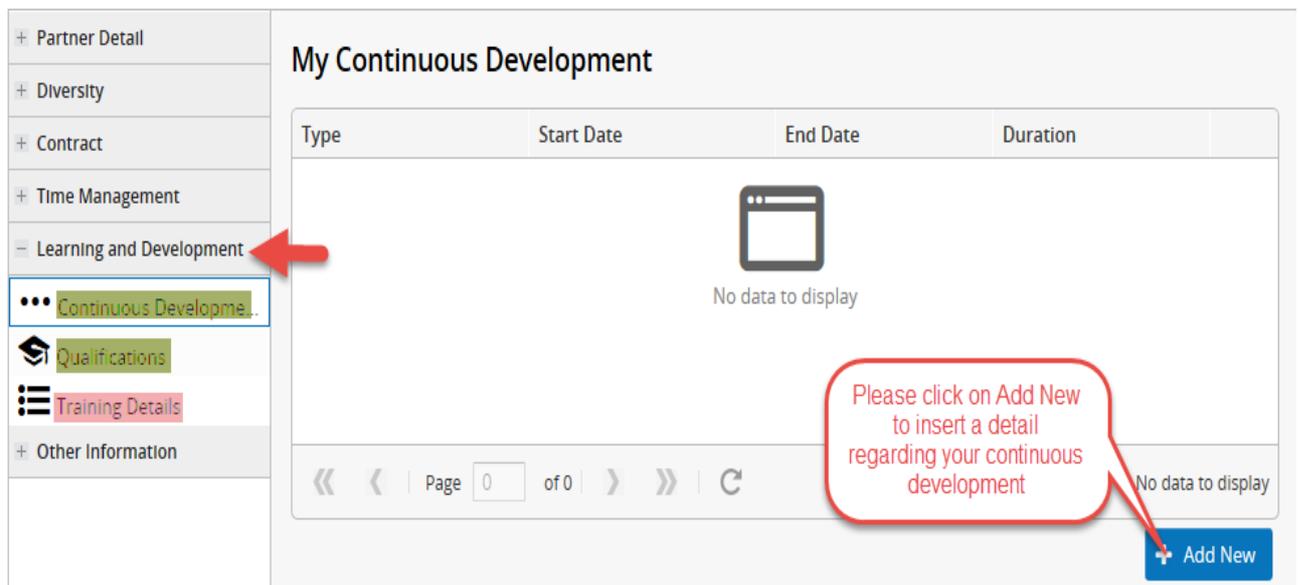
- a. **Balance Information**
- b. **Attendance Details**
- c. **Leave Requests**



8. **Learning and Development:** There are three sub-tabs.

- a. **Continuous Development:** You **are able** to edit this field.
- b. **Qualifications:** You **are able** to edit this field.
- c. **Training Details:** You **are not able** to edit this, only to view the relevant details.

Please contact the Partner team if necessary.



9. **Other Information:** There are five sub-tabs.

- a. **Dietary Requirements:** You **are allowed** to edit that field.
- b. **Ftp Correspondence Address (for FTP roles use only):** You **are allowed** to edit that field. Please note that this is to be used for temporary postal address only.
- c. **HCPC Registration Number:** You **are not allowed** to edit that field, only view it.
- d. **Planned End Date:** You **are not allowed** to edit that field, only view it.
- e. **Sage Number:** You **are not allowed** to edit that field, only view it.
- f. **Visa Requirements:** You **are not allowed** to edit that field, only view it.

Please contact the Partner team if necessary.

Partner Detail

Diversity

Contract

Time Management

Learning and Development

Other Information

Dietary Requirements

Ftp Correspondence A...

Hcpc Registration Num...

Planned End Date

Sage Number

Visa Requirements

Ftp Correspondence Address

With regards to the FTP Correspondance Address, you are required to complete the following information fields. Please ensure only one address is entered here. Click on the details button [...] to edit or delete an address. Please do not enter punctuation marks such as ., ; ? () [] # * etc.

Number/Buildin...	Street	Town	County	Country	
Park House	184 Kennington...	London	London	UK	...

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+ Add Item

Add ONLY One Item