How to View and Modify your HR Record

MyHub · https://cclearninghub.co.uk/docs/how-to-view-and-modify-your-hr-record/

How to View and Modify your HR Record

- Home
- Care Control Knowledgebase
- Care Control Cloud
- MyHub
- How to View and Modify your HR Record



Kieran Worth

This guide explains how to access and manage your HR Record, including updating personal details, security information, and key contact records within the system.

Keeping your HR record accurate is essential for maintaining security, ensuring compliance, and supporting effective communication across your organisation. Up-to-date information reduces errors, improves efficiency, and ensures that critical details—such as emergency contacts and medical information—are always available when needed.

By following this guide, you will learn how to:

- Access your HR Record and navigate between sections
- View and update secure information such as your PIN
- Edit contact details including phone and email information
- Update your address and next of kin details
- Maintain accurate allergies and medical information
- Review site access and security permissions

This ensures your information remains accurate, secure, and fully aligned with organisational requirements.

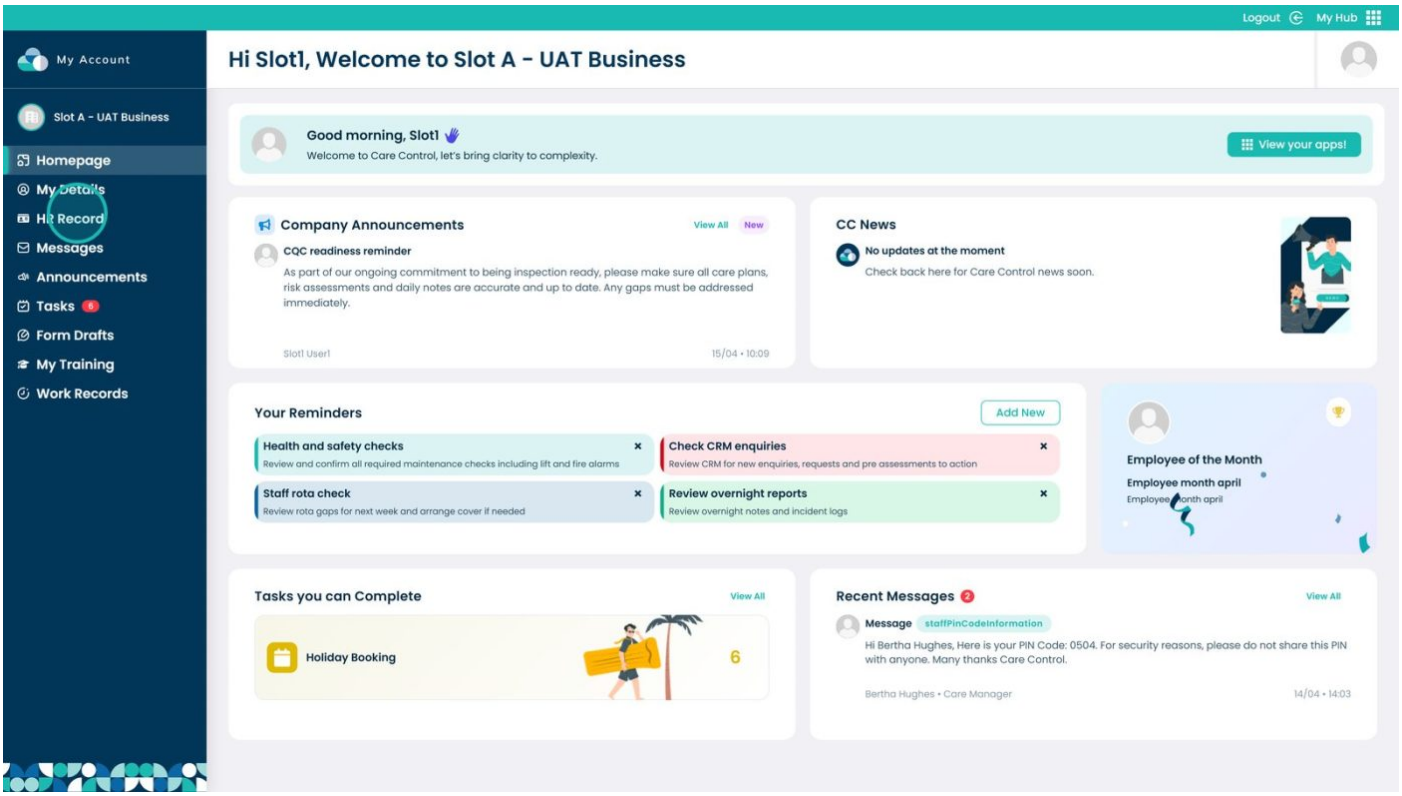
Interactive Guide

Embedded media:

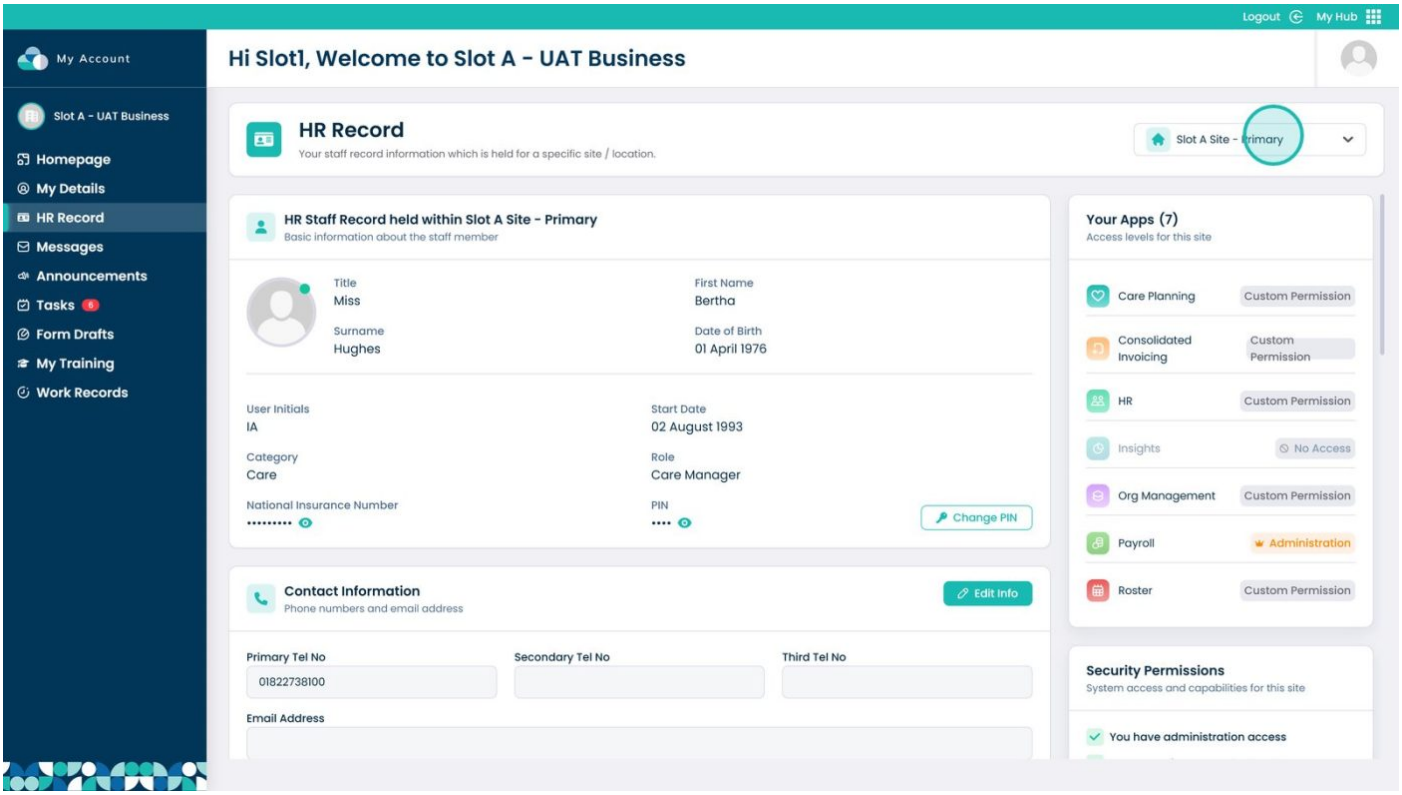
https://demo.arcade.software/fPGbOvLYwcsIsImQKfKl?embed&embed_mobile=tab&embed_desktop=inline&show_copy_link

Text based guide

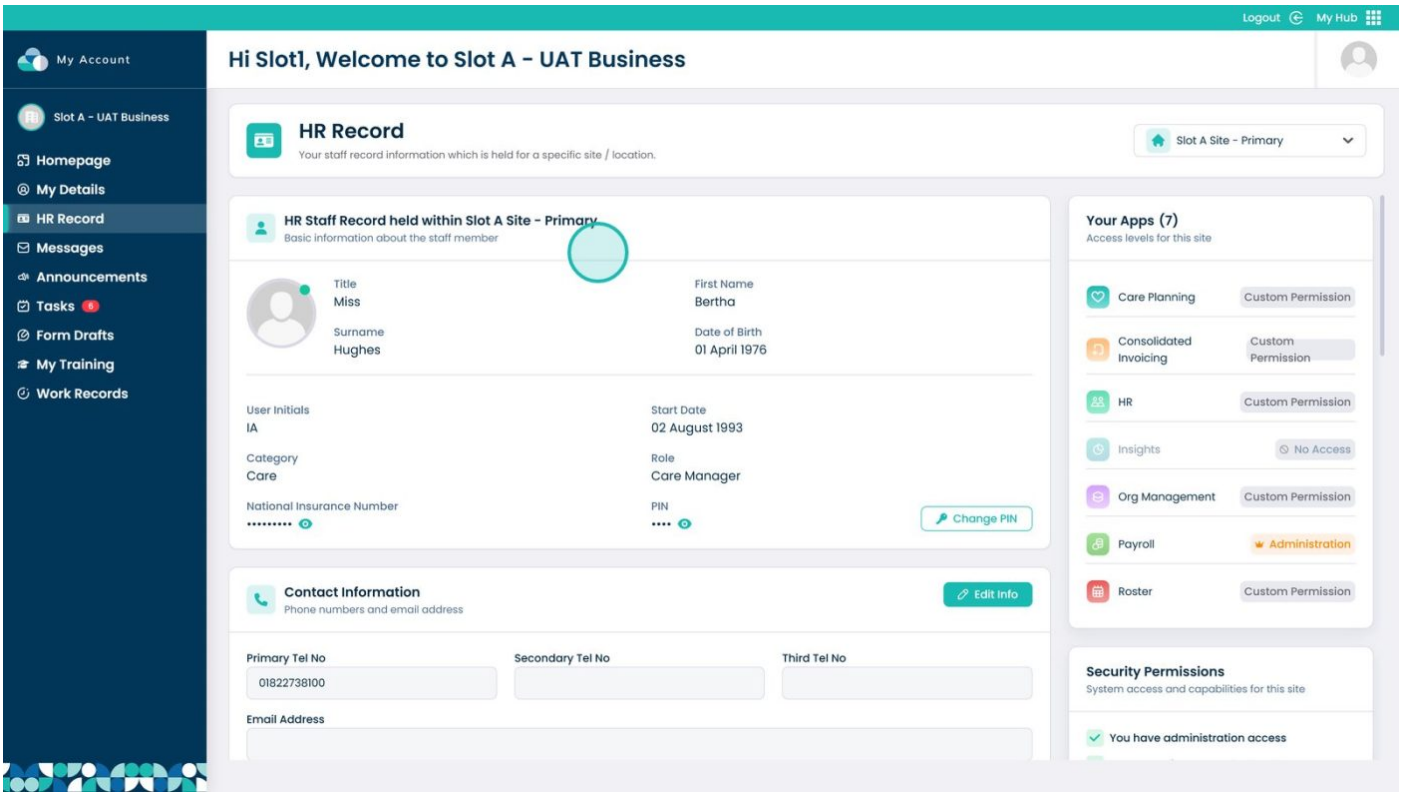
Start by selecting ‘HR Record’ from the navigation panel.



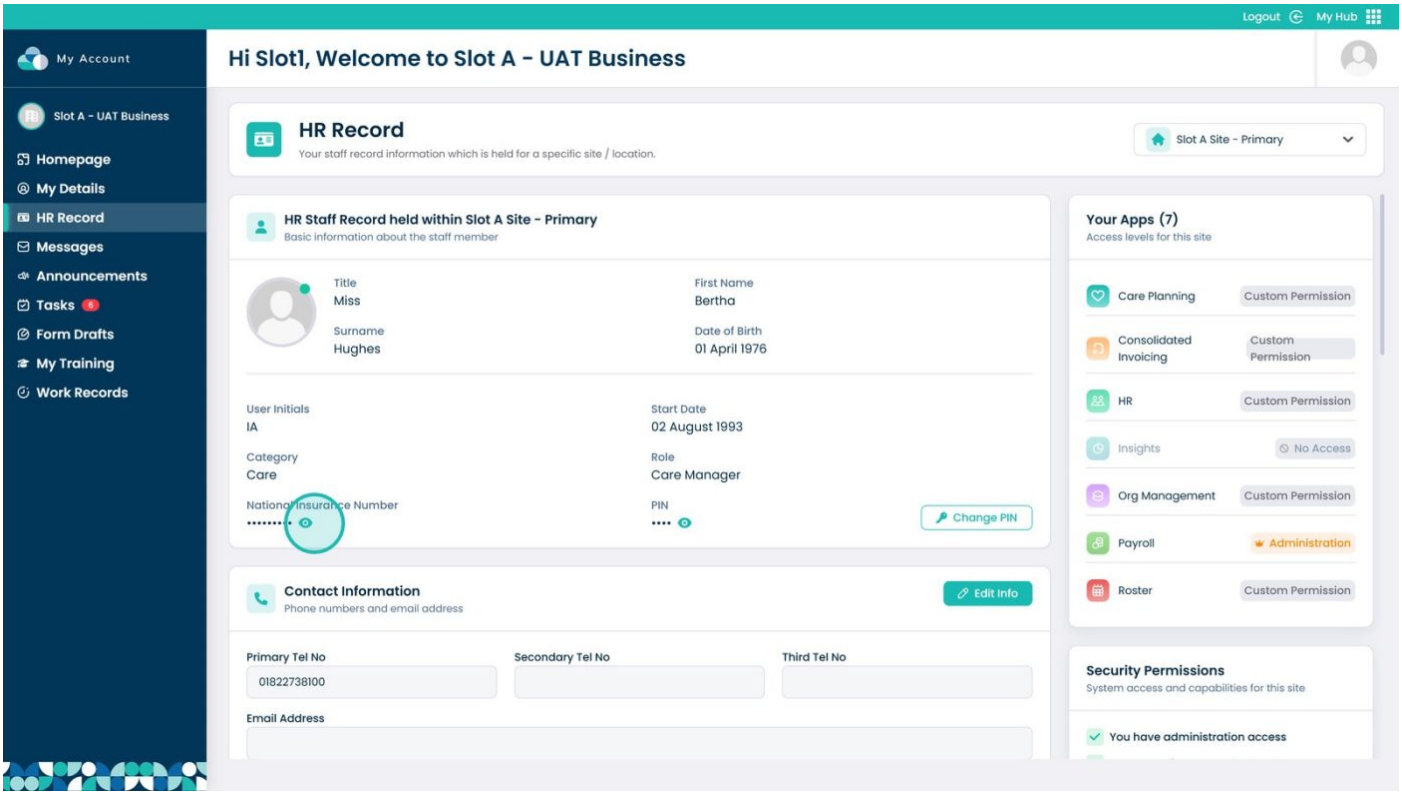
Use the site selector dropdown to view details for each site.



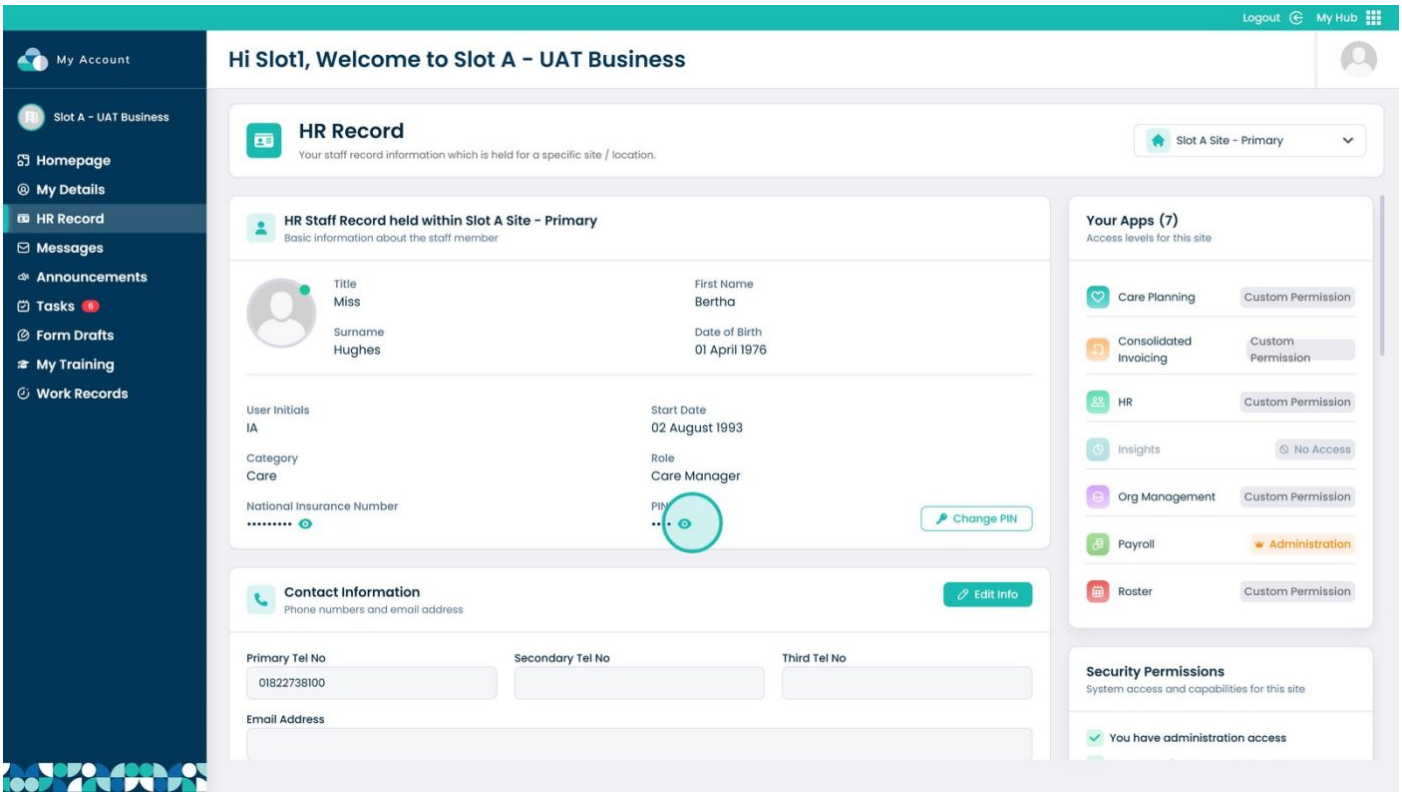
Review the first panel to see your basic information.



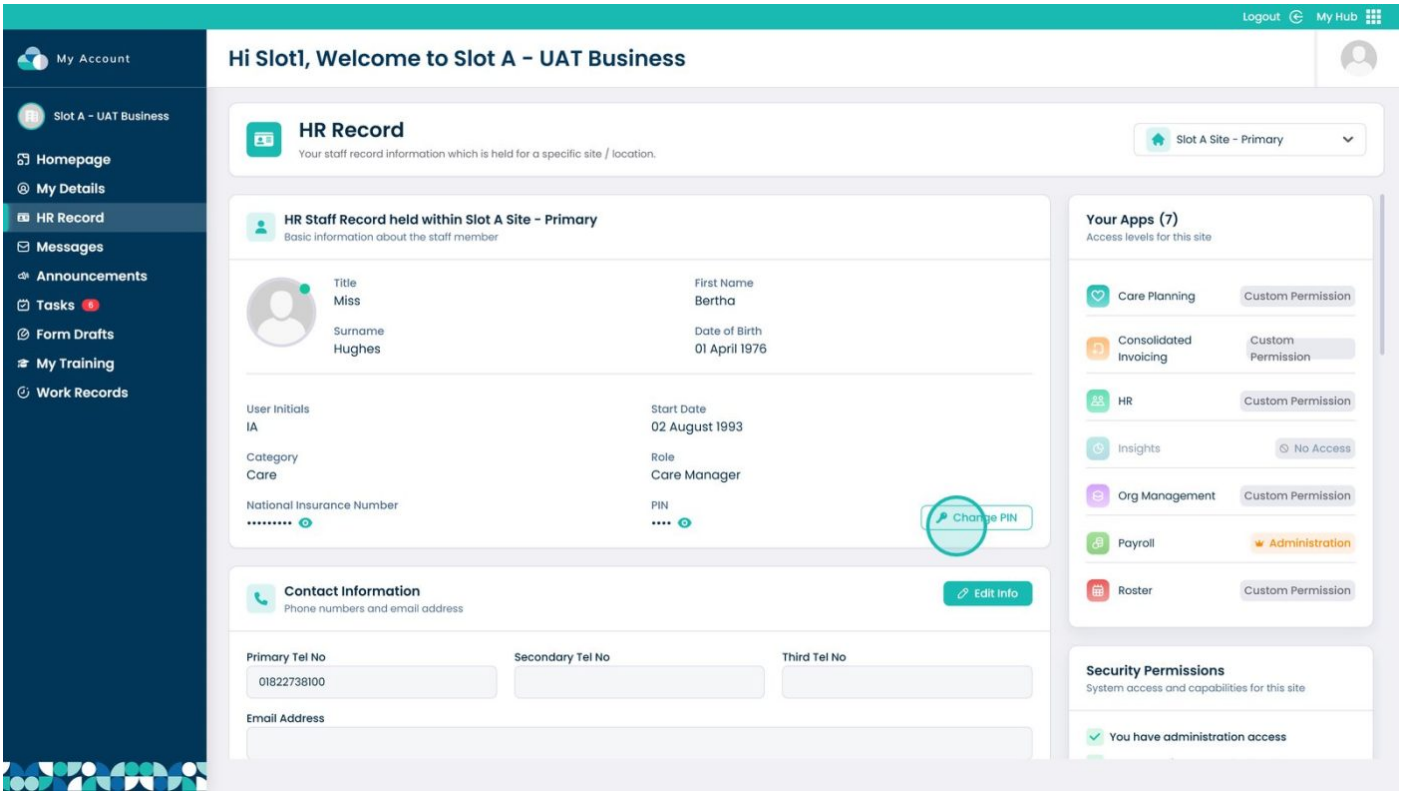
Click the eye icon next to your National Insurance Number to view it.



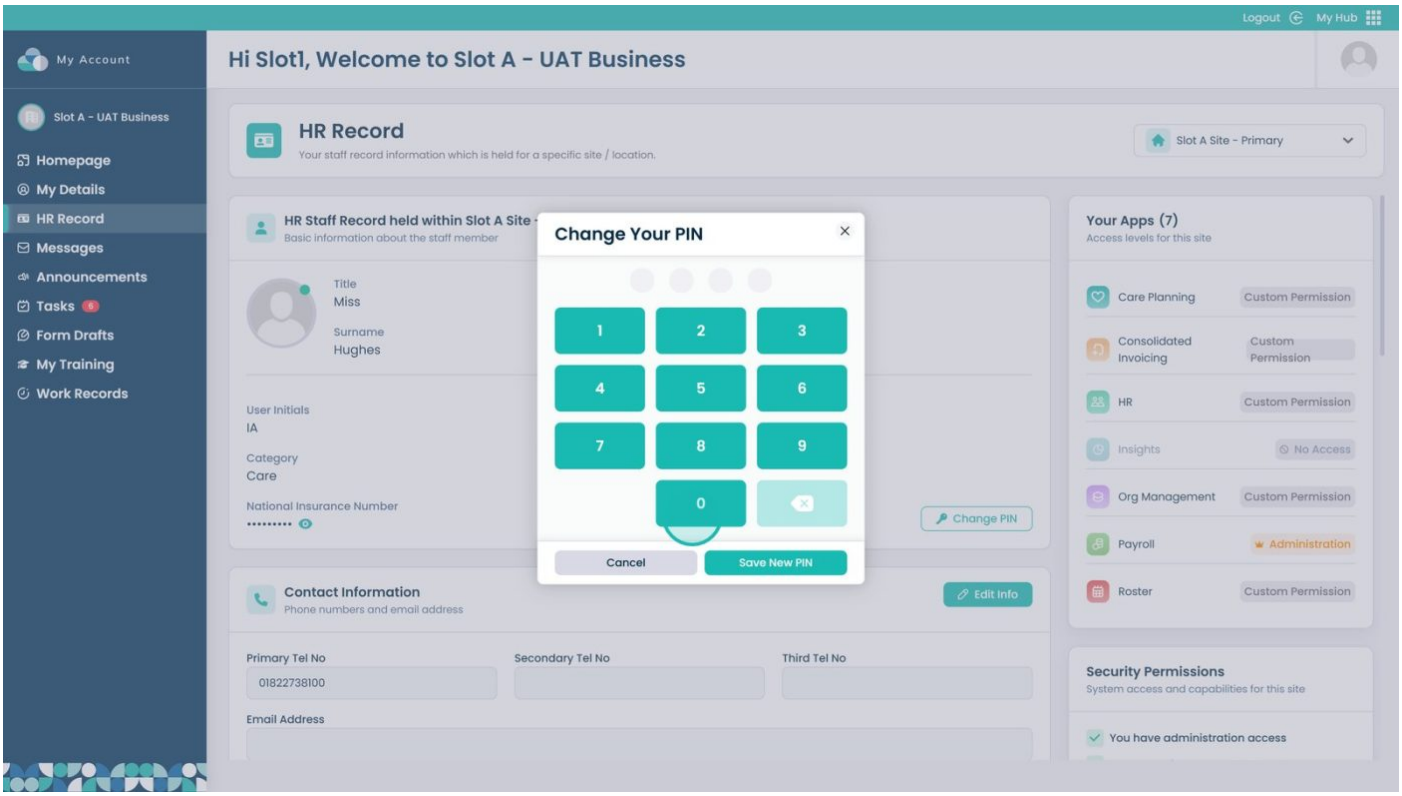
Click the eye icon next to your PIN to view it.



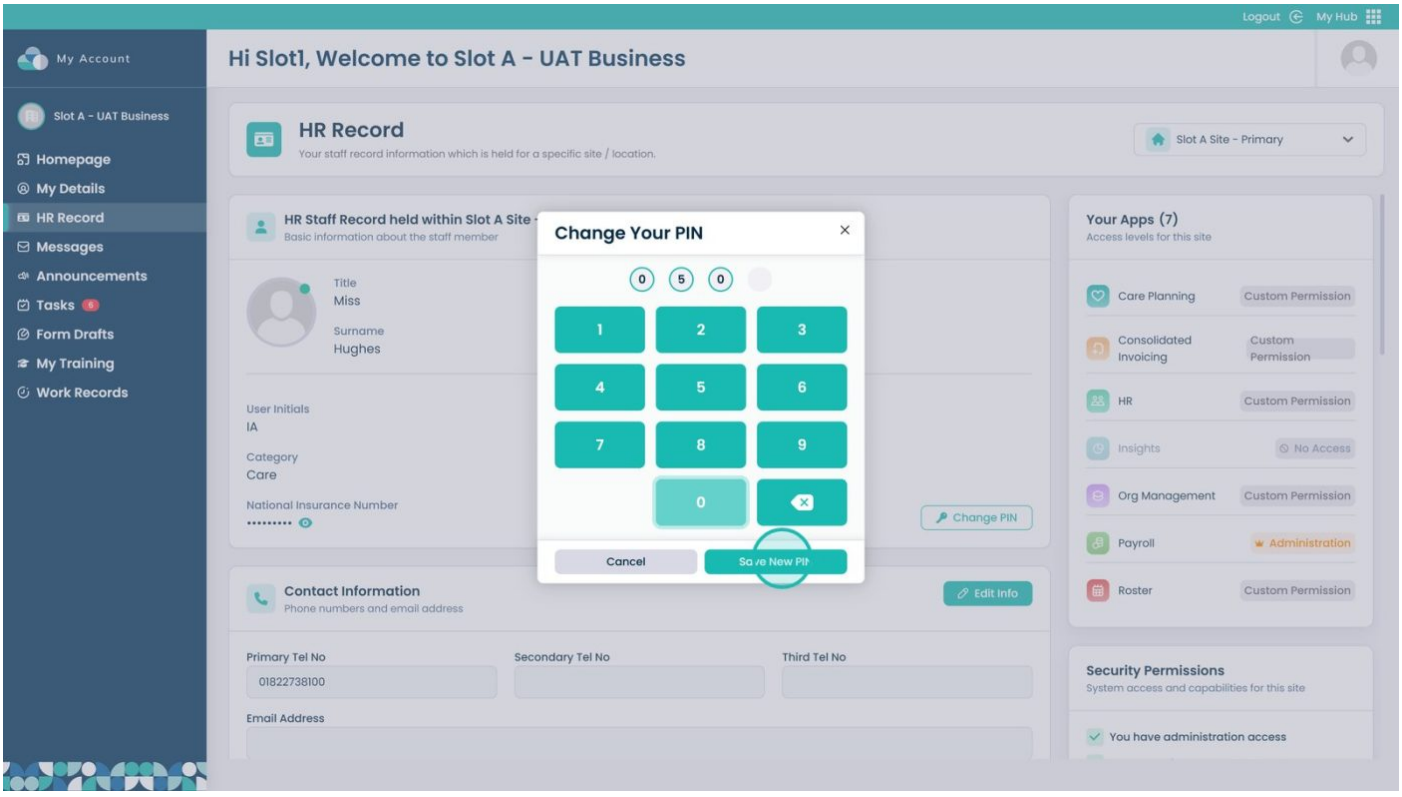
Select ‘Change PIN’ to update your secure access credentials.



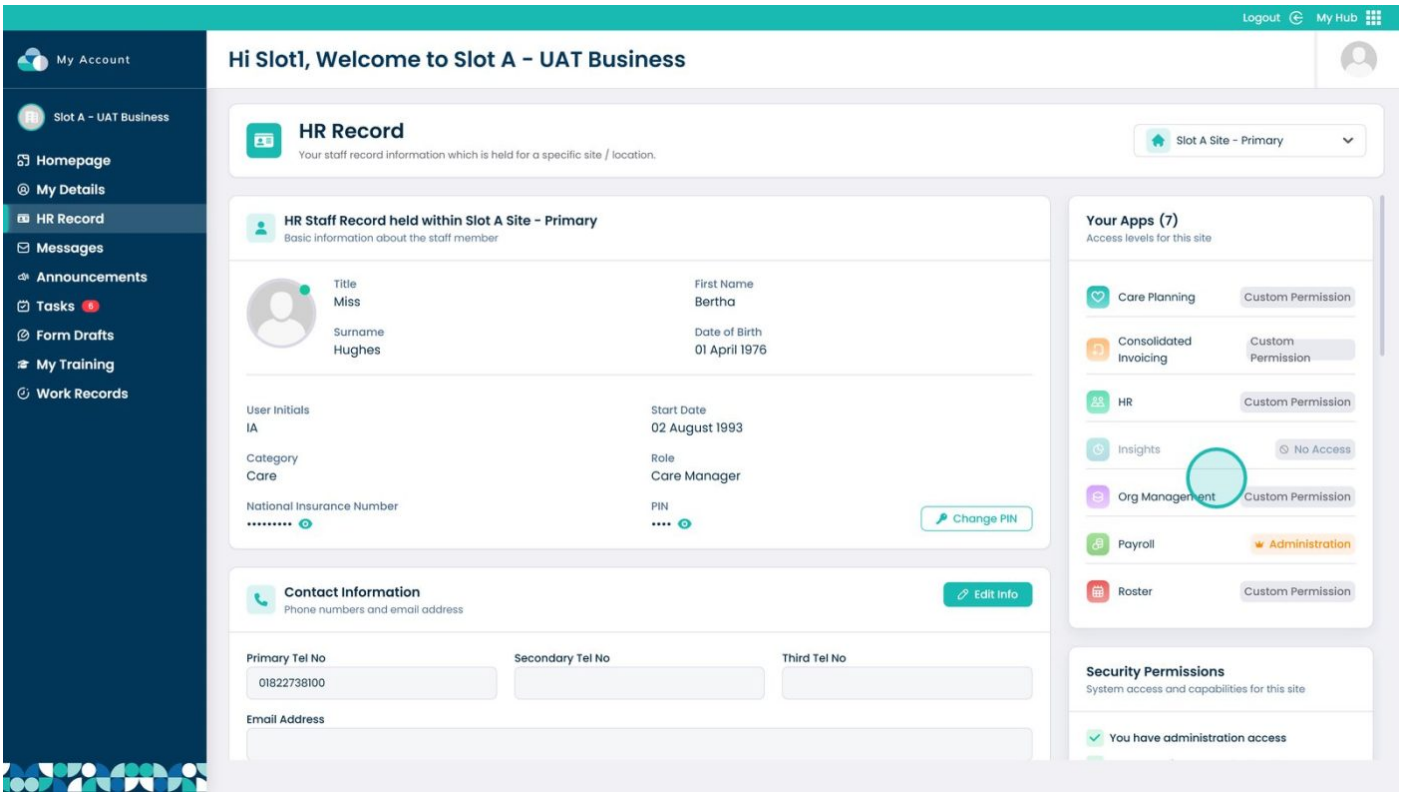
Enter your new PIN to enhance account security.



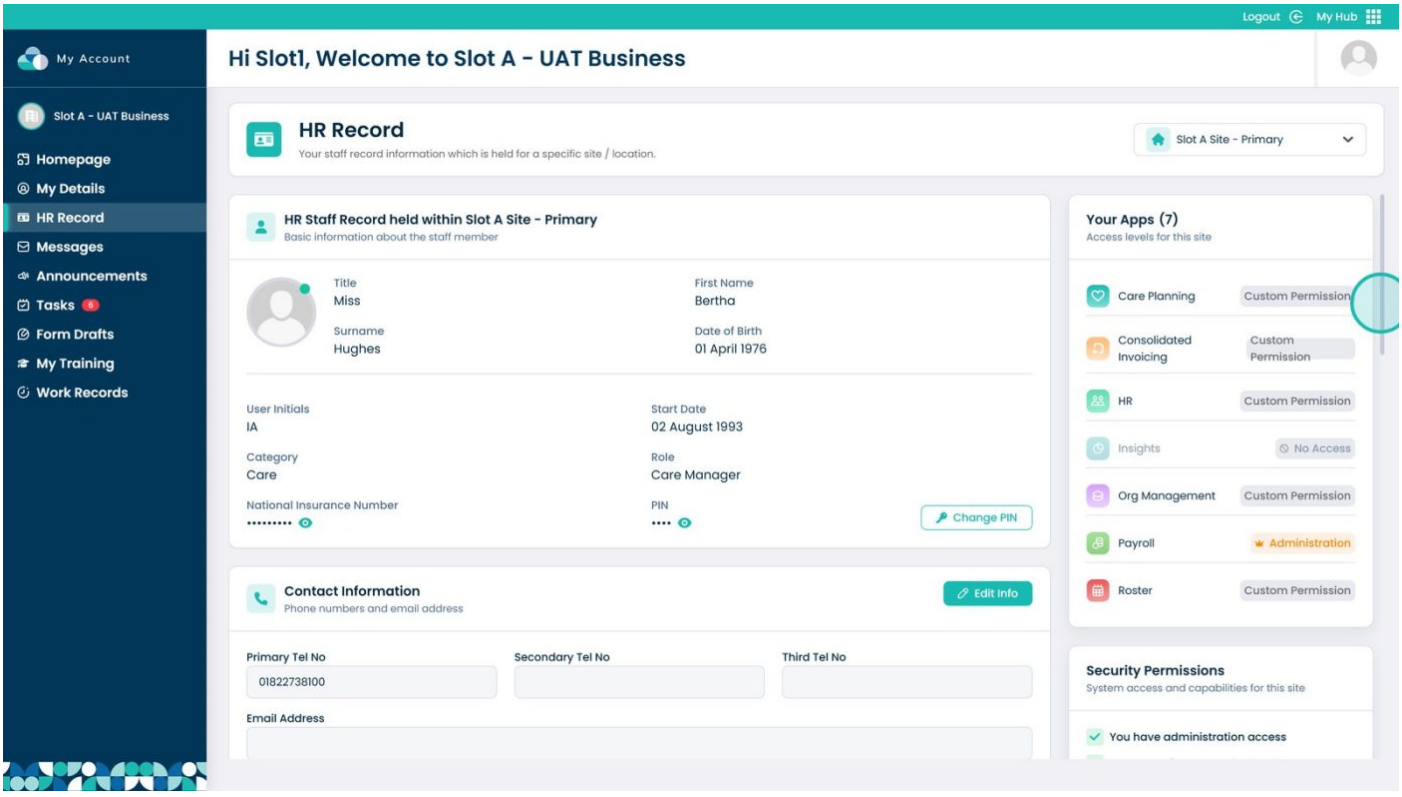
Click Save New PIN to confirm and apply your changes.



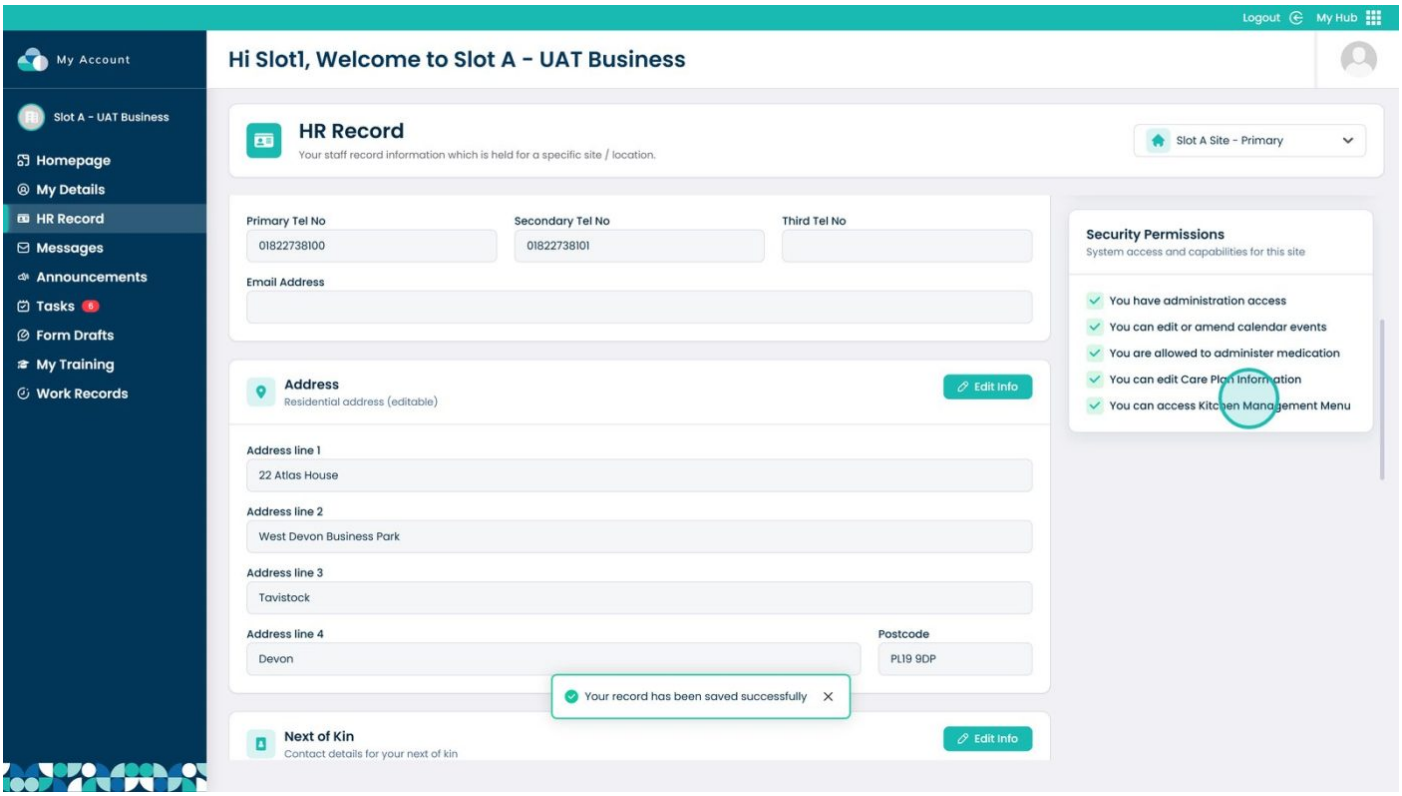
Review your application access levels for this site.



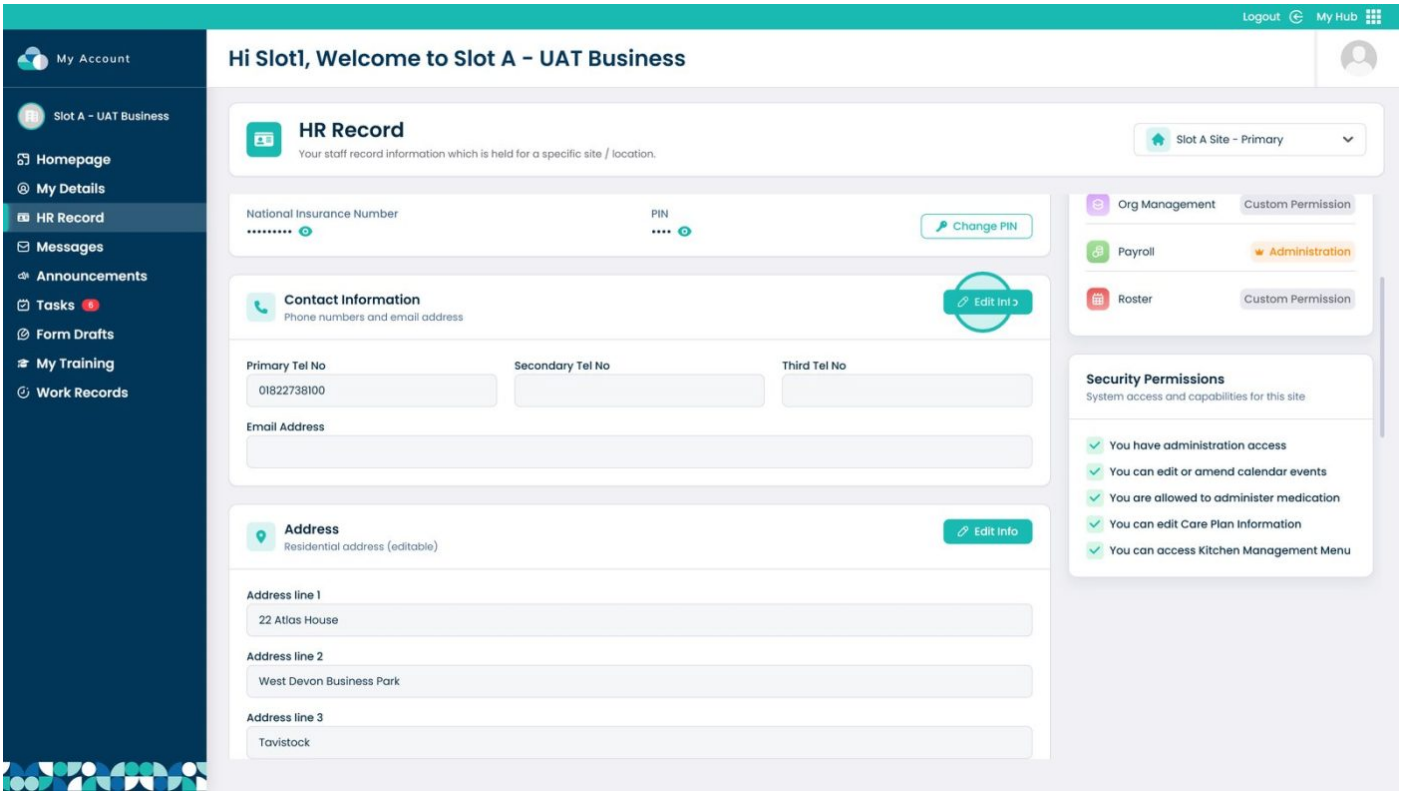
Scroll down to the next area.



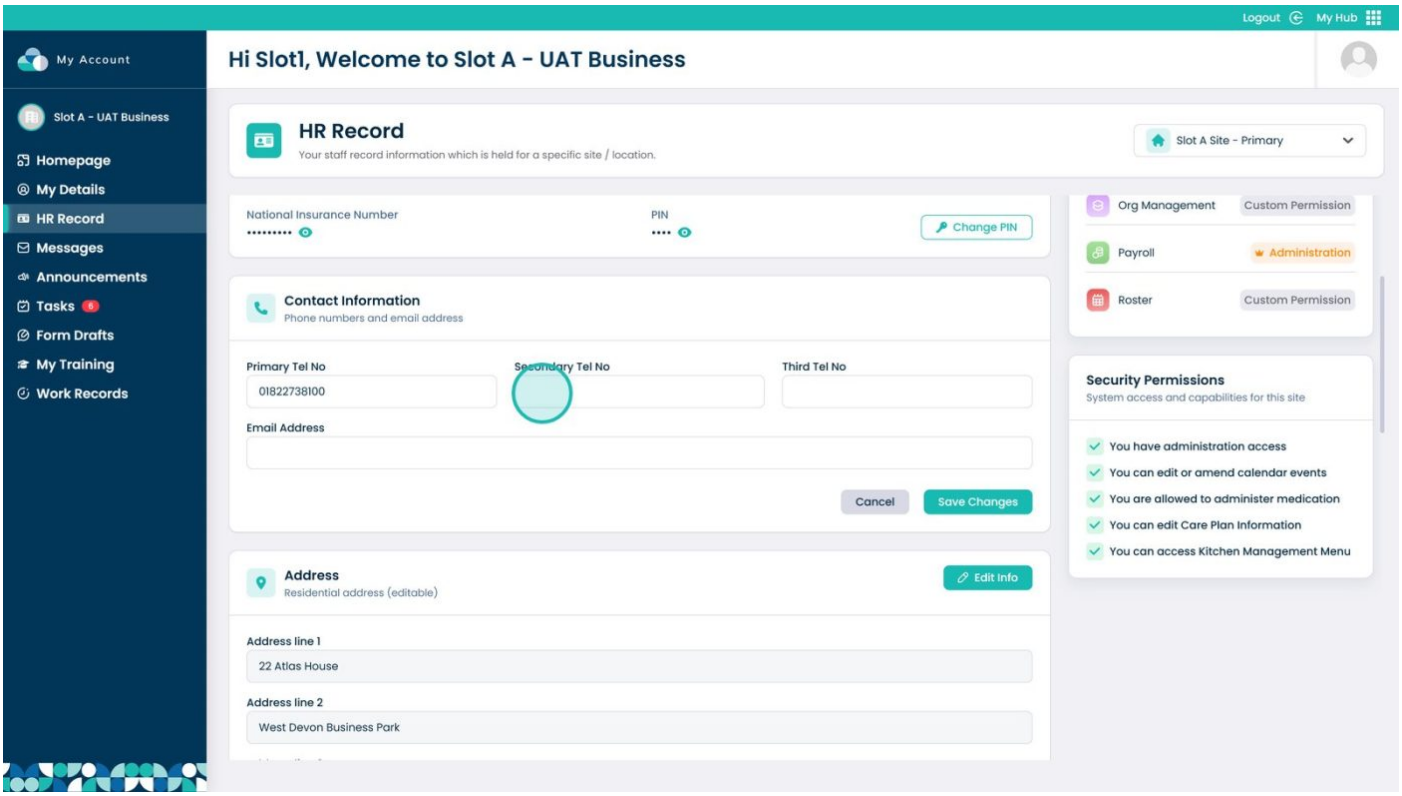
Review your security permissions per site within the Security Permissions box.



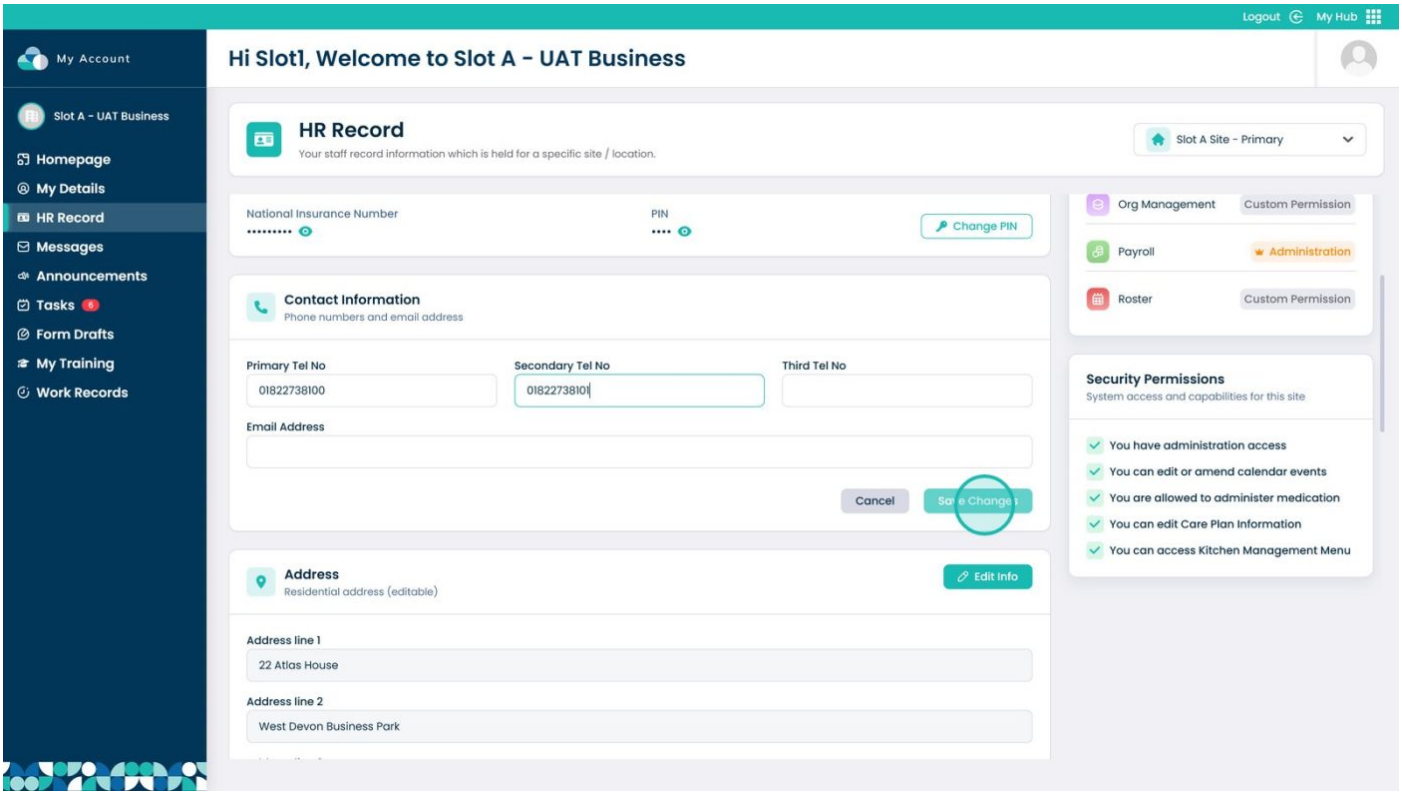
Select ‘Edit Info’ in Contact Information to update your details.



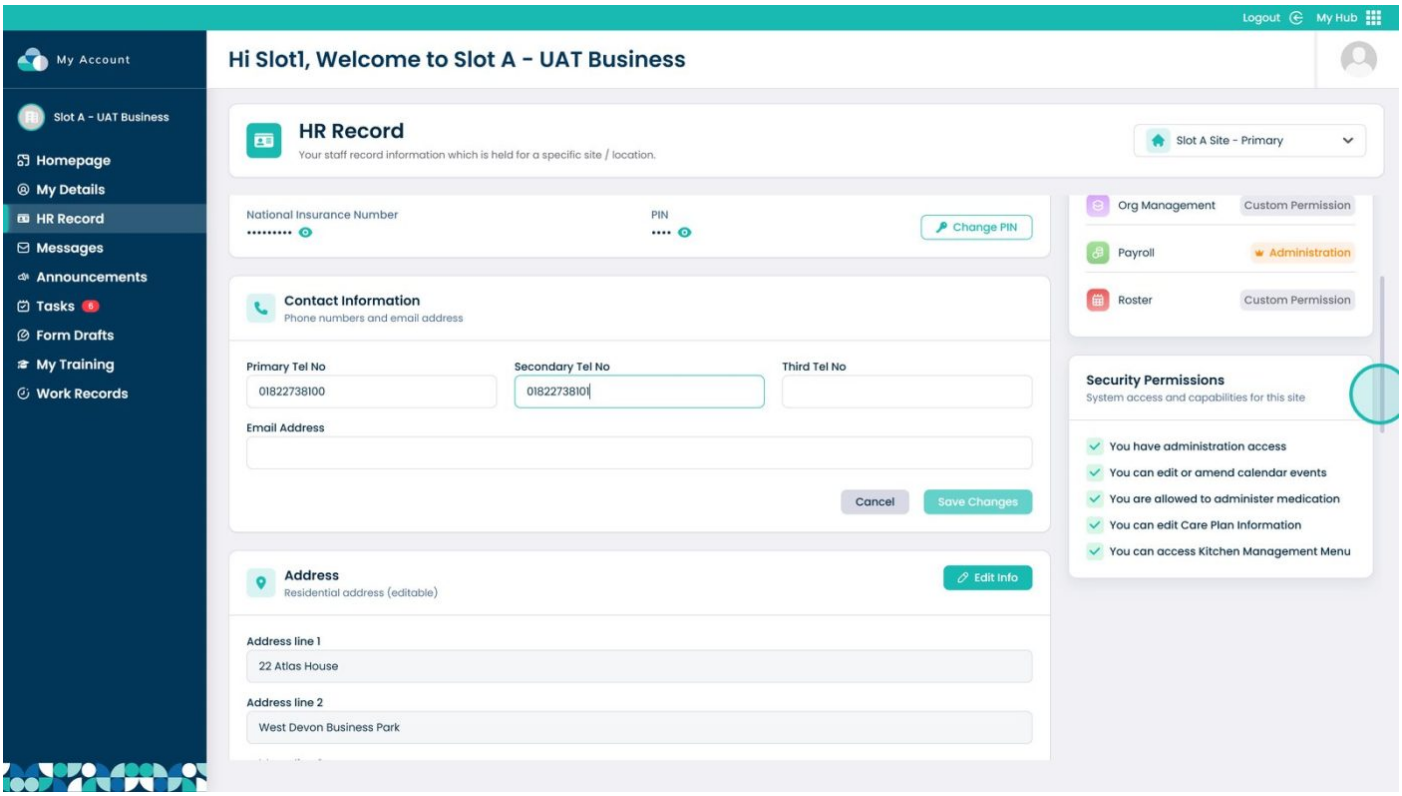
Enter or update your contact details in the available fields.



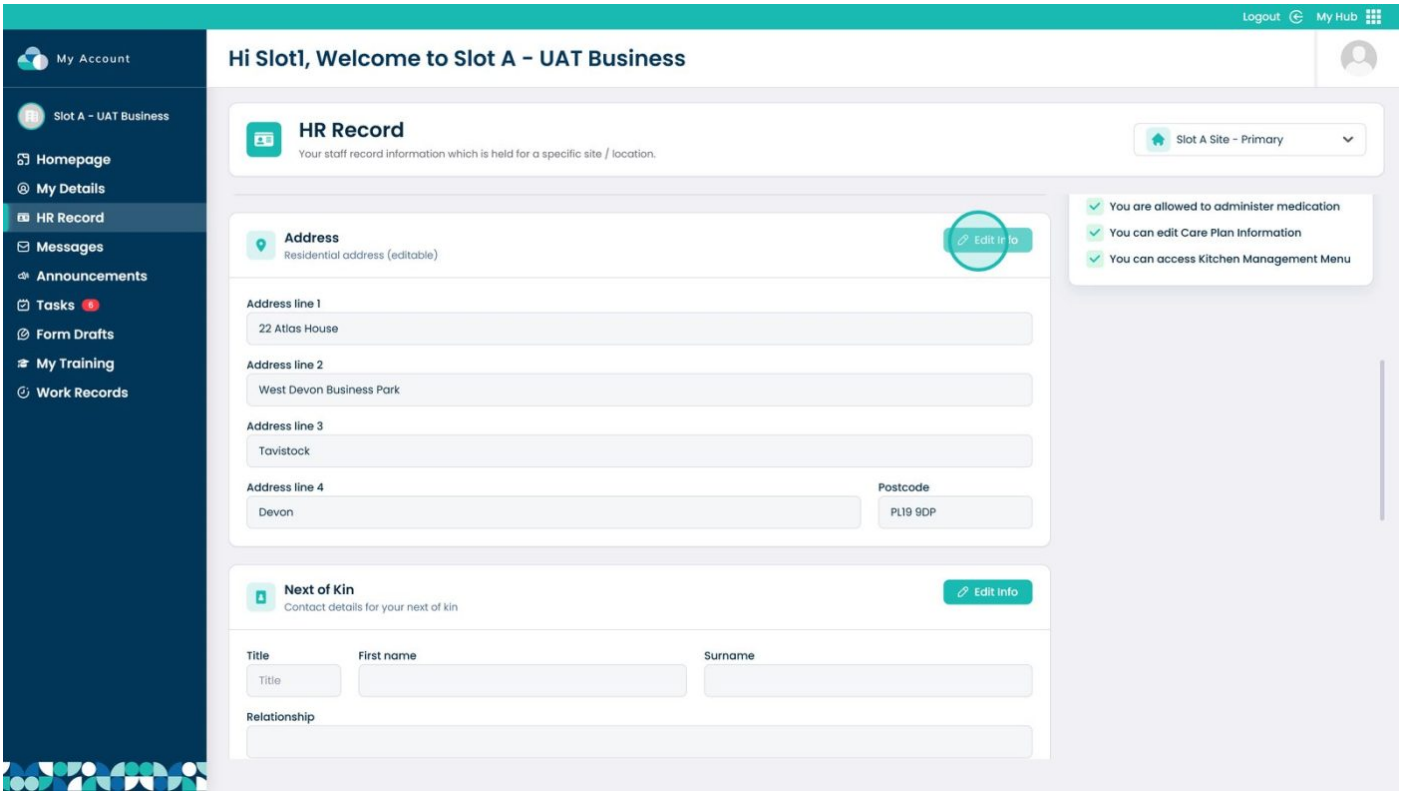
Click Save Changes to apply updates to your contact details.



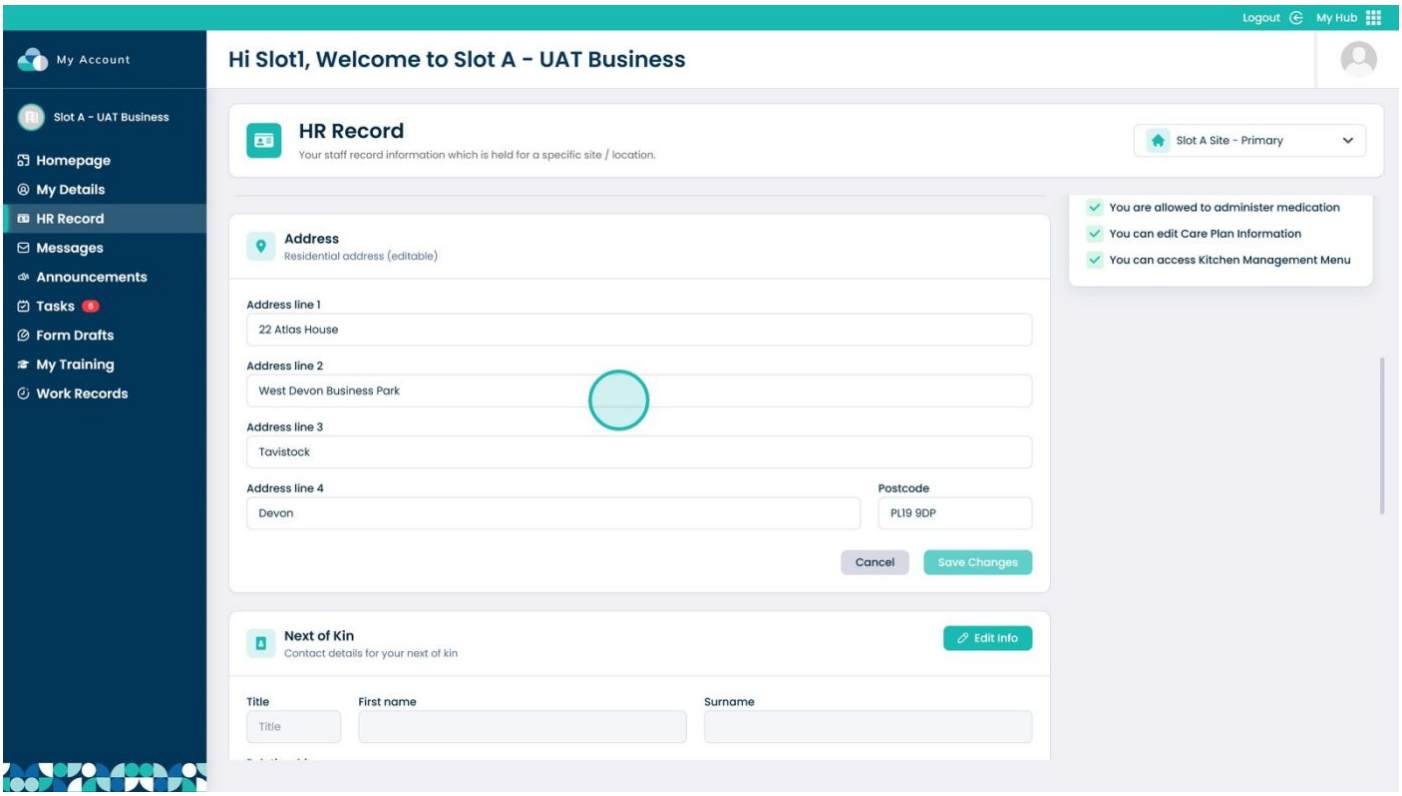
Scroll down to the next section.



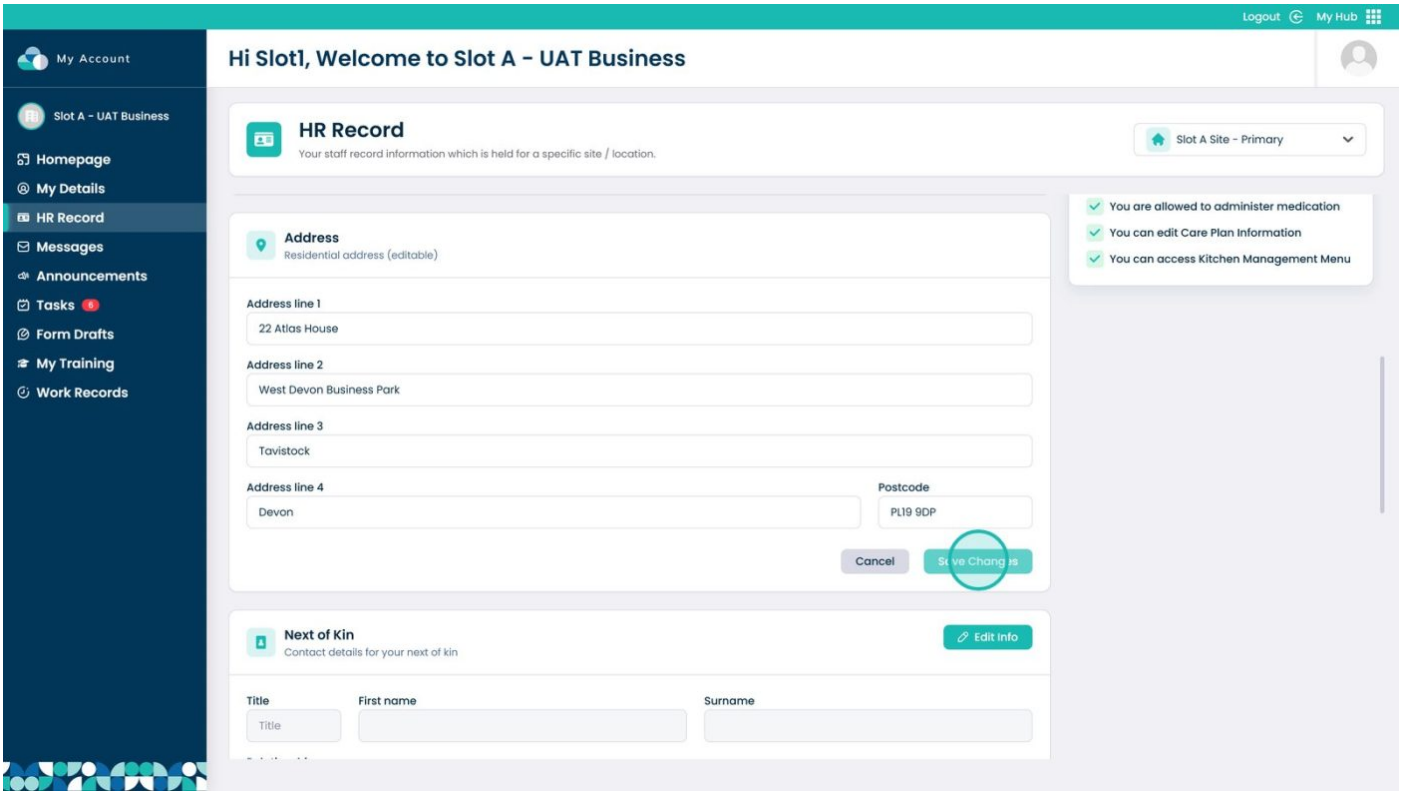
Select ‘Edit Info’ in the Address section to update your details.



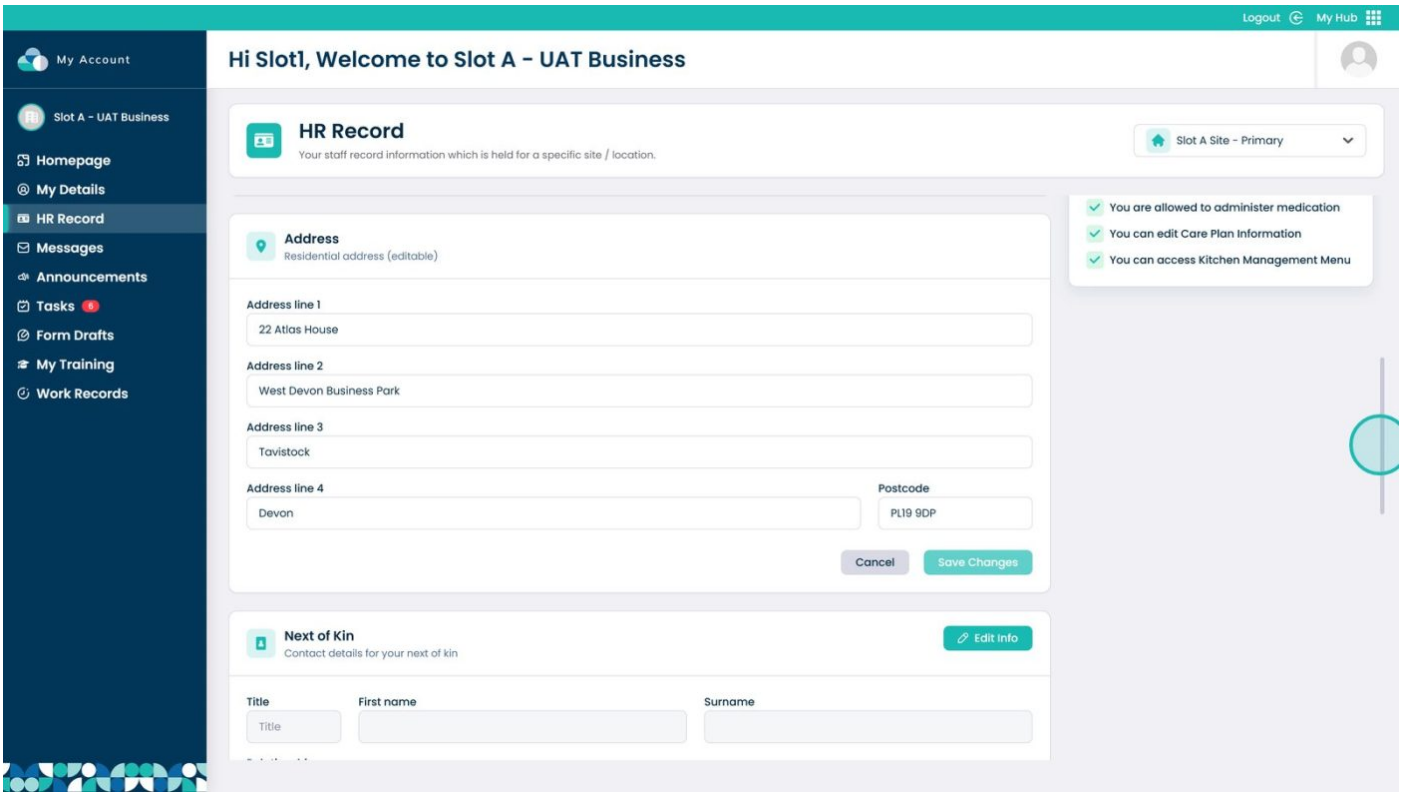
Update your address information in the available fields.



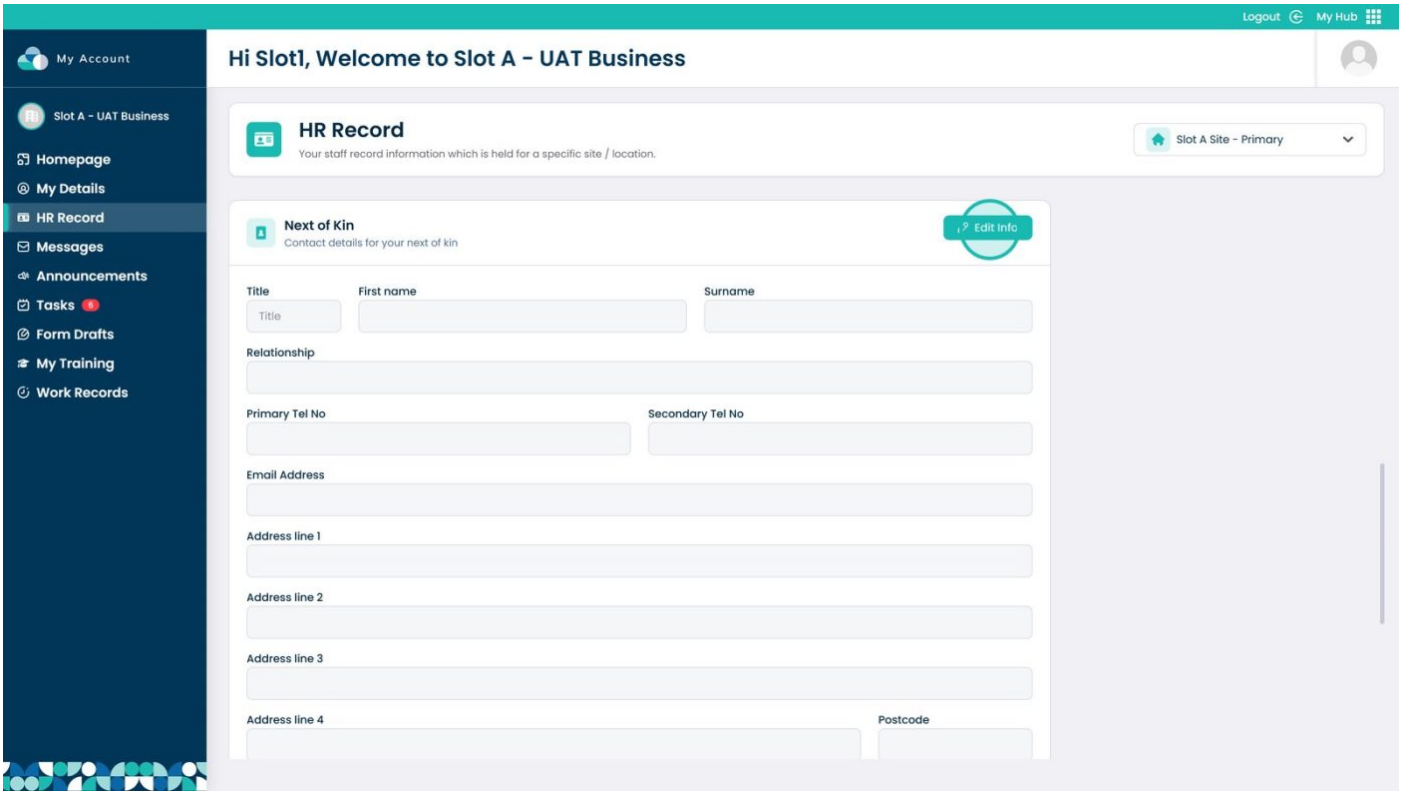
Click Save Changes to confirm your address updates.



Scroll down to continue.



Select ‘Edit Info’ in the Next of Kin section to update emergency contact details.



Enter or update Next of Kin details in the form.

Click Save Changes to confirm Next of Kin updates.

Scroll down to the next section.

Select ‘Edit Info’ in the Allergies & Medical Information section to update health details.

Enter relevant medical or allergy details in the fields provided.

Click Save Changes at any time to ensure your updates are stored.

Was it helpful ?

- Happy
- Normal
- Sad

Table of Contents

↑ Top