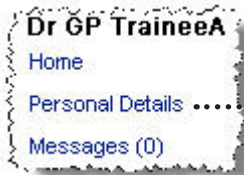


# PERSONAL DETAILS

The personal details section contains information such as address, email, phone numbers and login details. To access this information select 'Personal Details' on the left toolbar (Section shown below).

If you notice that any of your personal information is incorrect, please login to the RCGP Membership Site to correct it. You can edit your ePortfolio login password here.



Boxes which are greyed out in Part 1 or Part 2 are not available for editing by this user. Details may need to be edited on the RCGP Membership site or by the system administrator.

A screenshot of the 'Personal Details' page. At the top is a purple header with the text 'Personal Details'. Below this is a light blue box titled 'Personal Profile' containing the text: 'You cannot edit your personal details here - please make any changes in the RCGP Membership site. You can update the following: Password'. To the left of the main content is a dark blue box titled 'Roles' containing a table with one row: 'Trainee'. Below the roles box is the text 'No Trainee Absences Recorded'. The main content area is divided into two sections: 'PART 1 - PERSONAL DETAILS' and 'PART 2 - PERSONAL DETAILS'. 'PART 1' contains several input fields: Name (Dr GP TraineeA), GMC Number (abcdefg), Department (greyed out), Work Telephone (greyed out), Personal Email (nmrcgp@rcgp.org.uk), UserName (traineea), Change Password: Enter Original (input field), New Password (input field), and Confirm Password (input field). A 'Save' button is located below these fields. 'PART 2' contains input fields for Address 1 (greyed out), Town/City (greyed out), Postcode (greyed out), and Country (greyed out). Dotted lines with arrows connect the 'Personal Details' menu item to the 'Personal Details' header and the 'PART 1' section. Another dotted line with an arrow points from the 'Save' button to the explanatory text at the bottom.

Changes to your password are made here by inputting the original password, selecting a new one and then clicking on 'Save Password'.