How can I check my contact details

In order to check your contact details you will need to access EmployeeOnline on a computer so you can view the desktop version.

1. Login to EmployeeOnline, and from the top of the screen select My Profile

			Rostering	My Profile	
View Rosters		Personal Roster		Team Roste	
Record Availability	Orthopaedics Ward				
				March — April	
Available Bank	WK.	Mon	Tue	Wed	
Dulles	13	23	24	25	
Bank Timesheets				<u></u>	

2. From the menu on the left-hand side select Contacts & Addresses

Skills	Skills Summary
	Name +
iCalendar Links	Critical Care
HR Details	DBS
	NMC
Contacts & Addresses	Site A: 10-20 mins
\mathbf{A}	Site B. under 10 mins

3. All your contact details will now be displayed on screen



