

# MyWorkplace Updating HESA Details Quick Reference Card

## Updating HESA

Update my HESA details >

You can update your personal details such as your HESA record in MyWorkplace from your quick links on your homepage.

## HESA details

When clicking 'update my HESA details' you will be taken to your personal HESA details. Please complete and press save to update.

### Sensitive information

Date for new details (dd/mm/yyyy) •

26/09/2017



Staff identifier

\_\_\_\_\_

ORCID identifier

\_\_\_\_\_

Nationality

British (not Channel Islands or IOM)



Gender identity

\_\_\_\_\_

Sex identifier

Male



Gender reassignment

No



Disability

No known disability



Parental leave

\_\_\_\_\_

Why do I need to look at my Personal and HESA Details?

HESA collects data from all publicly funded higher education institutions (HEIs) in the UK, including St George's and we are obligated to have the most up-to-date staff record for you on file.

Your personal data also informs our commitment and approach to diversity and inclusion. By completing the equality data under 'Personal', this will help us ensure that our systems, policies and processes are truly inclusive.