

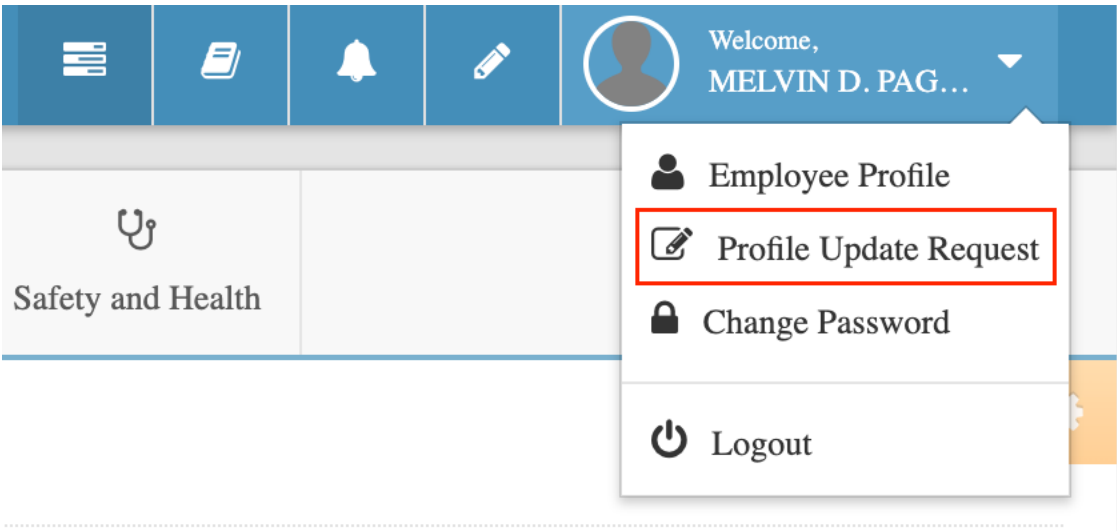


SOFTWARE APPLICATION MANUAL

System:	Human Resource Information System	Date:	July, 2024
Portal URL	https://employee.hris-in-powermaccenter.com/	Name:	Update Employee Profile

How to Update Employee Profile in Applicant Portal

Login in Applicant Portal, then click profile icon then click Profile Update Request.



To Request or add new request, click the + button.



Select the details you want to update in Request Type.

Profile Update Request Form »




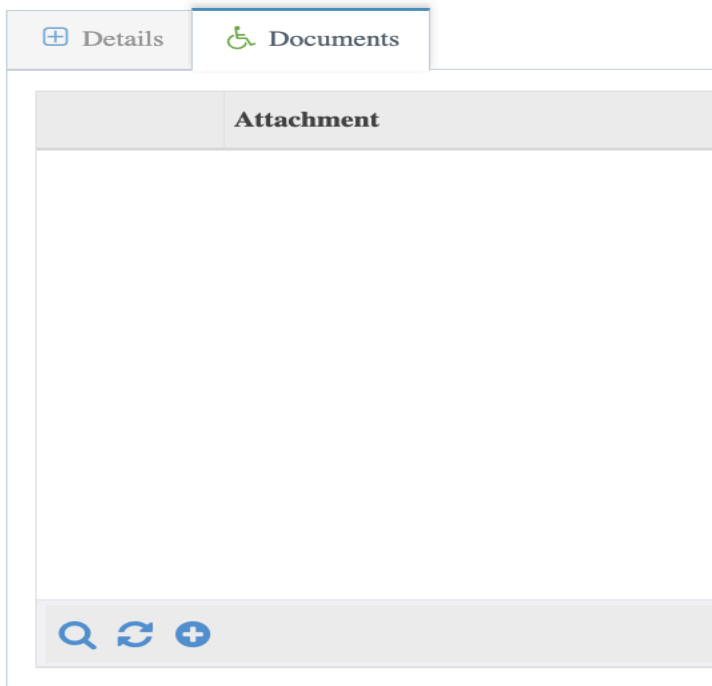
The screenshot shows the 'Profile Update Request Form'. At the top left, 'Request Date' is set to '07/22/2024'. To the right, 'Status' is 'New'. Below 'Request Date', 'Request Type' is set to 'Please select', and a dropdown menu is open showing options: Address, Awards and Citation, Character References, Children, Contact Information, Educational Background, Emergency Contact Information, Parents, Past Employment, and Personal Details. 'Personal Details' is highlighted. To the right of the dropdown, there is a 'Remarks' text area. At the bottom right, there are 'Save' and 'Close' buttons.

For example: you select the **Personal Details**, then you want to change your civil status From Single to Married.

You need to select the **Married** status in Civil Status, then date of marriage then go to documents tab for attachment for the Marriage Certificate.

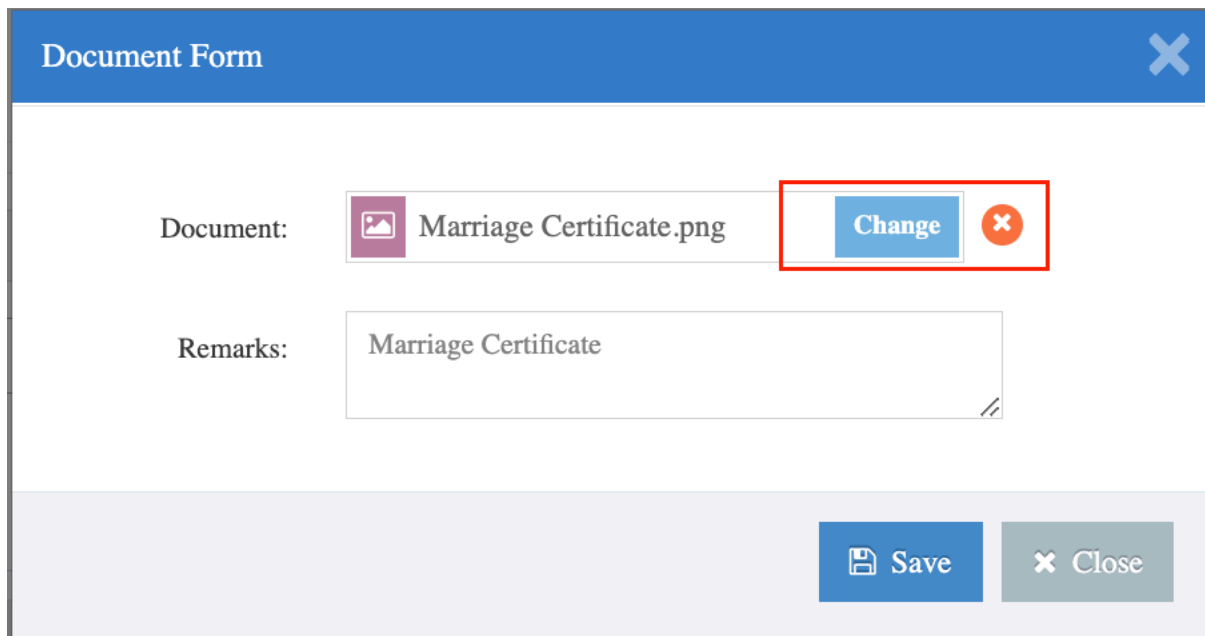
The screenshot shows the 'Profile Update Request Form' with the 'Personal Details' section expanded. The 'Request Date' is '07/22/2024' and 'Status' is 'New'. The 'Request Type' is 'Personal Details'. The 'Remarks' text area is empty. The 'Details' tab is active, showing various fields: First Name (Juan), Last Name (Dela Cruz), Middle Name (Santos), Gender (Male selected), Title (Please Select), Suffix, Nickname (Jj), Alias, Civil Status (Married selected), and Date of Marriage (07/01/2024). Other fields include Religion (Please Select), Birthdate (11/26/1995), Birthplace, Nationality (Filipino), Weight (59), Height, Blood Type (Please Select), Hair Color (Please Select), Eye Color (Please Select), and Personality Type. At the bottom right, there are 'Save' and a menu icon button.

Click the  button to add attachment.



The screenshot shows a form with two tabs: 'Details' and 'Documents'. The 'Documents' tab is active. Below the tabs is a section titled 'Attachment'. At the bottom of the form, there are three icons: a magnifying glass, a circular arrow, and a plus sign.

Select the Change in Document then input Remarks then once done, click the Save Button.



The screenshot shows a 'Document Form' dialog box. It has a blue header with a close button. The 'Document' field displays 'Marriage Certificate.png' with a 'Change' button and a close button. The 'Remarks' field contains 'Marriage Certificate'. At the bottom, there are 'Save' and 'Close' buttons.

Once Details and Documents tab is done, click the Save button to submit it to HR for approval.

[Profile Update Request Form](#) »






Request Date: 07/22/2024




Status [New](#)

Request Type: Personal Details

Remarks:

Details Documents

Attachment	Remarks
   Marriage Certificate.png	Marriage Certificate

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Save

Close