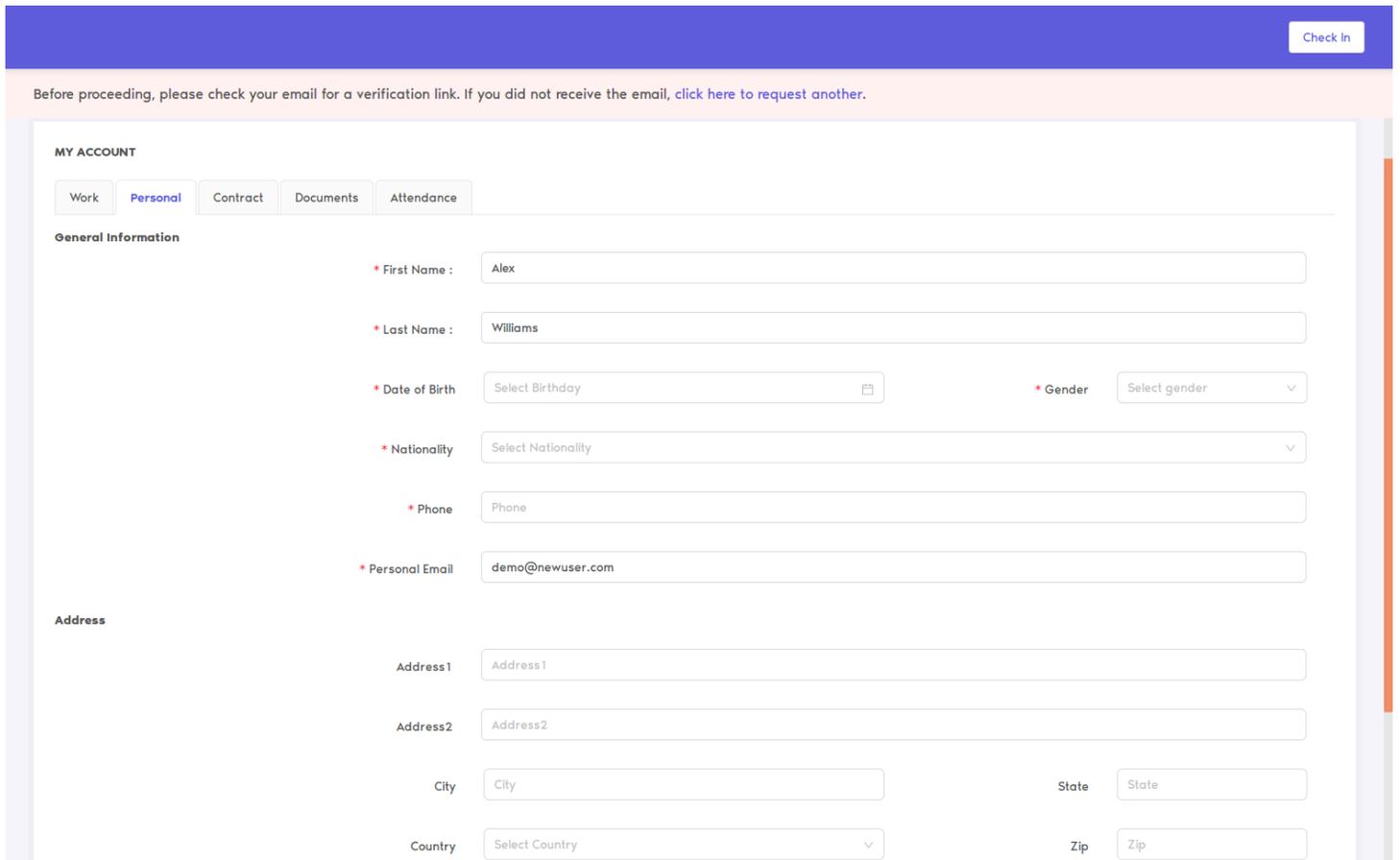


Changing Personal Details

Changing personal details in cutehr is as simple as changing avatar. Just follow these basic steps.

For changing personal detail. Click on the down arrow beside your name. And choose "My Profile".

After choosing My Profile navigate to "personal" tab.



The screenshot shows a web interface for updating personal details. At the top right, there is a blue bar with a "Check In" button. Below it, a light pink banner contains the text: "Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another](#)." The main content area is titled "MY ACCOUNT" and features a navigation bar with tabs: "Work", "Personal" (selected), "Contract", "Documents", and "Attendance". Under the "Personal" tab, there are two sections: "General Information" and "Address". The "General Information" section includes fields for: First Name (Alex), Last Name (Williams), Date of Birth (Select Birthday), Gender (Select gender), Nationality (Select Nationality), Phone (Phone), and Personal Email (demo@newuser.com). The "Address" section includes fields for: Address1 (Address1), Address2 (Address2), City (City), State (State), Country (Select Country), and Zip (Zip).

Update the details and click "Save" button.

Revision #1

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