

# 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.

Check In

Before proceeding, please check your email for a verification link. If you did not receive the email, [click here to request another](#).

MY ACCOUNT

Work

Personal

Contract

Documents

Attendance

General Information

\* First Name :

Alex

\* Last Name :

Williams

\* Date of Birth

Select Birthday

\* Gender

Select gender

\* Nationality

Select Nationality

\* Phone

Phone

\* Personal Email

demo@newuser.com

Address

Address1

Address1

Address2

Address2

City

City

State

State

Country

Select Country

Zip

Zip

Update the details and click "Save" button.

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