



Training Hub

# How to Update a Worker Profile.



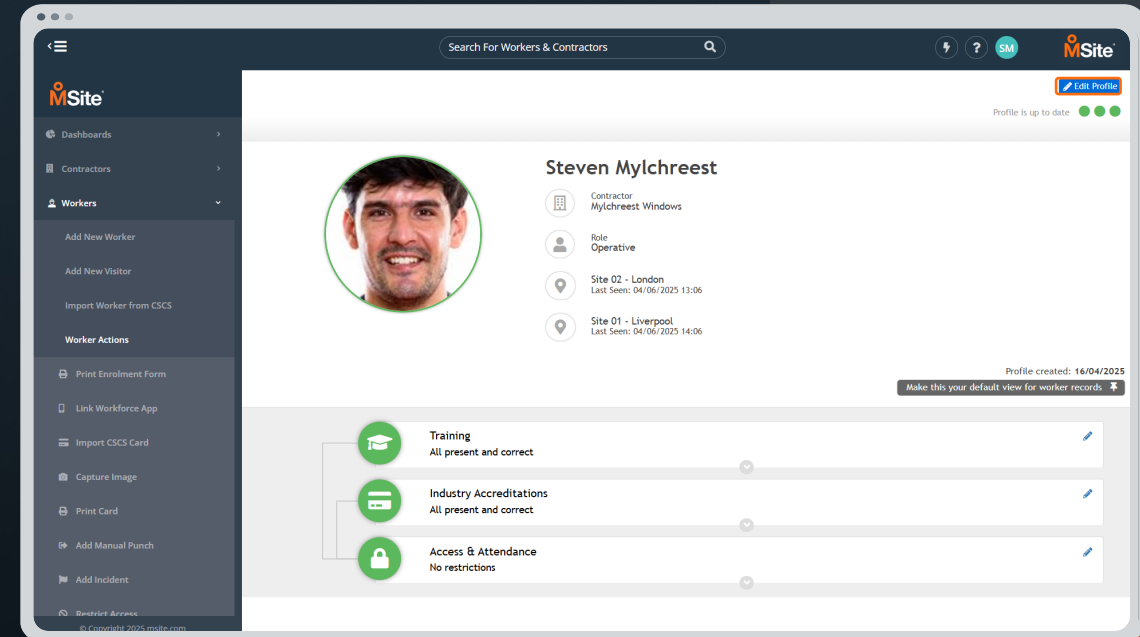
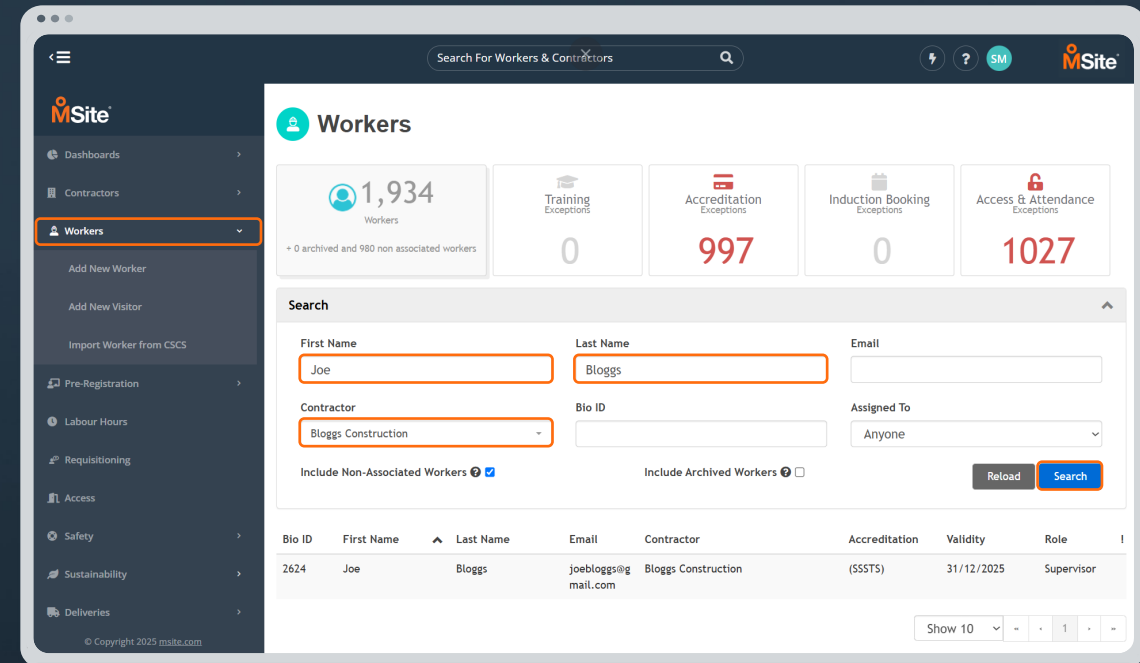
# How to Update an Existing Workers Profile.

To update elements of an existing worker's profile you will first need to locate their profile within MSite.

To do so:

- Select **Workers** from the toolbar
- Enter the individuals' **name** and **contractor** information
- Then, **click** [Search](#)

If you are greeted with the bottom screen view, select, [Edit Profile](#)



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Once the worker profile has loaded, you can update and edit areas such as:

- **Personal Details** – Name, Contact and Medical information
- **Industry Accreditations** – CSCS and Affiliated Cards
- **Critical Role Details** – First Aid and Fire Marshall
- **Professional Details** – SSSTS and SMSTS (where applicable)

To finalise the changes made, scroll to the **bottom of the page** and click, [Save](#)

The screenshot shows the MSite web application interface for updating a worker's profile. On the left is a dark sidebar menu with options: Dashboards, Contractors, Workers (selected), Add New Worker, Add New Visitor, Import Worker from CSCS, Worker Actions (with sub-options: Print Enrolment Form, Link Workforce App, Import CSCS Card, Capture Image, Print Card, Add Manual Punch), and a footer with '© Copyright 2025 msite.com'. The main content area has a top header with a search bar 'Search For Workers & Contractors', user icons, and the MSite logo. Below the header, the profile for 'Joe Bloggs' is displayed. It includes a 'View Summary' link and a status 'Profile is up to date' with three green dots. The 'Personal Details' section contains form fields for First Name (Joe), Last Name (Bloggs), Contractor (Bloggs Construction), Role (Supervisor), Trade (Bricklaying and Stonework), Date of Birth (01/01/1990), Postcode (l7 9pw), Contact Number (07500000000), Email Address (joebloggs@gmail.com), and Vehicle Registration. To the right of these fields is a circular profile picture of Joe Bloggs and a 'Quality Check' button with a green checkmark. Below the picture are icons for 'Upload', 'Capture', and 'Scan', with a checkbox for 'Use face biometrics'. At the bottom of the main area is a 'Status' section.



Be safe. Be productive. **Be one.**