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How to Update a Worker Profile.

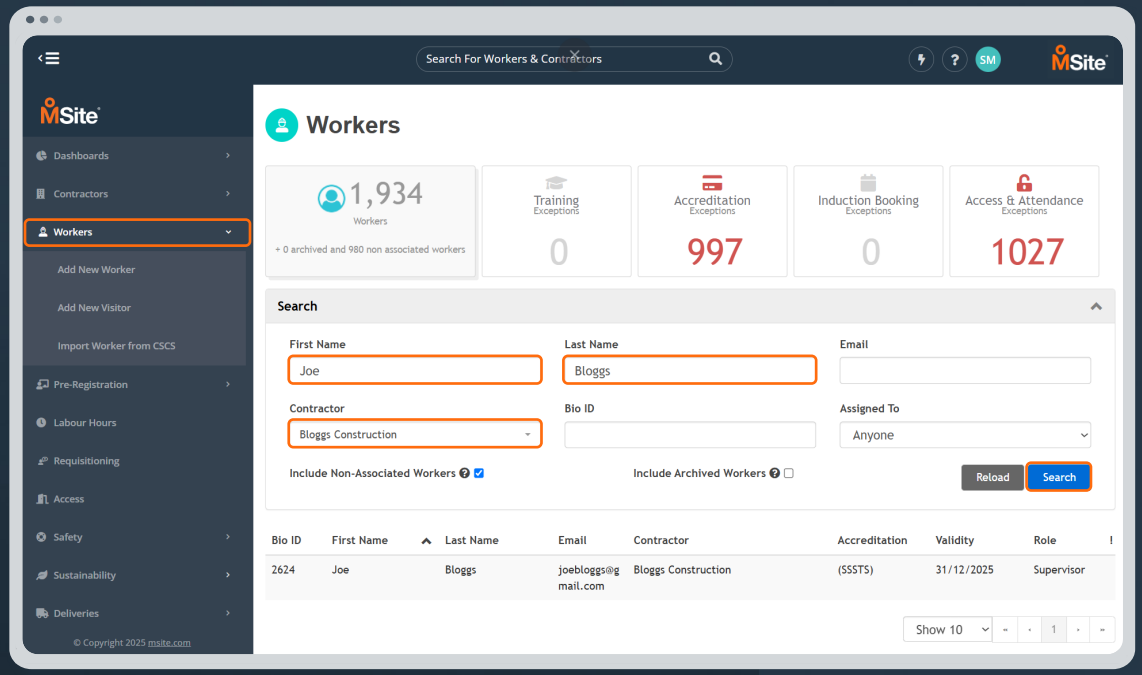
How to Update an Existing Workers Profile.

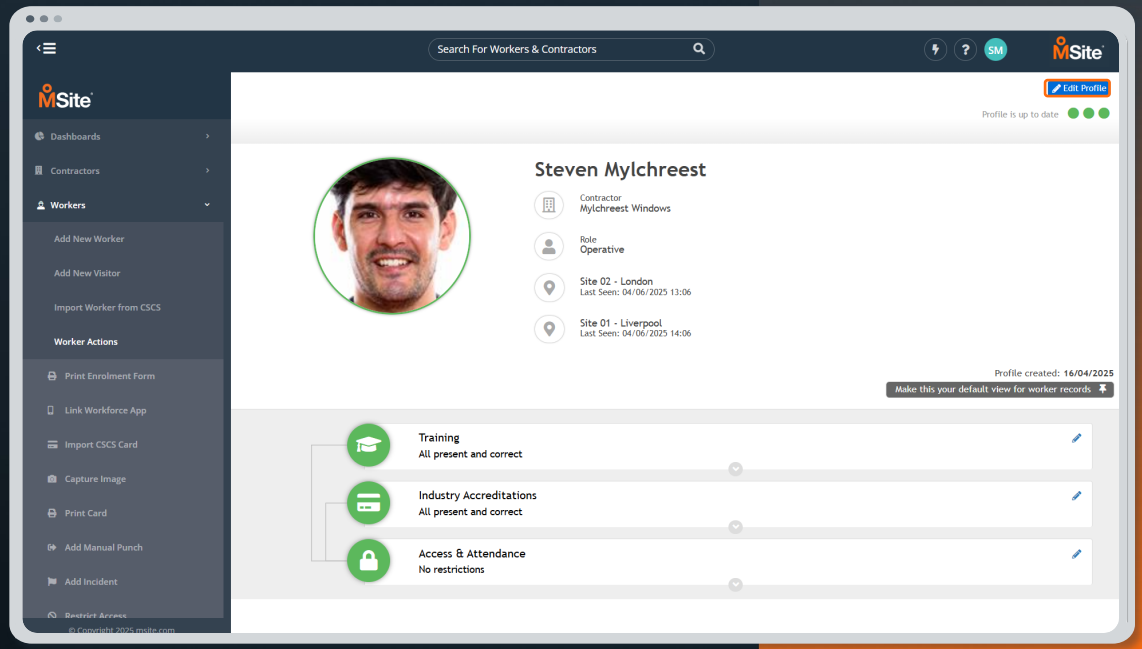
To update elements of an existing worker's profile you will first need to locate their profile within MSite.

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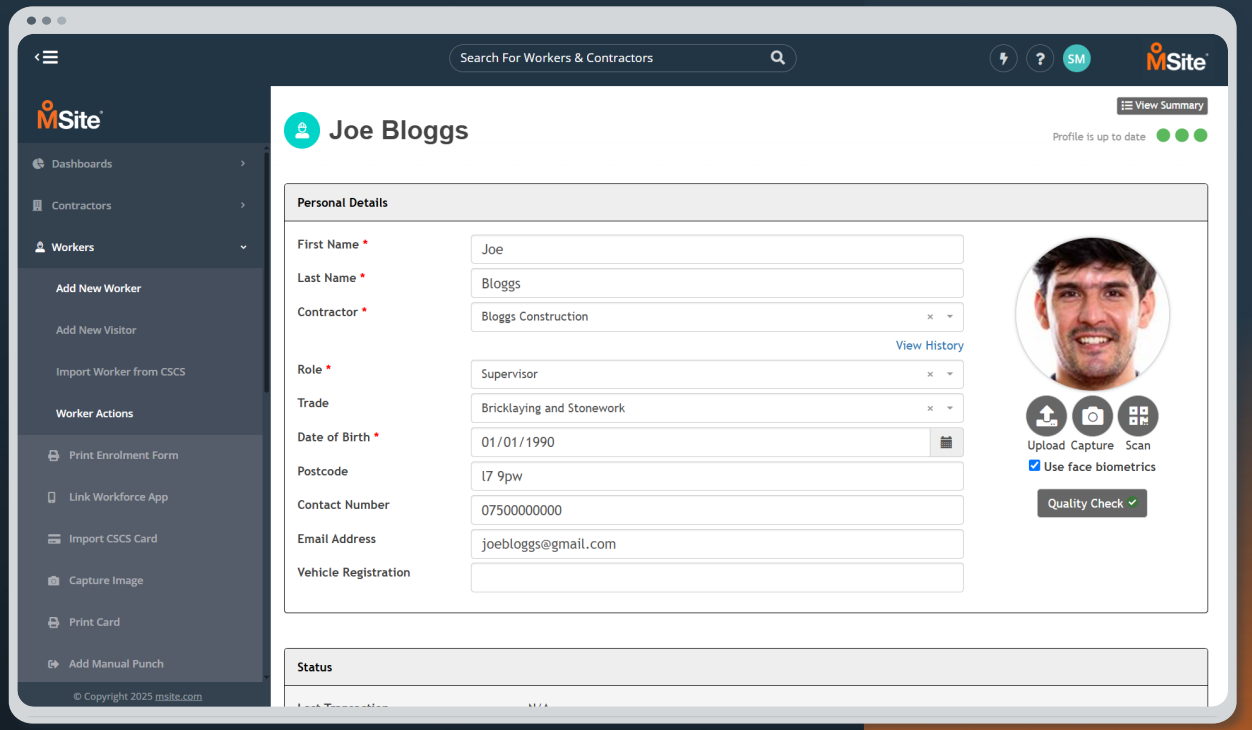
Once the worker profile has loaded, you can update and edit areas such as:

- **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



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