

## My Details

Within the MrC Portal, all Volunteers will have the ability to edit their own details, giving them control over the accuracy of the details held for them.


To access the My Details form, use the drop-down menu in the top right-hand corner (this will be your name with a small drop-down arrow to the right of it) and select my Details from the list

The screenshot shows the top navigation bar of the MrC Portal. It includes "Our Website", a home icon, and a user profile dropdown menu labeled "Katie Portal". The dropdown menu is open, showing a list of options. "My Details" is highlighted with a yellow border. Other options include "My Volunteer Details", "My Contacts", "Create Support Activity", "My Support Activities", "Create Annual Review", "My Annual Reviews", "Care Admin Request", "People In Your Branch You Can Update", "Branch Group List", "Branch Group Membership List", "Branch Group Contact", "Loan Applications", "Grant Applications", "Upload Media", "Forums", and "Sign Out".

- Our Website | Home | Katie Portal ▾
- My Details
- My Volunteer Details
- My Contacts
- Create Support Activity
- My Support Activities
- Create Annual Review
- My Annual Reviews
- Care Admin Request
- People In Your Branch You Can Update
- Branch Group List
- Branch Group Membership List
- Branch Group Contact
- Loan Applications
- Grant Applications
- Upload Media
- Forums
- Sign Out

Home > My Details

# My Details


Katie Portal

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- Security**

  - Change Password
  - Change Email ?
  - Facebook Login Setup

Please update your details below.

**?** Your email requires confirmation.

[✉ Confirm Email](#)

## My Information

**ID**

000463

**First Name \***

Katie

**Last Name \***

Portal

**Known As**

Kate

**Date of Birth \***

14/01/1980 📅

**Street 1 \***

19 Barkham Road

**Street 2**

**Street 3**

**Street 4**

**Street 5**

**City \***

Cambridge

**County**

Cambridgeshire

**Postal Code \***

CB1 1BD

**Country \***

United Kingdom

**Mobile Phone**

07123 456789

**Home Phone**

**E-mail \***

[katie.portal@mindassociation.org](mailto:katie.portal@mindassociation.org)

**Job Title**

**Website**

**Facebook**

**Twitter**

**Gender \***

Female ▾

**Marital Status**

Single ▾

**Ethnicity \***

🔍

**Preferred Language**

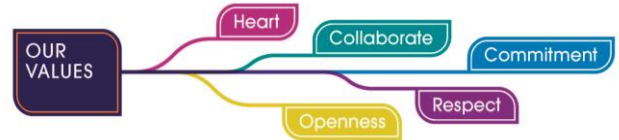
🔍

**Do you consider yourself to be disabled?**

No  Yes

**Sexual Orientation**

▾



The form itself consists of fields which are all either drop down or free text, so you can click on the box to add or edit data quickly and efficiently. Some boxes on the field are mandatory, and these are marked with a red asterisk. An example of a mandatory field would be address fields such as post code.

Where there is a magnifying glass icon, this indicates that the field is a look up and not a text field, so you won't be able to free type here

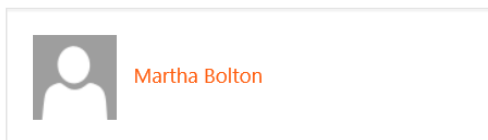


To save any changes which have been made, click update at the bottom of the page



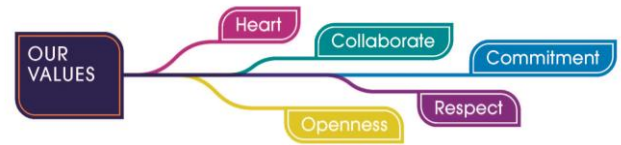
Some of the information on the My Details page relates to the collection of Demographic information. It should be noted that any data added here is only used for reporting purposes and will be anonymous. As per note below:

Please note: We will only ever use information about your gender, ethnicity, sexuality and religion anonymously for statistical purposes.




My Details
My Volunteer Details
My Contacts
Create Support Activity
My Support Activities
Create Annual Review
My Annual Reviews
Care Admin Request
Uploads

On the left-hand side of the My Details page there is another navigation pane. As with the drop-down this gives users access to other areas of the system



Just below the navigation pane, there is an area for Security. This is the place to go to if you need to change your password, or the email linked to the system (so the email address that would be used if you forget your password, for example)

 Security
Change Password
Change Email