

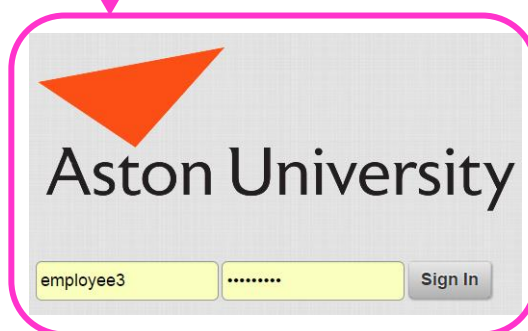
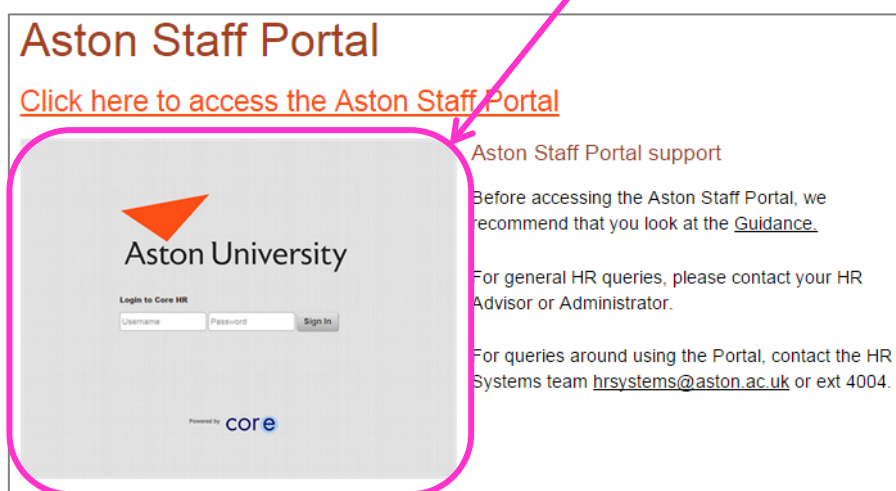
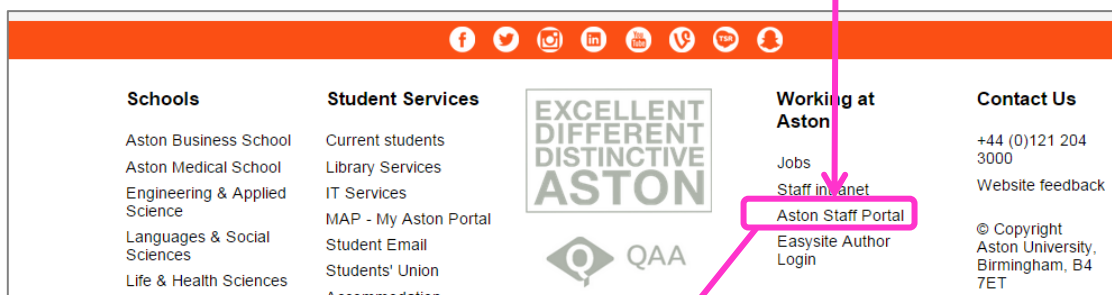
Completing your Emergency Contact and Equality Details using Aston Staff Portal

As a casual worker you need to use Aston Staff Portal to submit your weekly timesheets and view your payslips.

You will also need to use Aston Staff Portal to complete your **Emergency Contact** and **Equality** details. This is important information that we need to capture about you.

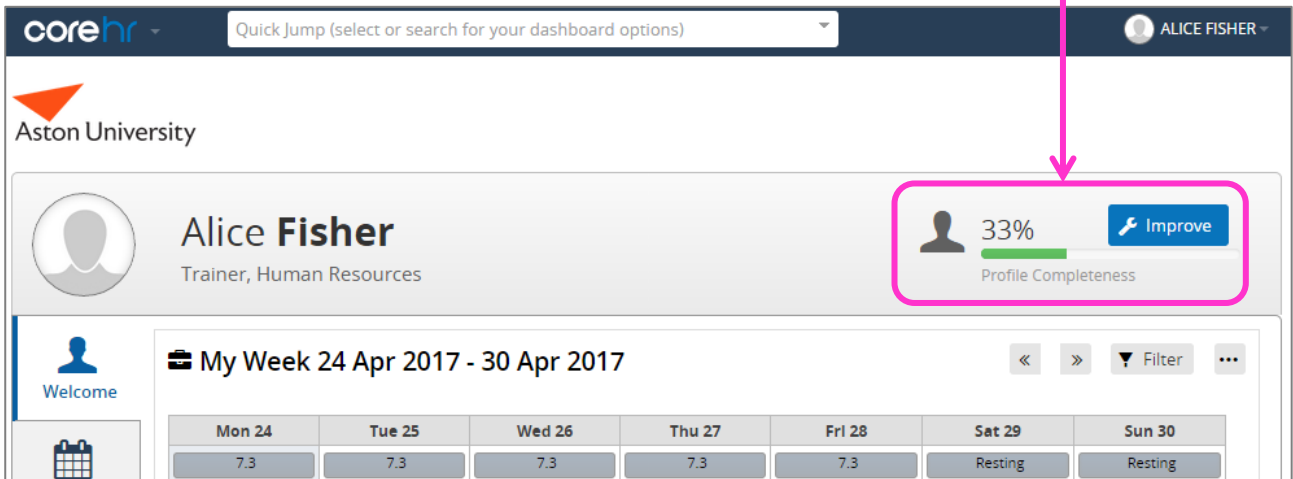
How to access Aston Staff Portal

1. From the Aston homepage (www.aston.ac.uk), scroll to the bottom of the screen and click Aston Staff Portal.
2. From the Portal landing page, click the picture of the login screen.
3. Enter your **staff** username and password.

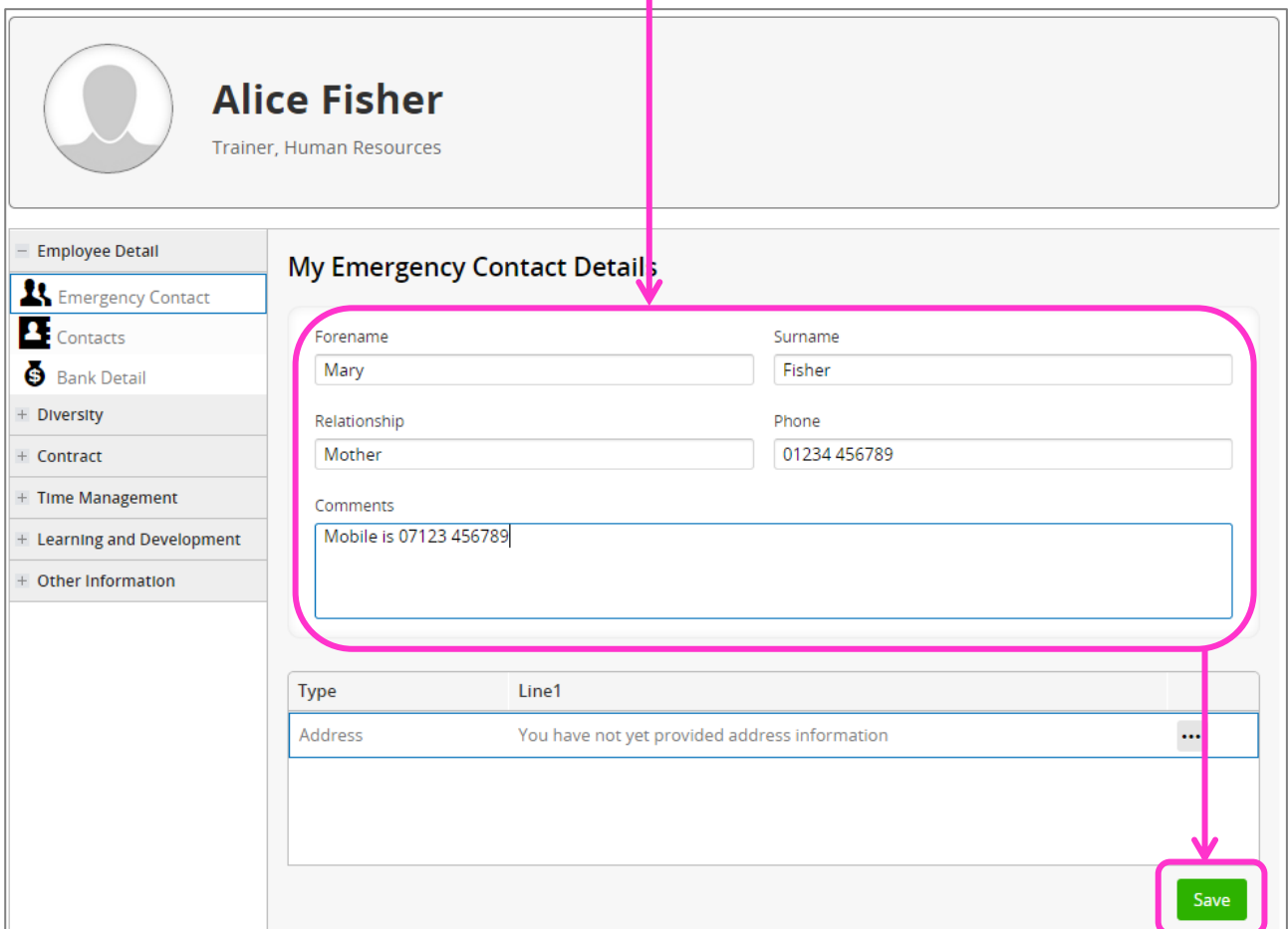


Completing your Emergency Contact Details

When you enter the Portal, you will see a progress bar that indicates how complete your profile is. Click on the **Improve** button. This will take you to the emergency contact details section.



Enter your emergency contact details in the form, and then click Save. There is an option to put an address in for your emergency contact, but this is not required. The most important thing is contact telephone numbers.



Completing your Equality Details

Once you have completed your emergency contact details, click on the Diversity option of the left hand menu, and then select 'Background'.

Alice Fisher
Trainer, Human Resources

My Emergency Contact Details

Forename	Surname
<input type="text" value="Mary"/>	<input type="text" value="Fisher"/>
Relationship	Phone
<input type="text" value="Mother"/>	<input type="text" value="01234 456789"/>
Comments	
<input type="text" value="Mobile is 07123 456789"/>	

Update your details and Click save.
NB. Fields that have no options behind them are not required.

Alice Fisher
Trainer, Human Resources

Background

National Identity 2	Identity Details
<input type="text"/>	<input type="text"/>
Religion	Time Living in this country
<input type="text" value="Christian"/>	<input type="text"/>
Family Details	
Parent/Guardian	Civil Status
<input type="checkbox"/>	<input type="text" value="Married"/>
Family Status	Date of Marriage
<input type="text"/>	<input type="text"/>
Notes	
<input type="text" value="Enter Text"/>	

Save