

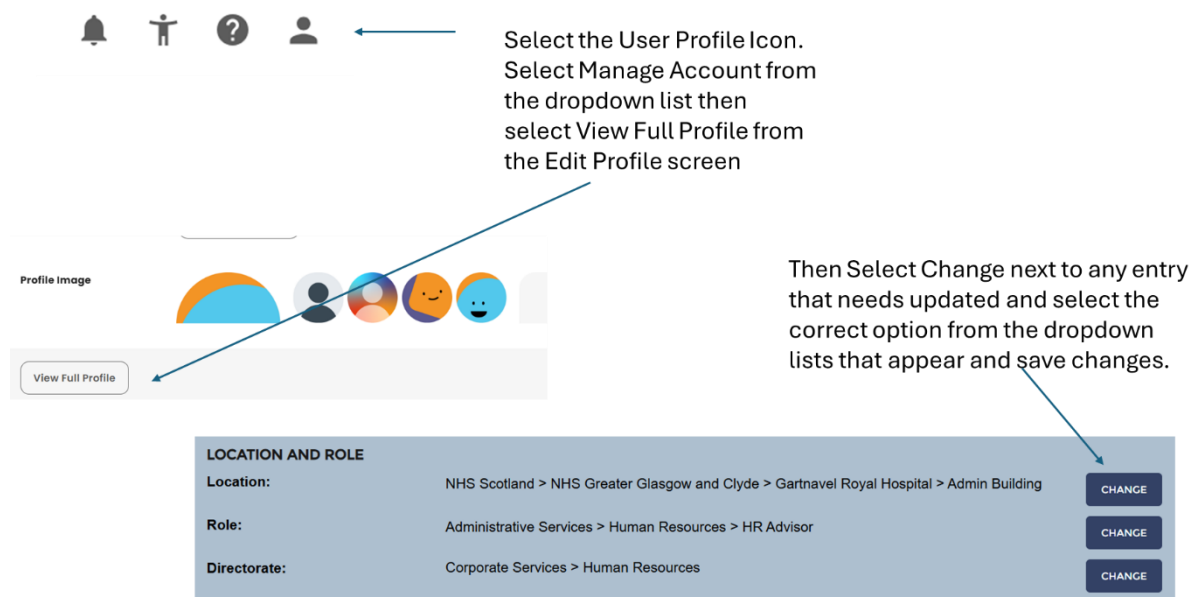
## Action: Update learnPro Profiles

To accurately reflect compliance against Organisational requirements it is essential that your Profile on learnPro is correct.

Please login to your learnPro account and check your Identification Number is showing the correct Payroll Number.

Check your location details and if incorrect amend to the correct location. Do the same for Job Role if that also needs changed.

Lastly ensure you have selected the correct Directorate.



The screenshot shows the user profile management interface. At the top, there is a navigation bar with icons for notifications, a person, a question mark, and a user profile. An arrow points to the user profile icon with the text: "Select the User Profile Icon. Select Manage Account from the dropdown list then select View Full Profile from the Edit Profile screen". Below this, there is a section titled "Profile Image" with a row of five circular profile picture options. An arrow points to the first option (a blue and orange semi-circle) with the text: "Then Select Change next to any entry that needs updated and select the correct option from the dropdown lists that appear and save changes." Below the profile image section, there is a "View Full Profile" button. At the bottom, there is a section titled "LOCATION AND ROLE" with three rows of details: "Location: NHS Scotland > NHS Greater Glasgow and Clyde > Gartnavel Royal Hospital > Admin Building", "Role: Administrative Services > Human Resources > HR Advisor", and "Directorate: Corporate Services > Human Resources". Each row has a "CHANGE" button to its right. An arrow points to the "CHANGE" button for the Location row with the text: "Then Select Change next to any entry that needs updated and select the correct option from the dropdown lists that appear and save changes."

The Identification Number appears below the Location and Role section and can be updated by simply deleting the incorrect details and entering the correct Payroll Number.