

# Dental Services

## Update Personal Details as a Performer

This guide will show you how to update your personal details in Compass.

Navigate to the '**Performer**' Folder

Select '**Performer Self Service Personal Details**'

You now have the option to amend your email address, NI Number and/or telephone numbers by simply typing over the existing text or numbers. Please note you cannot update your name, if this has changed you should notify the GDC in the first instance and the changes will then feed into Compass.

If you wish to update your address select the **Green Plus sign** by the side of Location ID field

Enter the Postcode of the address you wish to use and select **Continue**

You will then be presented with a list of addresses that use that post code, locate the appropriate address and click on '**Select**'.

This will then populate the address on the main page

Select **Save** to save the changes you have made.

A pop up box stating the Performer details have been modified successfully will be displayed. Click on **OK**

Use the **home sign** at the top of the page to go back to the home page