

Accessing your employee profile

Using the SAP SuccessFactors mobile app, access your employee profile to view or update your own information – this might be your employment, contact information and pay details.

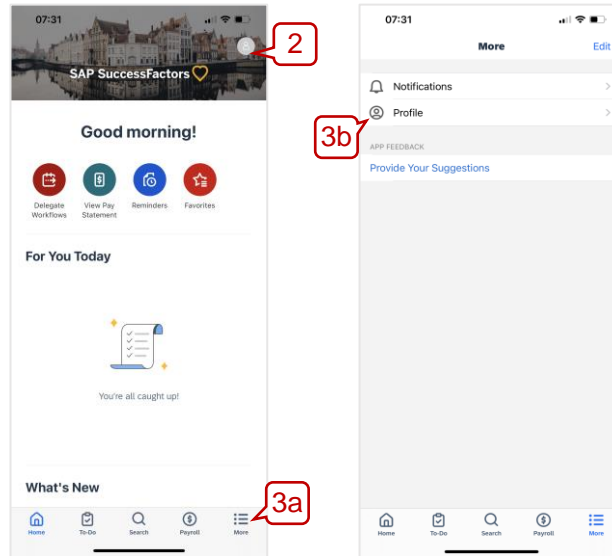
1. Open **SAP SuccessFactors** on your mobile device.



2. Tap **Profile** image from home page

OR

3. Tap **More** and then tap **Profile**



Your employee profile will display

4. Tap on any of these items to view or edit your information (covered in a separate guide).

For example, to view and or edit your address...

5. Tap **Personal Information** and then...

6. **Addresses** to view and or edit your address.

Note: You can edit any info where there is a pencil icon.

