UPDATING YOUR STATUS ON ITRENT

- 1. Log in to <u>iTrent Self Service</u>.
- 2. Click on the "View profile" link.



3. Click "Edit" in the My personal details section.



4. Scroll to the bottom of the page. In the Additional fields section you will see a question relating to the Armed Forces Covenant. Select the appropriate drop down option from the list.

Additional fields
Are you a Veteran, Armed Forces Reservist or service family member?
Armed Forces Veteran
Save Cancel
5. Click "Save".
Additional fields
Are you a Veteran, Armed Forces Reservist or service family member?
Armed Forces Veteran
Save Cancel