

## STAFF SERVICES – MY POSTS

### What is My Posts?

My Posts displays details of your current substantive post (or posts if you have more than one) as recorded in the University's Human Resources (HR) system.

### How do I make changes to My Posts?

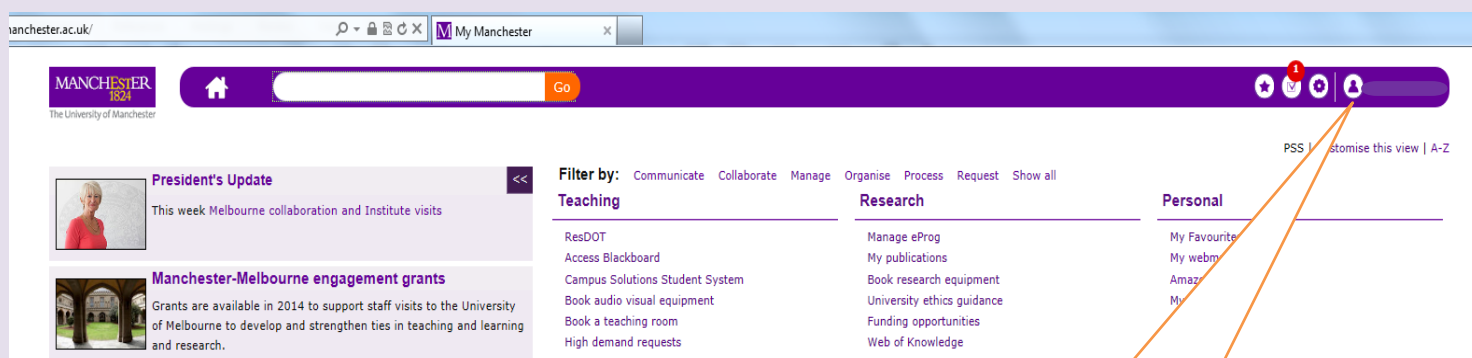
If you think that the information currently displayed needs to be updated, please contact HR Services using the link provided on the My Posts page.



### Why is it needed?

My Posts will provide one definitive place to ensure that details of all current substantive posts are up to date for all staff.

### How do I access My Posts?



You can access My Posts from My Profile.

Click on the **profile icon** in the top right hand corner of the Header Bar to access **My Profile**

# STAFF SERVICES – MY POSTS



Go

## My Profile

My Favourites

My Research

My Research Students

My Teaching

My Training & Development

My Taught Units

My Equipment Bookings

My Students

My Library

My Services

My Staff

My Posts

REF Preparation

My System Roles

★ Add to Favourites

## My Profile

The contact information shown here can currently be updated via the [online directory](#).

Name:  
Email:

Position:

Phone:

Research Profile: [View profile](#)

From My Profile you can access  
**My Posts** from the menu on the  
left hand side of the page

The My Post page will display details of your current post, or posts if you hold more than one:



Search people, resources, information...

Go



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My Equipment Bookings

My Library

My Services

My Staff

REF Preparation

My Posts

My System Roles

★ Add to Favourites

## My Posts

[\[-\] More information \(click to hide\)](#)

My Post(s) displays details of your current post (or posts if you have more than one) as recorded in the University's Human Resources (HR) system.

Record 1 to 1 of 1

Post Number	Post Title	Start Date	Projected End Date	Actual End Date	T&C Description
	PROFESSOR	01/10/2004			

If you have any queries about the information displayed here, please contact [HR Services](#).

[Glossary](#) (Last Updated



Comments and suggestions



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My Manchester for Students

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