

How to edit your PACE 365 profile and update existing information

Should you need to 'edit your profile' for updating any new information e.g., updating line manager, the below instructions show how to update the information stored within your PACE profile.

When you open up the PACE 365 system, the edit profile will show.

My PACE PACE Reviewer Line Manager View

Your PACE Profile:

Your Name: Laura Watson
Job Title: Trainee Learning & Development Facilitator
Division: Corporate Services
Team: Learning and Development
Payscale (Bands 1-9): Band 3
Line Manager: Jennifer Chapman
Reviewer: Paula Wynne
Supervision Start Date: 14/06/2023

[Edit Profile](#)

To update your supervisor, please update your Supervision system click [here](#)

New to PACE, click here to access PACE 365 system guides and Scope for Growth useful information:

Your PACE Progress

Not Started

[PACE Summary](#) [Start PACE Prep](#)

Your PACE 365 profile will look like the above, some information may be there, and some fields may be empty. Update any missing or incorrect fields, by selecting 'Edit Profile'

If you have used pace before your employee number may be pre-populated, if not type in your 8-digit employee number which can be found on ESR (your payslip/profile) followed by your Job Title.

To search for you team, start typing your team's name and a list of teams will appear (or enter your cost centre code), simply click the correct team and that will automatically update that field. Once you have updated your team, the division will automatically populated and then select your band from the drop-down list.

To search for your Line Manager and Reviewer, start typing in the first name and a list of names will appear, simply click the right person and that will automatically update that field.

The pace schedule date will be the date that you will have your review with your manager. This date can be changeable for when the pace is complete and can be conducted when the time is right.

Edit PACE Profile



Employee Number

12345678


Job Title

Trainee Learning & Development Facilitator

Team

Band

Band 3

 Please ensure that you select the correct line manager, supervisor and reviewer. You can type in their first name and surname and then verify the correct account by checking their job title, or alternatively you can search for them with their email address

Line Manager

Supervisor

Reviewer

PACE Scheduled Date

Date



Save

Cancel

Once all information has been completed the save button will turn blue, click and your profile is all set

Save

Cancel

Your pace profile will now show all the information.

☰ My PACE 🗨️ PACE Reviewer 🗨️ Line Manager View

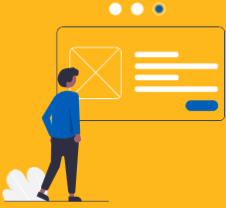
Your PACE Profile:

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Not Started

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You will now be able to start completing your PACE prep by clicking, Start PACE Prep.