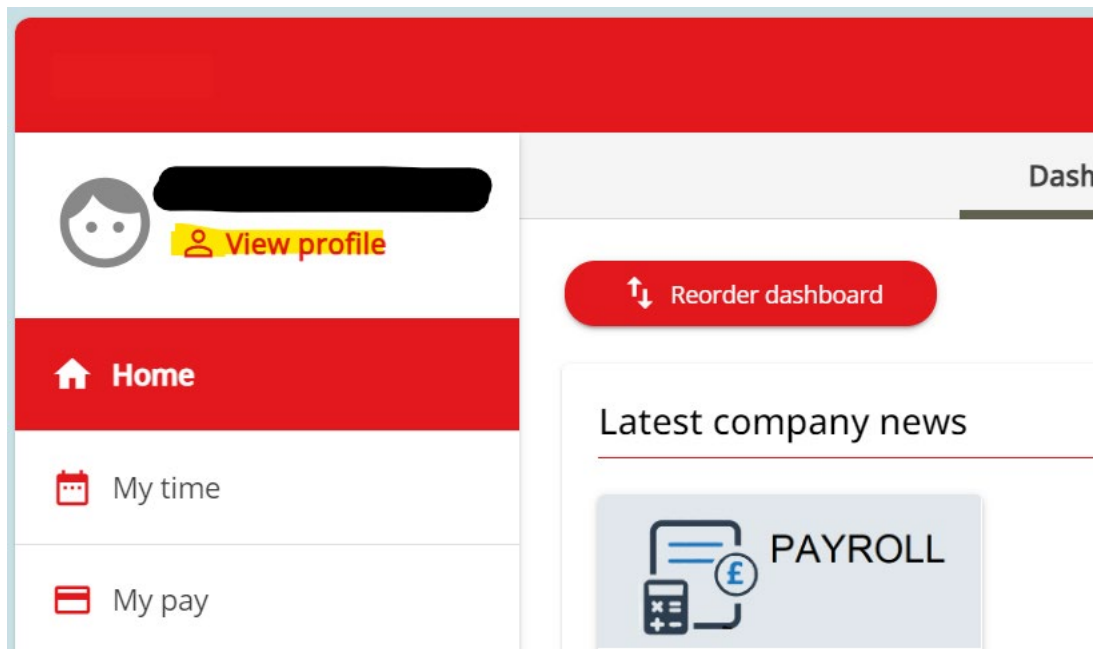


## How to add Professional Membership to iTrent Self Service

Log in to iTrent Self Service from the NCG Intranet Home page.

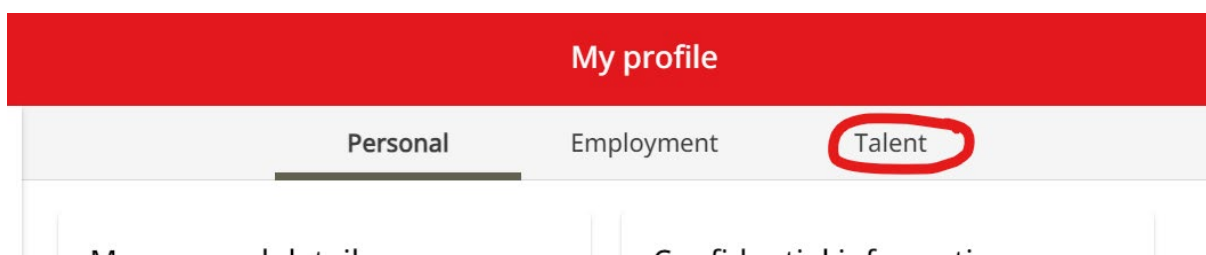


Select 'View Profile' from the top left hand side of the page.



This will then take you to your My Profile page where you have your Personal, Employment and Talent screens.

Select 'Talent'



Scroll down the page to Memberships and click on 'Add membership'

## Memberships

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Membership	Level	Number	Start date	Expiry date	Status
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+ Add membership

Using the drop down menu you will see some pre-set membership types or the option to choose none.

## My profile

### Membership details

\* Membership (required)

Number

Level

\* Start date (dd/mm/yyyy) (required)



Expiry date (dd/mm/yyyy)



Save

Cancel



If you do not have an Professional Membership that is required for your role, you can select \*None\* - this is at the top of the list, and save.

## My profile

[< Back to Talent](#)

### Membership details

**\* Membership (required)**

**Number**

**Level**

If you have a Professional Membership to add, select the membership you require, you will need to add your membership number if you know this. You can go back and add the membership number at a later date. You will then need to select the type of membership, and the date you became a member.

### Membership details

**\* Membership (required)**

**Number**

**Level**

- Affiliate
- Associate
- Fellow
- Graduate
- Licentiate**
- Member

Once completed, select the Save option and it will ask you to confirm. Once confirmed, it will show on your Talent screen and will send a Workflow to your line manager for approval.



If your Professional Membership details are not listed in the drop down menu, please contact [Payroll@ncgrp.co.uk](mailto:Payroll@ncgrp.co.uk) who will update the list so this can be added.

**Please note: Only HMRC approved Professional Membership Bodies will be added to the list on iTrent.**