

Complete Your TryMosaic Profile and Add Support Information



Add useful context about you, your role and the support that helps you work well. Profile information can be changed later and is not a request for an adjustment.

i Before you start

- Sign in to your organisation's TryMosaic deployment.
- Have your job title and manager's work email address available if you want to add them.

Important

Your profile gives TryMosaic context. It does not automatically share a Workplace Passport or adjustment request with a manager or HR.

Open your organisation's TryMosaic deployment using the link supplied by your employer. The screens may use your organisation's colours or logo.

- 1 Open 'Profile' from the navigation menu. New accounts may be taken to profile setup automatically.

About Me

You haven't added anything here yet.

Goals You're Working Towards

You can use this space to note what you're working towards at work

What you're hoping to achieve or improve at work

What Helps You Thrive at Work

Clear written priorities and advance notice of changes.

This information helps inform your Workplace Passport

Security Settings

Two-Factor Authentication

 **DISABLED** Protect your account with email verification codes



2 Add or update your name, job title, department and other work details.

3 Add your manager's name and work email address if requested. Check the address carefully before saving.

4 Add communication preferences or support information that will help TryMosaic tailor later suggestions.

Goals You're Working Towards

You can use this space to note what you're working towards at work

What you're hoping to achieve or improve at work

What Helps You Thrive at Work

Clear written priorities and advance notice of changes.

Save

Cancel

This information helps inform your Workplace Passport

Security Settings

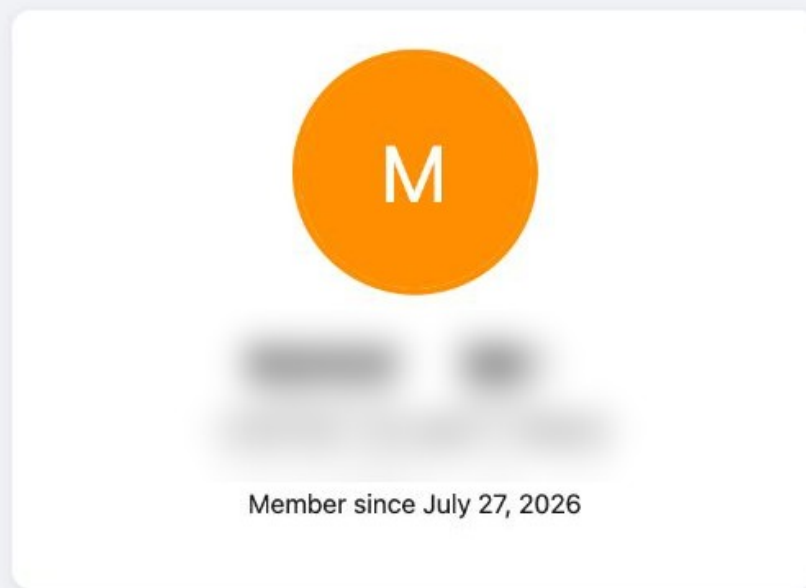
Two-Factor Authentication

DISABLED Protect your account with email verification codes


**Manage
2FA**

5 Leave optional fields blank if you do not want to complete them yet.

6 Select 'Save' or 'Continue', then confirm the updated details appear on your profile.



A white rounded rectangular card with a large orange circle containing a white letter 'M' at the top. Below the circle is a blurred image of a person's face. At the bottom of the card, the text "Member since July 27, 2026" is displayed.

Member since July 27, 2026

Basic Information

Line Manager Email

Not Added

Used for securely sharing your Workplace Passport

Employer

Date of Birth

i Check your result

Return to Profile and confirm the saved values are correct. If a manager email was added, confirm it belongs to the intended person.

! If something looks wrong

Stop before submitting or sharing. Recheck the selected Passport, recipient and entered information. If the problem remains, take a screenshot that excludes sensitive information and contact your TryMosaic administrator.

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