



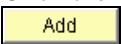


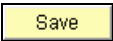

## Maintaining Personal Information

you can navigate to the Personal Information Summary page, Self Service → Personal Information → Personal Information Summary to view your personal information. If you wish to change any of the information, click on the yellow “change...” button to access the page to change personal data. The job aid below explains each type of personal information that can be changed and the path if you were to navigate to each page individually. If you are on the Personal Information Summary page, start each section at approximately step 6.

## Maintaining Home and Mailing Addresses

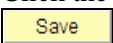

1.	<p>Begin by navigating to the <b>Home and Mailing Address</b> page.</p> <p>Click the <b>Self Service</b> link.</p> 
2.	<p>Click the <b>Personal Information</b> link.</p>
3.	<p>Click the <b>Home and Mailing Address</b> link.</p>
4.	<p>Click the <b>Collapse Menu</b> button.</p> 
5.	<p>Use the <b>Home and Mailing Address</b> page to view a list of all current and future (pending) addresses. If you need to make changes to the addresses listed, click the <b>Edit</b> button.</p>
6.	<p>Note the message at the top of the page explaining that you should contact your campus HR/Payroll office to update an address that is not in the USA.</p> <p>Additionally, you may need to contact other offices about address changes since not all university systems share data.</p>
7.	<p>First, update your home address.</p> <p>Click the <b>Edit</b> button.</p> 
8.	<p>Use the <b>Edit Home Address</b> page to enter new information for your mailing address.</p>
9.	<p>Enter the desired information into the <b>Address 1</b> field.</p> <p>Enter a valid value e.g. "<b>10 Smith Street</b>".</p>
10.	<p>Enter the desired information into the <b>City</b> field.</p> <p>Enter a valid value e.g. "<b>Newburyport</b>".</p>
11.	<p>In this example, the <b>State</b> field remains unchanged.</p>

12.	<p>Enter the desired information into the <b>Postal</b> field.</p> <p>Enter a valid value e.g. "<b>01950</b>".</p>
13.	<p>You can enter a future date or leave the current date in the <b>On this date</b> field.</p> <p>Entering a past date will result in an error message.</p>
14.	<p>For this exercise, the change will not be effective until a future date.</p> <p>Enter the desired information into the <b>On this date</b> field.</p> <p>Enter a valid value e.g. "<b>03/30/2010</b>".</p>
15.	<p>Click the <b>Save</b> button.</p> 
16.	<p>On the <b>Save Confirmation</b> page, click the <b>OK</b> button.</p> 
17.	<p>On the <b>Home and Mailing Address</b> page, notice that you now have two Home addresses listed - one for the current time and one that will be effective on a future date.</p> <p><i>Note:</i> Unless otherwise specified, your home address is considered your mailing address.</p>
18.	<p>For this example, add a mailing address.</p> <p>Click the <b>Address Type</b> list.</p> 
19.	<p>Click the <b>Mail</b> list item.</p> 
20.	<p>Click the <b>Add</b> button.</p> 
21.	<p>Use the <b>Add Mailing Address</b> page to add a new mailing address.</p>
22.	<p>Enter the desired information into the <b>Address 1</b> field.</p> <p>Enter a valid value e.g. "<b>PO Box 5879</b>".</p>
23.	<p>Enter the desired information into the <b>City</b> field.</p> <p>Enter a valid value e.g. "<b>Newburyport</b>".</p>
24.	<p>Enter the desired information into the <b>State</b> field.</p> <p>Enter a valid value e.g. "<b>MA</b>".</p>
25.	<p>Enter the desired information into the <b>Postal</b> field.</p> <p>Enter a valid value e.g. "<b>01950</b>".</p>
26.	<p>This change can take effect immediately. Keep the default date.</p>

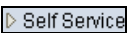

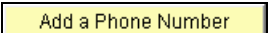

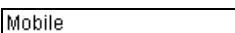
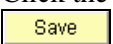
27.	<p>Click the <b>Save</b> button.</p> 
28.	<p>Click the <b>OK</b> button.</p> 
29.	Review the changes you've made on the <b>Home and Mailing Address</b> page.
30.	<p>Congratulations! You've successfully updated your home and mailing address information.</p> <p><b>End of Procedure.</b></p>


### Maintaining Personal Email Addresses

1.	<p>Begin by navigating to the <b>Email Addresses</b> page.</p> <p>Click the <b>Self Service</b> link.</p> 
2.	Click the <b>Personal Information</b> link.
3.	<p>Click the <b>Email Addresses</b> link.</p> 
4.	<p>Click the <b>Collapse Menu</b> button.</p> 
5.	Use the <b>Email Addresses</b> page to view, add, update, or delete your email addresses.
6.	<p>In this exercise, you are going to add a new email address.</p> <p><i>Note:</i> You cannot delete your work email address.</p>
7.	<p>Click the <b>Add an Email Address</b> button.</p> 
8.	<p>Click the <b>Email Type</b> listbox.</p> 
9.	<p>Click the <b>Other</b> list item.</p> 
10.	<p>Enter the desired information into the <b>Email Address</b> field.</p> <p>Enter a valid value e.g. "<b>fflintstone@gmail.com</b>".</p>

11.	Click the <b>Save</b> button. 
12.	Click the <b>OK</b> button. 
13.	Your additional email address has been added to the <b>Email Addresses</b> page.
14.	Congratulations! You have successfully updated your email address information. <b>End of Procedure.</b>

### Maintaining Personal Phone Numbers

1.	Begin by navigating to the <b>Phone Numbers</b> page.  Click the <b>Self Service</b> link. 
2.	Click the <b>Personal Information</b> link.
3.	Click the <b>Phone Numbers</b> link.
4.	Click the <b>Collapse Menu</b> button. 
5.	Use the <b>Phone Numbers</b> page to view, add, update, and delete phone numbers.
6.	You can modify existing rows by updating the fields and clicking the Save button.  <i>Note:</i> Business phone numbers can not be changed using Employee Self Service.
7.	Click the <b>Add a Phone Number</b> button. 
8.	Use the <b>Phone Type</b> list to select the type of phone number you will be entering.  Click the <b>Phone Type</b> list. 
9.	Click the <b>Mobile</b> list item. 
10.	Enter the desired information into the <b>Telephone</b> field.  Enter a valid value e.g. " <b>978/444-7890</b> ".
11.	Click the <b>Save</b> button. 

12.	Click the <b>OK</b> button. 
13.	Review the change you've made.
14.	Congratulations! You've successfully added a phone number to your personal information. <b>End of Procedure.</b>