

## Quick Reference Guide

# Update Personal Information in Self Service: Email and Phone

<b>System:</b>	PeopleSoft > Self Service
<b>Target Audience:</b>	All Team Members
<b>Description:</b>	Use this guide to step you through using Self Service to update personal Email and personal Phone
<b>Navigation:</b>	Self Service > Personal Information > Personal Information Summary > Change Phone Numbers Self Service > Personal Information > Personal Information Summary > Change Email Addresses

## Updating Personal Information – Personal Phone and Personal Email

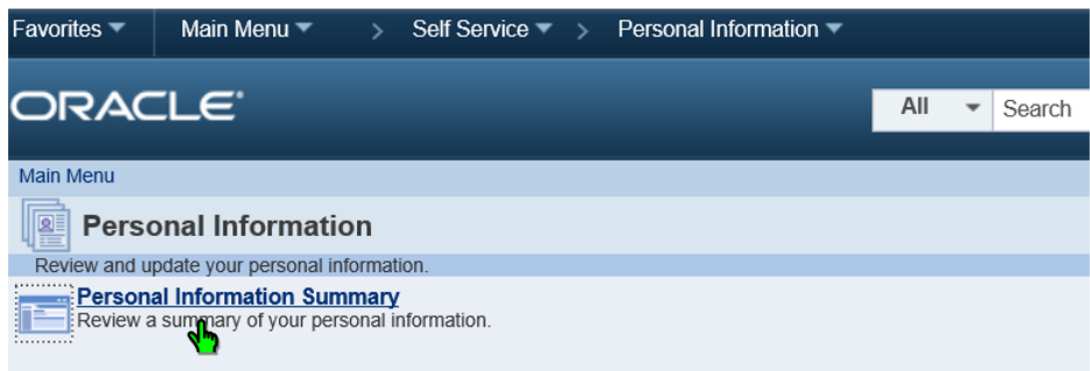
1. From the PeopleSoft homepage, click *Personal Information* under the “**Self Service**” section on the *Main Menu* pagelet. Then select **Personal Information**

This document shows how to do updates for Phone Numbers and Email Addresses



2. Click **Personal Information Summary**

**We will do Phone Number updates first**



3. Any Phone Number(s) that you have already added to the system are displayed in the grid.

4. You **MUST** have a Mobile (Cell) number on your summary. If not, click **Change Phone Number** and add the number.

5. The Business Phone will always be the Preferred number.

**Alexander Alligator**

Telemetry Tech

Actions ▾

▾ Name

Alexander Alligator

Change Name

▾ Home/Mailing Addresses

Addresses

Address Type	Status	As Of	Country	Address
Home	Current	07/20/2020	USA	1212 Don't Wanna Greensboro NC 27407

Change Home/Mailing Addresses

▾ Phone Numbers

Phone Numbers

Phone Type	Phone Number	Preferred
Business	555/333-7777	<input checked="" type="checkbox"/>
Department	555/444-6666	<input type="checkbox"/>

Change Phone Numbers



6. When you click **Change Phone Number**, you will be able to add the number, and update/delete other numbers that may be old.

7. Click **Add Phone Number**

Personal Information

Phone Numbers

Alexander Alligator

Enter your phone numbers.

Phone Numbers

Phone Type	*Telephone	Extension	Preferred	Delete
Business	555/333-7777 x		<input checked="" type="checkbox"/>	
Department	555/444-6666		<input type="checkbox"/>	

Add Phone Number

Save



\* Required Field

[Return to Personal Information](#)

8. Select the type of phone number from the drop-down list—in this case, **Mobile** is a cell number being added.

9. **DO NOT** include any formatting with the number; enter just the 10-digit phone number of area code and number. PeopleSoft does the formatting for you.

10. **DO NOT** enter anything into the Telephone field except the Phone Number. **DO NOT** enter any text such as **NONE** or xxxx. The Phone Type indicates what type of Telephone Number is being added.

**Note:** regardless of how many phone numbers have been added, one **MUST** be checked as *Preferred*. If there is only one number, then check *Preferred* for that number; otherwise, the system will not allow the number(s) to be saved. The Business Number is **ALWAYS** the preferred number.

## Personal Information

### Phone Numbers

**Alexander Alligator**

Enter your phone numbers.

Phone Numbers				
Phone Type	*Telephone	Extension	Preferred	Delete
Business	<input type="text" value="555/333-7777"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Department	<input type="text" value="555/444-6666"/>	<input type="text"/>	<input type="checkbox"/>	
Mobile <input type="text" value="v"/>	<input type="text" value="888/555-8888"/>	<input type="text"/>	<input type="checkbox"/>	

 Add Phone Number

Save

\* Required Field

[Return to Personal Information](#)

Numbers only.

No text, such as "Dept" or "xxx" or "NONE."

11. Click **Save**. The Save Confirmation page will open.

12. Click **OK**.

13. Click **Return to Personal Information**.

## Phone Numbers

### Save Confirmation



The Save was successful.

OK



Now it's time to update Email Addresses!

14. When the **Personal Information Summary** page opens, scroll down to **Change Email Addresses**

15. Any Email Address(es) that you have already added to the system are displayed in the grid.

16. Be sure to have **a minimum of** a Home Email Address and a Business Email Address listed. If not, click **Change Email Addresses** and

#### ▼ Phone Numbers

Phone Numbers		
Phone Type	Phone Number	Preferred
Business	555/333-7777	<input checked="" type="checkbox"/>
Mobile	888/555-8888	<input type="checkbox"/>
Department	555/444-6666	<input type="checkbox"/>

Change Phone Numbers

#### ▼ Emergency Contacts

Emergency Contacts		
Name	Relationship to Employee	Primary Contact
Christian Dye	Spouse	<input type="checkbox"/>
Tawnya Harris-Simmons	Parent	<input checked="" type="checkbox"/>

Change Emergency Contacts

#### ▼ Email Addresses

Email Addresses		
Email Type	Email Address	Preferred
Business	a.alligator@novanthealth.org	<input checked="" type="checkbox"/>
Other	alalalal@gmail.com	<input type="checkbox"/>

Change Email Addresses



add the **Home Email Address**

**Note:** The Business Email Address **MUST** be the preferred email. You will not be able to change or add the Business Email Address. **If you do not see a Business Email Address, contact DPS.**

17. When you click **Change Email Addresses**, you will be able to add the Email Address, and update/delete other Email Addresses that may be old.

18. Click **Add Email Address**

Personal Information  
Email Addresses  
Alexander Alligator

Email Addresses			
*Email Type	Email Address	Preferred	Delete
Business	a.alligator@novanthealth.org	<input checked="" type="checkbox"/>	
Other	<input type="text" value="alalalal@gmail.com"/>	<input type="checkbox"/>	

\* Required Field

[Return to Personal Information](#)

19. Click **Save**. The Save Confirmation page will open.

20. Click **OK**.

21. Click **Return to Personal Information**.

Personal Information  
Email Addresses  
Alexander Alligator


Email Addresses			
*Email Type	Email Address	Preferred	Delete
Business	a.alligator@novanthealth.org	<input checked="" type="checkbox"/>	
Other	<input type="text" value="alalalal@gmail.com"/>	<input type="checkbox"/>	
Home <input type="button" value="v"/>	<input type="text" value="aaaaatvbbeeeeeee@gmail.com"/>	<input type="checkbox"/>	

\* Required Field

[Return to Personal Information](#)

## Email Addresses

### Save Confirmation

 The Save was successful.

OK



22. The **Email Addresses** section of the summary is updated.

Note: If you have a **Business Email Address** and it is the **Preferred** address, you will still need to have a **Home Email Address** on your record; it **will not** be preferred.

## Personal Information

### Email Addresses

Alexander Alligator

Email Addresses			
*Email Type	Email Address	Preferred	Delete
Business	a.alligator@novanthealth.org	<input checked="" type="checkbox"/>	
Home	<input type="text" value="aaaaatvbbeeeeeee@gmail.com"/>	<input type="checkbox"/>	
Other	<input type="text" value="alalalal@gmail.com"/>	<input type="checkbox"/>	

Add Email Address

Save

\* Required Field

[Return to Personal Information](#)