Add/Edit Email & Phone Number

This process will be used to add or change your personal contact information, such as email and phone number.

Audience: All

Walkthroughs:
- 1.0 Navigation Path
- 2.0 Add New Email Address
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- 4.0 Add New Phone Number
- 5.0 Exit Existing Phone Number

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<th>Process Step &amp; Description</th>
<th>Action</th>
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<td><strong>Getting Started</strong></td>
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<td>➢ Navigation Path:</td>
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<td>Me &gt; Contact Info</td>
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<td>From the home screen:</td>
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<td>• Click on “Me” to see all Employee Self-Service applications.</td>
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<tr>
<td>• Click on the “Contact Info” Icon.</td>
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1.0 Navigation Path

![Navigation Path Diagram]
Add New Email Address

On the “Contact Info” screen:

- Click on “Add,” and select “Email Details.”

- Select the “Type”.  
  - Select “Home,” if the email address is personal.

- Enter your email address.

- Click “Submit.”

- Done.  
  Note: Your new email is being submitted for approval.
3.0 Edit Existing Email Address

From the “Contact Info” screen, locate the email record you would like to edit.

- Click on the “Pencil” icon next to the email address you would like to change.

On the edit email screen:

- Edit the type if applicable.
- Edit the email address, if applicable.
- Click “Submit” or Delete.
- Done.

4.0 Add New Phone Number

From the “Contact Info” screen:

- Click on “Add,” and select “Phone Details.”

On this Add Phone Details screen:

- Select “Type” from the drop-down
● Enter the phone number.

* Type
  - Cell/Mobile

Country
  - United States 1

Area Code
  - 802

* Number
  - 999-9999

● Click “Submit.”

● Done.

Note: Your new phone number is being submitted for approval.
**Edit Existing Phone Number**

From the “Contact Info” screen, locate the phone record you would like to edit.

- Click the “Pencil” icon.

On the phone edit screen, you can:

- Edit Type.
- Edit Area Code and Number

- Click “Submit” or Delete

- Done.

*Note: Your edited phone number is being submitted for approval.*