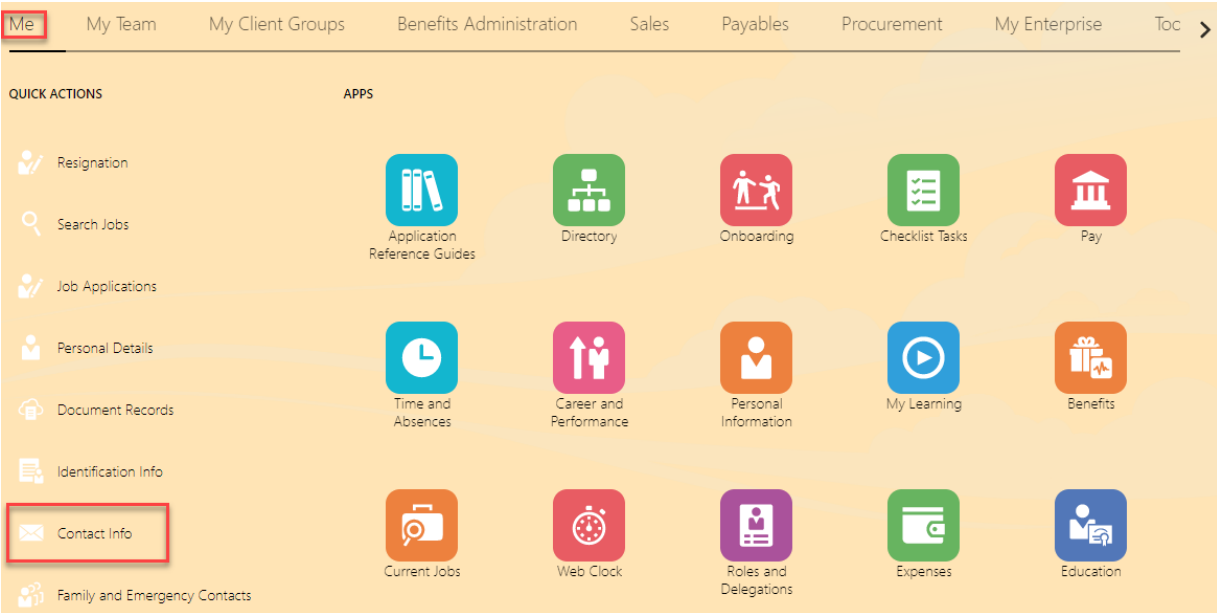# Add/Edit Email & Phone Number

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

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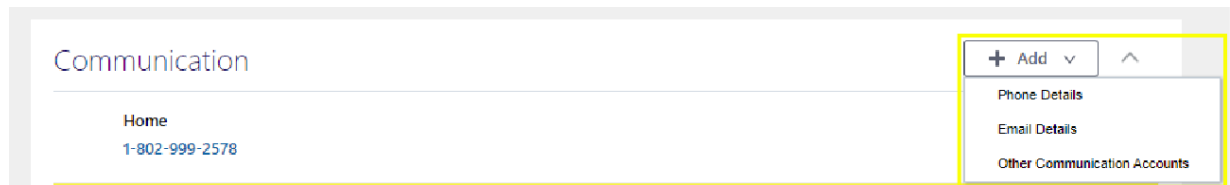
Walkthroughs:
- 1.0 Navigation Path
- 2.0 Add New Email Address
- 3.0 Edit Existing Email Address
- 4.0 Add New Phone Number
- 5.0 Exit Existing Phone Number

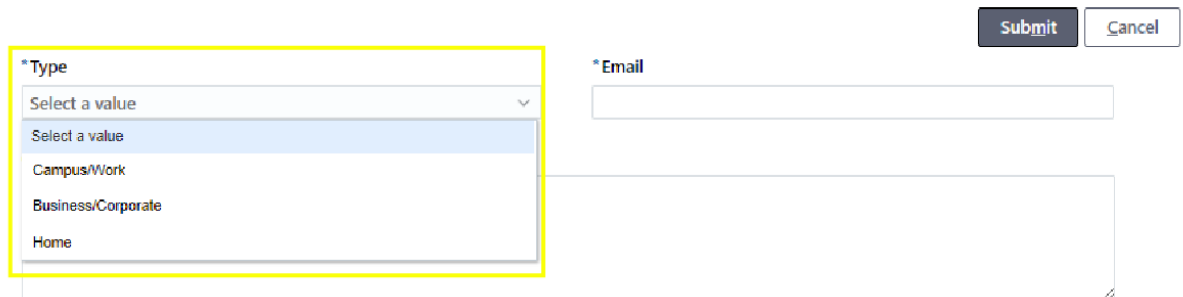| Process Step & Description	Action
1.0 Navigation Path	**Getting Started** ➤ **Navigation Path:** Me > Contact Info From the home screen: ● Click on "Me" to see all Employee Self-Service applications. ● Click on the "Contact Info" Icon.

Add New Email Address
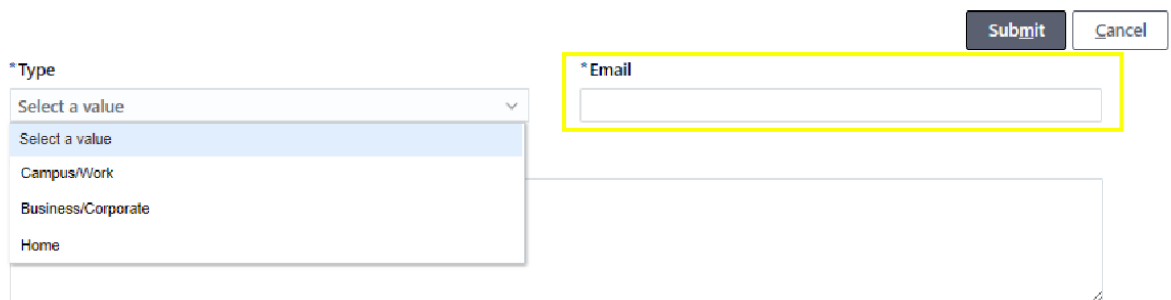
On the "Contact Info" screen:

- Click on "Add," and select "Email Details."

- Select the "Type".
  - Select "Home," if the email address is personal.
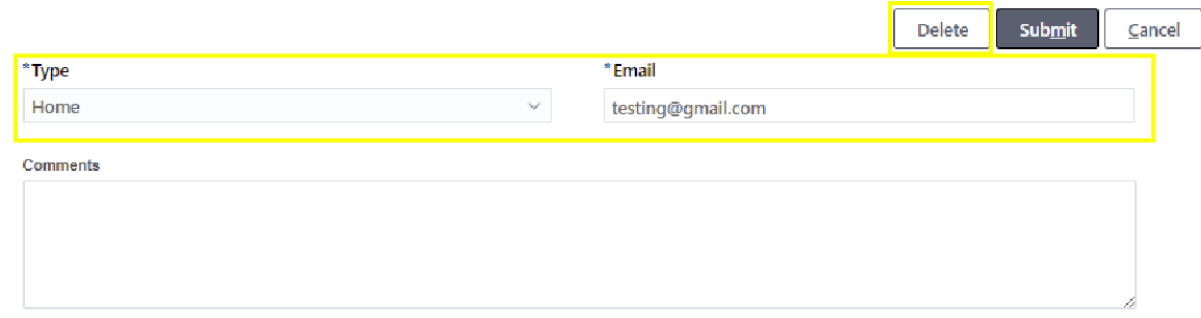
2.0 Add New Email Address
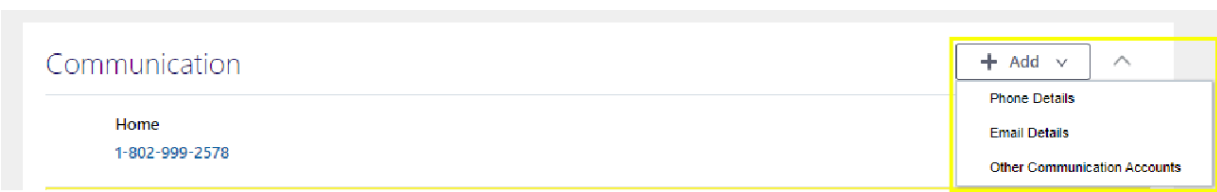

- Enter your email address.

- Click "Submit."

- Done.
  Note: Your new email is being submitted for approval.

3.0 Edit Existing Email Address	**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. Home testing@gmail.com On the edit email screen: Delete Submit Cancel *Type — Home *Email — testing@gmail.com Comments ● Edit the type if applicable. ● Edit the email address, if applicable. ● Click "Submit" or Delete. ● Done.
4.0 Add New Phone Number	**Add New Phone Number** From the "Contact Info" screen: ● Click on "Add," and select "Phone Details." Communication + Add ∨ ∧ Phone Details Email Details Other Communication Accounts Home 1-802-999-2578 On this Add Phone Details screen: ● Select "Type" from the drop-down

Submit   Cancel

*Type

| Select a value | ⌄ |

Select a value

Home

Fax - Home

Alternate Cell/Mobile

Alternate Home

Use relay service

Campus/Work

Cell/Mobile

Extension

*From Date

21-Feb-2020

To Date

dd-mmm-yyyy

- Enter the phone number.

Submit   Cancel

*Type

| Cell/Mobile | ⌄ |

Country

| United States 1 | ⌄ |

Area Code

802

*Number

999-9999

Extension

*From Date

21-Feb-2020

To Date

dd-mmm-yyyy

- Click "Submit."

Submit   Cancel

- Done.
  Note: Your new phone number is being submitted for approval.

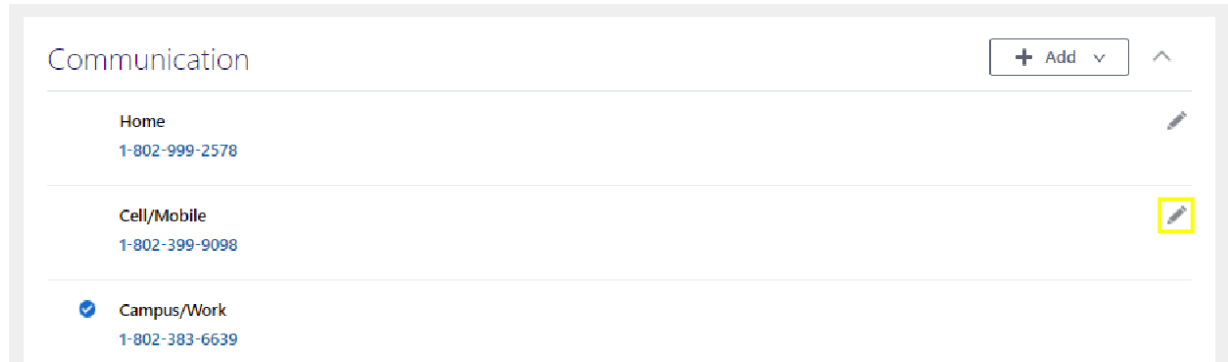## Edit Existing Phone Number

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

- Click the "Pencil" icon.

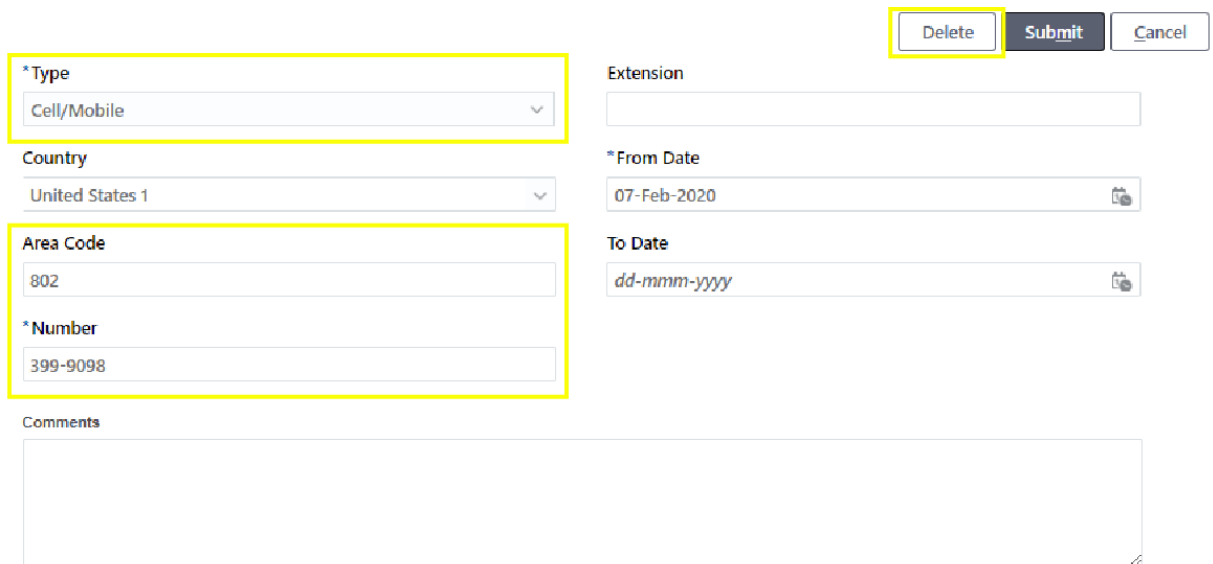**Communication**   + Add ∨   ∧

Home
1-802-999-2578

Cell/Mobile
1-802-399-9098

✔ Campus/Work
1-802-383-6639

On the phone edit screen, you can:

- Edit Type.

- Edit Area Code and Number

5.0 Edit Existing Phone Number

Delete   Submit   Cancel

*Type
Cell/Mobile ∨

Extension

Country
United States 1 ∨

*From Date
07-Feb-2020

Area Code
802

To Date
dd-mmm-yyyy

*Number
399-9098

Comments

- Click "Submit" or Delete

Submit   Cancel

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