Personal Information Change - Marital Status

The process enables you to change your marital status in Oracle.

Audience: All

Walkthroughs:
- 1.0 Navigation Path
- 2.0 Change Your Marital Status

<table>
<thead>
<tr>
<th>Process Step &amp; Description</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Getting Started</strong></td>
<td></td>
</tr>
<tr>
<td>➢ <strong>Navigation Path</strong></td>
<td></td>
</tr>
<tr>
<td>From the Home screen, Me tab, under Quick Actions on the left, choose Personal Details.</td>
<td></td>
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</tbody>
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<table>
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<tr>
<th><strong>Change Your Marital Status</strong></th>
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<tbody>
<tr>
<td>To update your marital status,</td>
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<tr>
<td>• Click the “Pencil” icon.</td>
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</tbody>
</table>
The fields are now editable.

- Click on the “Marital Status” field to see options in the drop-down menu.

Marital Status

Select a value
Civil Union (Middlebury only)
Divorced
Legally separated
Married
Domestic Partnership (Middlebury only)
Single
Widowed
Common-Law
Registered domestic partner

- Enter the date the marital status changed.

  *When does this marital status change start?*

  [dd-mmm-yyyy]

  Enter 28-Sep-2015 if you’re correcting a mistake in this marital status.

- Note: If your marital status did not change but your are correcting the information, enter 28-Sep-2015 for change date. *The system will not accept an earlier date.*

- Click “Submit”

  ![Submit](image)

- Done

  *Note: A Human Resources Specialist will approve your change.*