

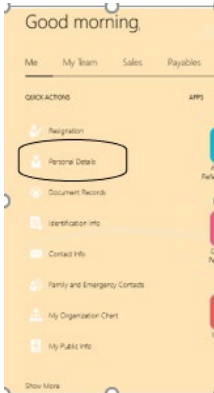
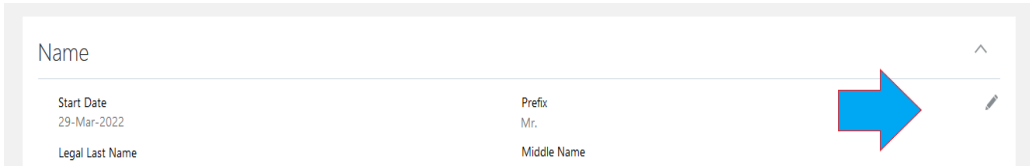
Personal Information Change - Marital Status

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

Audience: All

Walkthroughs:


- 1.0 Navigation Path
- 2.0 Change Your Marital Status

Process Step & Description	Action
<p>1.0 Navigation Path</p>	<p>Getting Started</p> <p>➤ Navigation Path From the Home screen, Me tab, under Quick Actions on the left, choose Personal Details.</p> 
<p>2.0 Change Your Marital Status</p>	<p>Change Your Marital Status</p> <p>To update your marital status,</p> <ul style="list-style-type: none"> • Click the “Pencil” icon. 

The fields are now editable.

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

Marital Status



A screenshot of a web form's marital status dropdown menu. The menu is open, showing a list of options. The current selection is "Single". The options listed are: "Single", "Civil Union (Middlebury only)", "Divorced", "Legally separated", "Married", "Domestic Partnership (Middlebury only)", "Single", "Widowed", "Common-Law", and "Registered domestic partner". The "Single" option is highlighted in blue.

- Enter the date the marital status changed.

*When does this marital status change start?



A date input field with a placeholder text "dd-mmm-yyyy" and a calendar icon on the right.

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”



Two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a yellow border.

- Done

Note: A Human Resources Specialist will approve your change.