

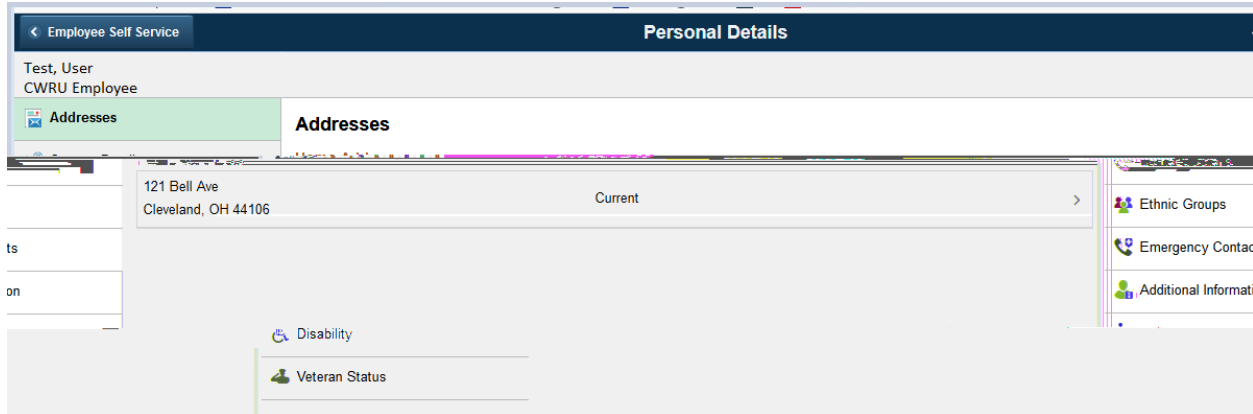
Personal Information

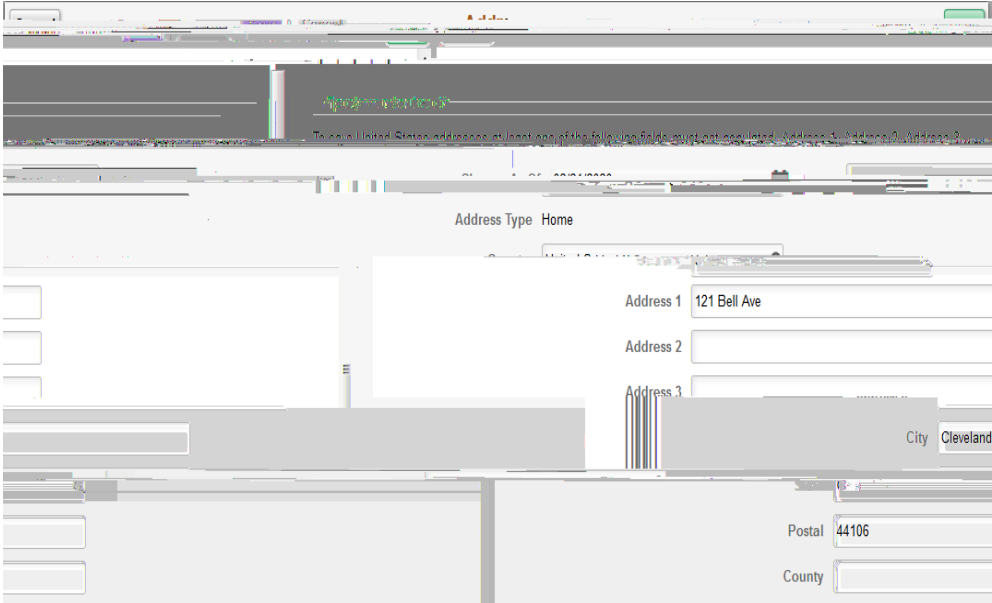
Procedure

The following items can be updated from the HCM Personal Information web pages:

- Home, Mailing Address
- Contact Details (Telephone)
- Ethnic Groups
- Emergency Contact Information
- Additional Information

Address Change



Step	Action
1.	Address Displays by default when selecting the Person Details tile.
2.	Select the address to update
3.	Update the address and Select Save. 

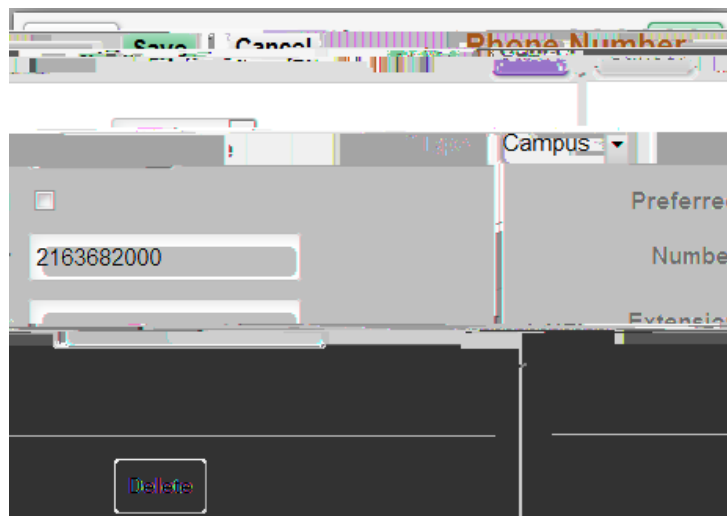


Personal Information

Step	Action
2.	To update an existing number: click on the number to update.
3.	Update the number and select save.

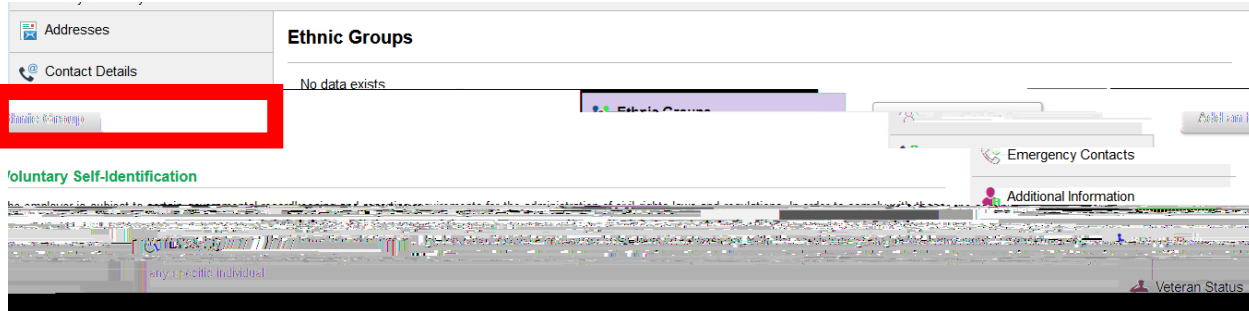




Step	Action
4.	To add a new phone number, select the + icon.
5.	Select the phone type. Select Campus if you would like the number to be added to the campus directory.
6.	Enter the number with area code.
7.	Select Save.



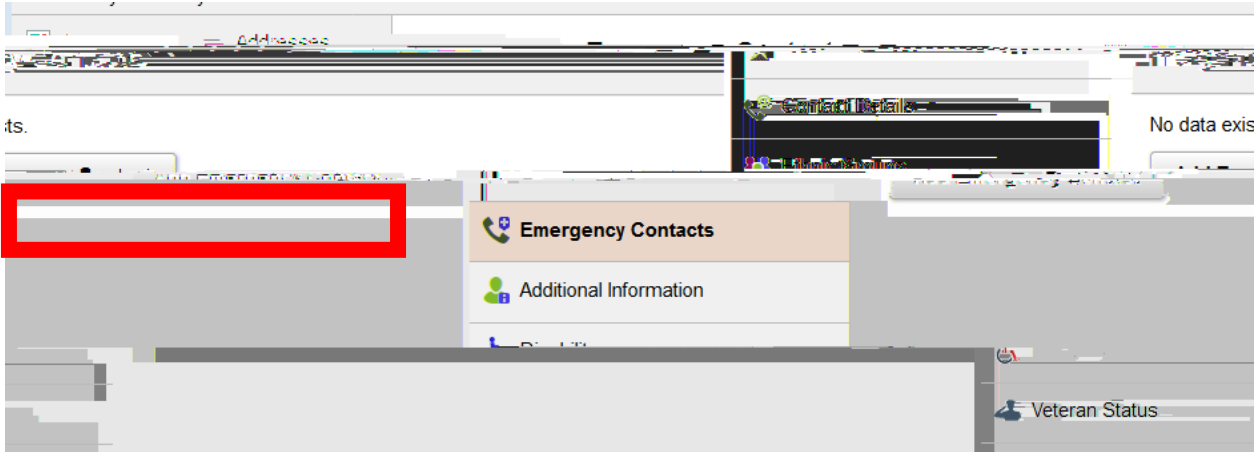
Ethnic Groups


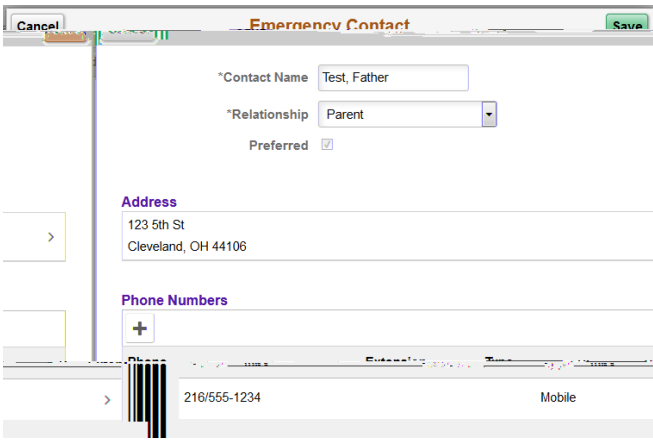
Voluntary Self Identification.



Step	Action
1.	To add an Ethnic group: Click the Add an Ethnic Group. 
2.	Click the magnifying glass to show a list: 
3.	Select from the list.
4.	Select Save.

Emergency Contacts



Step	Action
1.	<p>On initial setup select the Add Emergency Contact Button</p> 
2.	<p>Complete the information box</p>  <p>At least one phone number is required.</p>

3.	Select Save
4.	

Additional Information



Step	Action
1.	Provides a summary of person information
2.	Any incorrect information should be reported to the HR Service center at 216-368-6964

Disability

Step	Action
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Disability



Step	Action
1.	Complete the form.
2.	Any questions should be reported to the HR Service center at 216-368-6964
3.	Select Submit at the bottom of the page. 