

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

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Addresses		Addresses				
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	121 Bell Ave		Current		>	🔱 Ethnic Groups
	Cleveland, OH 44106					Etrinic Groups
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	Č,	Disability				• .
	4	Veteran Status				

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.
	County



Personal Information



Action
To update an existing number: click on the number to update.
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.

Cancel	- III Phone Number
	Campu <u>s</u> -
	Preferred
2163682000	Number
	. Evtencion
	, ,
Delete	



Ethnic Groups

Voluntary Self Identification.

Addresses	Ethnic Groups
😋 Contact Details	No data exists
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oluntary Self-Identification	
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sectors and the sector of the	βη/ see the first of the second se
	🚣 Veteran Status

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

Addresses			i a <u>jan</u> i
ts.	9-Q-1-1		No data exis
	C Emergency Contacts	The state of states	J,
	Additional Information		
	Lens in	🕹 🦀 Veteran Status	3

Step	Action
1.	On initial setup select the Add Emergency Contact Button Add Emergency Contact
2.	Complete the information box Cancel Emeraency Contact Cancel Emeraency Contact Contact Name Cont
	At least one phone number is required.



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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
	at 210-300-0904



Disability

Step Action



Disability

Addresses	M		
	Contact Details		✓ Definitions
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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.