REVIEWING/UPDATING MY PERSONAL INFO

1. Click on the Employee Self Service tile.
2. Click on my personal info to expand the menu and select a category.
3. Click on arrows to update home/mailing addresses.
4. Click on arrows to update phone or email information.
REVIEWING/UPDATING MY PERSONAL INFO

To add or update emergency contacts, click the "+" button on the left or the arrow on the left.

Marital status, name and additional information may be reviewed but not changed. To request a marital status or name change, contact the district benefits office. Appropriate documentation will need to be provided.

Via my ethnicity, you may add, delete and identify your preferred ethnic group.