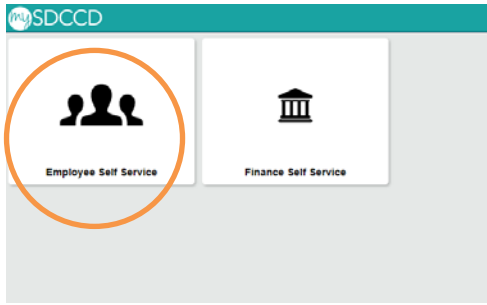
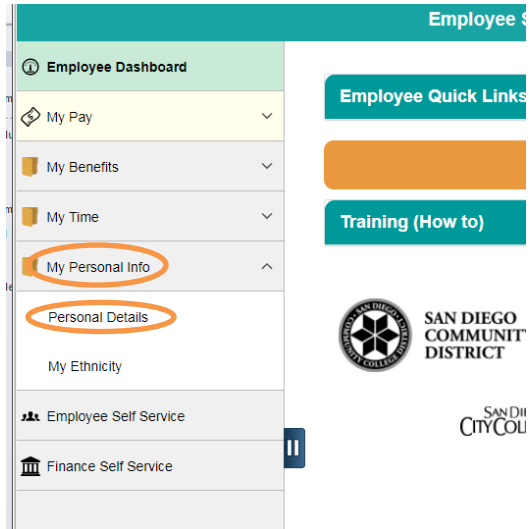


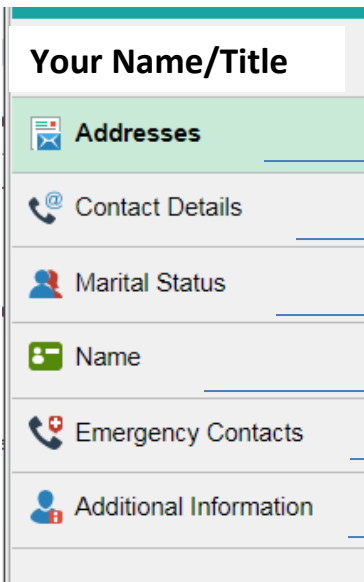
CHANGING PERSONAL INFO IN PEOPLESOFT



Step 1: Log into PeopleSoft and choose **EMPLOYEE SELF SERVICE**



Step 2: On the left hand column, click on **MY PERSONAL INFO**, and then select **PERSONAL DETAILS**.



Step 3: This is where you can view and change your personal information.

Home and Mailing Address

Phone, Email/Instant Message

Can only be changed by form

Who to contact in case of emergency

*Permanent personal information. If any is incorrect, contact Human Resources' employment office.

- Gender, Date of Birth, Birth Country/State, Social Security Number, Smoker/NonSmoker, Date Entitled to Medicare, Start Date, Education Level.