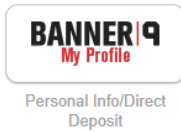




## Banner|9 My Profile, Personal Information Application



Instructions on editing or adding your personal details

### **Personal Details Section:**

The details in this section require the employee to contact Human Resources to make changes.


Name, marital status, Date of Birth etc.

### **Email Section:**

The Email section displays the user's email type, address and status. Your University (UE) type email is not editable.


#### **Add Email:**

##### **Procedure**

1. Click **Add New**.  **Add New**
- The **Add Email** window appears.
2. From the **Email Type** list, select the email type.
3. In the **Email Address** field, enter the email address.
4. In the **Comments** field, enter any comments.  
You can enter a maximum of 60 alphanumeric characters.
5. Select the **Mark as Preferred** check box for the preferred email address.
6. Click **Add**.  
The Saved Successfully message appears.

#### **Edit email:**

##### **Procedure**


1. Click the **Edit** button  under the email that you want to edit or update.  
The **Edit Email** window appears.
2. In the **Email Address** field, edit the email address as required.
3. In the **Comments** field, enter any new comments as required.  
You can enter a maximum of 60 alphanumeric characters.
4. Select the **Mark as Preferred** check box for the preferred email address and the preferred email address will display first in the email list.
5. Click **Update**.



The Saved Successfully message appears.

#### Delete email:

##### Procedure


Click the **Delete** button  located under the email address that you want to remove.  
The email address is removed and no longer displays on the landing page

#### Phone Number Section:

This section displays the user's active phone number types (Office, Fax, Permanent and Mobile)


#### Add phone number:

##### Procedure

1. Click **Add New**.  **Add New**
- The **Add Phone Number** window appears.
2. From the **Phone Type** list, select the phone type.
  3. In the **Area Code** field, enter an area code.
  4. In the **Phone Number** field, enter a phone number.
  5. In the **Extension** field, enter a phone extension.
  6. If applicable, enter an international access code and phone number in the **International Access Code and Phone Number** fields.
  7. Click the **Unlisted** check box if you want to mark the phone number as unlisted.
  8. Click **Add**.
- The Saved Successfully message appears.

#### Edit phone number:

##### Procedure

1. Click the **Edit** button  under the phone number that you want to edit or update.  
The **Edit Phone Number** window appears.
2. From the **Phone Type** list, select the new phone type you want.
3. In the **Area Code** field, enter the new area code you want.
4. In the **Phone Number** field, enter the new phone number you want.
5. In the **Phone Extension** field, enter the new phone extension you want.
6. If applicable, enter a new international access code and phone number in the **International Access Code and Phone Number** field.
7. Click the **Unlisted** check box if you want to mark the phone number as unlisted, then click again to clear it.
8. Click **Update**.

#### Delete phone number:

##### Procedure



Click the Delete button located under the phone number that you want to remove. The phone number is removed and no longer displays on the landing page.

### Address Section:

The Address section displays the user's address type, current or future status, valid from and valid until dates, address lines 1 through 4 if applicable, city, state/province, county, zip/postal code, and country if applicable.

#### **Add address:**

##### **Procedure**



1. Click **Add Address**.  
The **Add Address** window appears.
2. From the **Address Type** list, select the address type.
3. In the **Valid From** field, enter a valid date in the MM/DD/YYYY format.
4. In the **Valid Until** field, enter a valid date in the MM/DD/YYYY format.
5. Enter an address in the **Address Line 1** field.
6. Enter an address in the **Address Line 2** field.
7. Enter an address in the **Address Line 3** field.
8. Enter a city in the **City** list.
9. From the **State/Province** list, select a state or province.
10. From the **County** list, select a county.
11. Enter a zip/postal code in the **Zip/Postal Code** field.
12. From the **Country** list, select a country.
13. Click **Add**.  
The Saved Successfully message appears.

#### **Edit address:**

##### **Procedure**




1. Click the **Edit Address** button under the address that you want to edit or update.  
The **Edit Address window** is displayed.
2. In the **Valid From** field, edit the valid from date as required.
3. In the **Valid Until** field, edit the valid until date as required.
4. In the **Address Line 1 - Address Line 3** fields, enter new addresses as required.
5. In the **City** list, enter a new city as required.
6. From the **Country** list, select a new country if required.



7. From the **State/Province** list, select a new state or province as required.
8. From the **County** list, select a new county as required.
9. Enter a new zip/postal code in **Zip/Postal Code** field as required.
10. From the **Country** list, select a country as required.
11. Click **Update**.

The Saved Successfully message appears.


#### **Delete Address: Procedure**

Click the **Delete** button  located under the address that you want to remove. The address is removed and no longer displays on the landing page.


#### **Emergency Contact Section:**

The Emergency Contact section displays the order number, user's first, middle, and last names, relationship, area code, phone number, phone extension, address lines 1 through 4 if applicable, city, state/province, zip/postal code, and country if applicable.


#### **Add emergency contact: Procedure**

1. Click **Add New**.  **Add New**
- The **Add Emergency Contact** window appears.
2. From the **Order** list, select an order number.
  3. In the applicable fields, enter the emergency contact's information.
  4. Click **Add**.
- The Saved Successfully message appears.

#### **Edit emergency contact: Procedure**

1. Click the **Edit** button  under the emergency contact that you want to edit or update. The **Edit Emergency Contact** window appears.
  2. From the **Order** list, select a new order number.
  3. In the applicable fields, edit the emergency contact's information as required.
  4. Click **Update**.
- The Saved Successfully message appears.

#### **Delete emergency contact: Procedure**

Click the **Delete** button  located under the emergency contact that you want to remove. The emergency contact is removed and no longer displays on the landing page.


#### **Additional Details Section:**



The Additional Details section displays the user's ethnicity and race, veterans classifications and disability status. To update your ethnicity and race you will need to contact Human Resources.


#### **Edit veterans classification:**

##### **Procedure**

1. Click the **Edit** button  under Veterans Classification. The **Edit Veterans Classification** window appears.
2. Click the View More link to read more information about the Veterans Classification section.
3. Select one or more of the first four option buttons for your Veterans classification. For example, I identify as one or more of the classifications of protected veteran listed.
4. Select one of the following check boxes:
  - Disabled Veteran
  - Active wartime or campaign badge veteran
  - Armed forces service medal veteran
5. In the **Date of Discharge** field, enter the date of discharge in the MM/DD/YYYY format.
6. Click **Update** or select one of the following options:
  - I am a protected veteran, but I choose not to self-identify the classification to which I belong.
  - I am not a protected veteran.
  - I am not a veteran.
7. Click **Update**.  
The Saved Successfully message appears.
8. Click **Cancel** to close the Edit Veteran Classification section.

#### **Edit disability status:**

##### **Procedure**

1. Click **Edit** button  under the Disability Status. The **Edit Disability Status** window appears.
2. Click the View More link to read more information about the Disability Status section.
3. Select one of the following options:
  - YES, I HAVE A DISABILITY (or previously had a disability).
  - NO, I DON'T HAVE A DISABILITY.
  - I DON'T WISH TO ANSWER.
4. Click **Update**.  
The Saved Successfully message appears.
5. Click **Cancel** to close the Edit Disability Status section.