

Add or Update Phone Number and Email Address

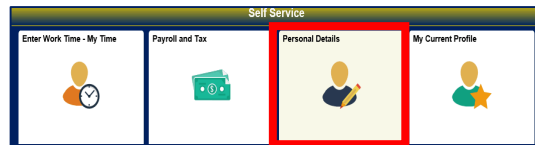
Use this job aid to update your phone number(s) or email address in PeopleSoft.

Step 1: Click the “Self Service” tile.

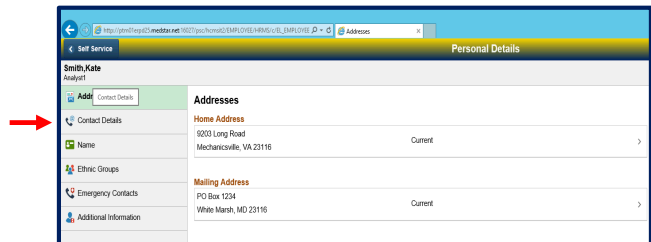
After logging into PeopleSoft HCM, select the “Self Service” tile.



Step 2: Click on the “Personal Details” tile.



Step 3: Click on the “Contact Details” link.

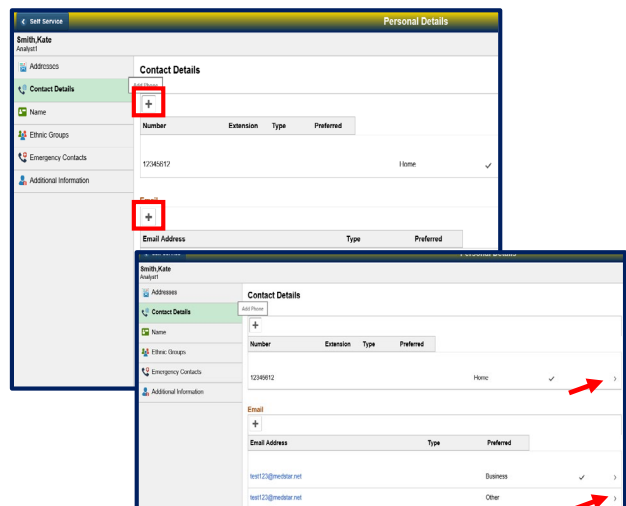


To add a new phone number or email address, see Step 4A
To update a phone number or email address, see Step 4B

Step 4A: Click the plus (+) sign below “Phone” or “Email”.

Step 4B: Select the phone number or email address you want to update

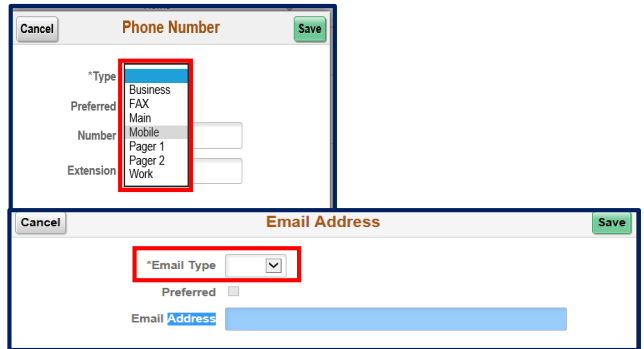
Click the phone number or email address you want to update, such as the “Home” phone number or “Other” email address in the screenshot.





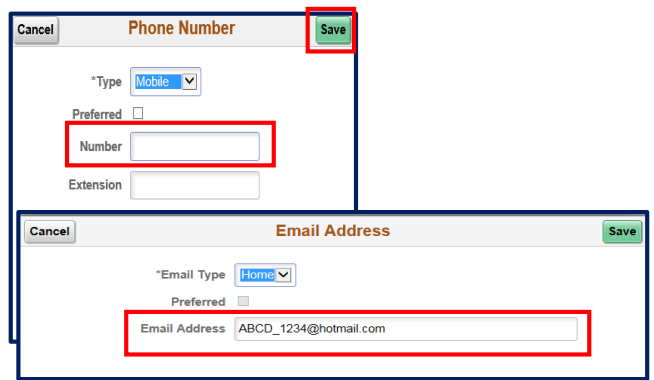
Step 5: Select the type of phone number or email address you want to enter.

1. Click on the "Type" pulldown menu, when the new window opens.
2. Click on the type of phone number (such as "Mobile") or email address (Home/Other) you want to enter on the pulldown list.



Step 6: Enter your phone number.

1. Click on the "Number" or "Email Address" field.
2. Enter the desired phone number in the "Number" field (use the format "1234567890") or email address in the "Email Address" field.
 - **Note:** Your MedStar "Business" email is required to be your "Preferred" email.
3. Click "Save." The window will close and return you to the "Personal Details" screen.



Step 7: Click on the "Home" button.

The process is complete and will return you to the home screen.

