



Self-Service: Updating Your Phone Number

Employees can use *PeopleSoft Self-Service* to update personal contact information including phone number, address, email, and name. Below are step-by-step instructions on how to update your personal phone number. The instructions cover four different actions:


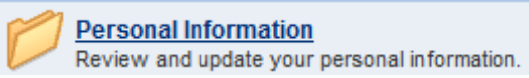

- **Changing** a phone number (from Step 5)
- **Adding** a phone number (from Step 8)
- **Deleting** a phone number (from Step 14) *(you may only delete a phone number if you have 2 or more numbers)*
- **Selecting** a preferred phone number (from Step 11)


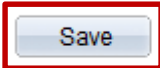
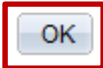
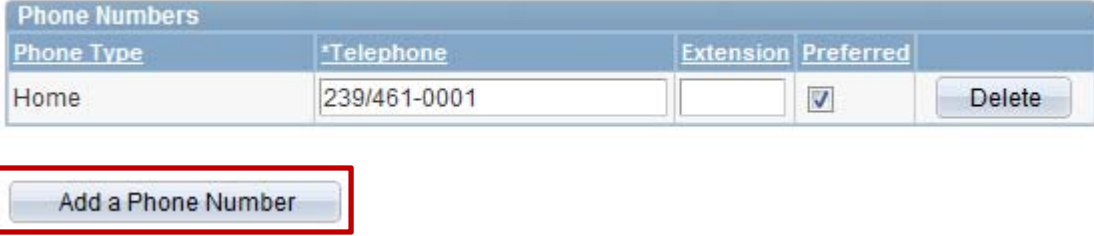
After step 4, you may skip to the appropriate step depending on which of the four actions you are completing.

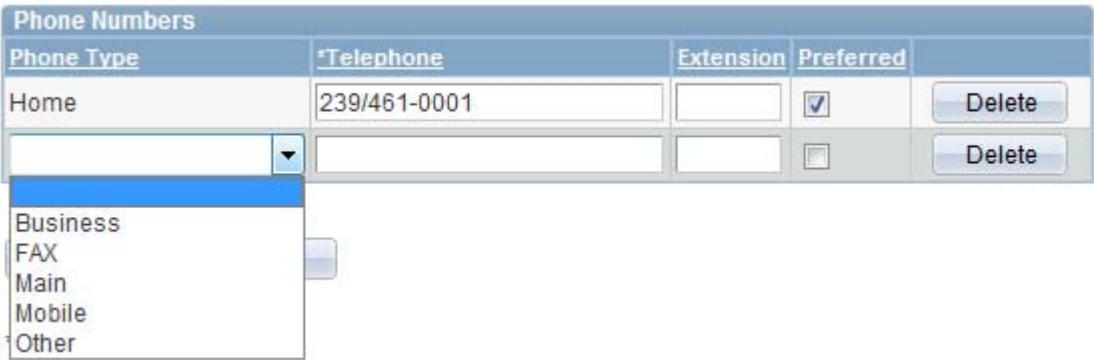
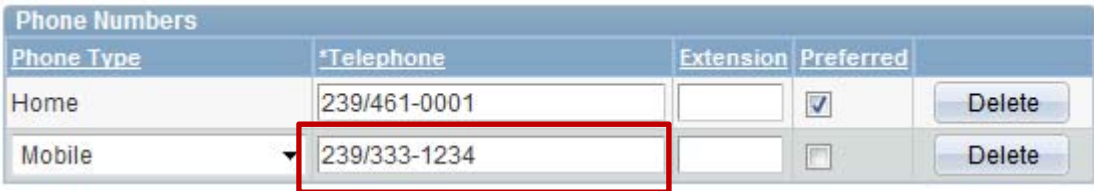
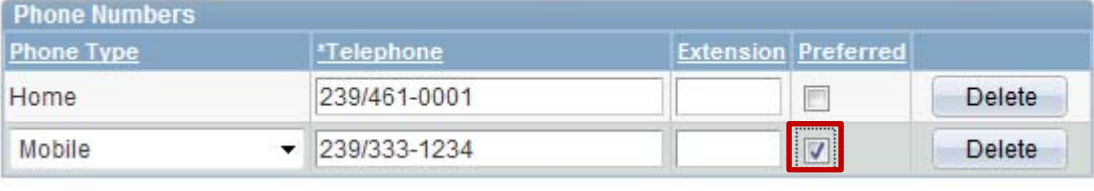
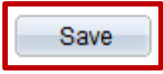


Navigation Snapshot


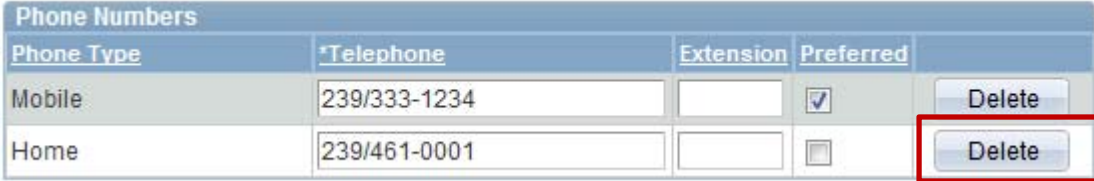


Step-by-Step Detail

Step	Action
1.	Log into PeopleSoft .
2.	From the Enterprise Menu, click the SelfService link. 
3.	Click on the Personal Information link. 
4.	Click on the Phone Numbers link. 

Step	Action															
<p>To change your phone number, continue to step 5. To add a phone number, skip to step 8. To delete a phone number, skip to step 14. To select a preferred phone number, skip to step 11.</p>																
5.	<p>To change your number, enter your new number under Telephone:</p>  <table border="1" data-bbox="256 552 1344 678"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>239/461-0001</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table>	Phone Numbers					Phone Type	*Telephone	Extension	Preferred		Home	239/461-0001		<input checked="" type="checkbox"/>	Delete
Phone Numbers																
Phone Type	*Telephone	Extension	Preferred													
Home	239/461-0001		<input checked="" type="checkbox"/>	Delete												
6.	<p>Click Save at the bottom of the page.</p> <p>* Required Field</p>  <p>Return to Self Service</p>															
7.	<p>You will receive a confirmation screen that the save was successful. Click OK to exit this message.</p> <p>Phone Numbers</p> <p>Save Confirmation</p> <p><input checked="" type="checkbox"/> The Save was successful.</p>  <p style="text-align: center;"><i>This is the end of the instructions for changing your phone number.</i></p>															
8.	<p>To add a phone number, click on the button Add a Phone Number to get a new row.</p>  <table border="1" data-bbox="256 1419 1344 1545"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>239/461-0001</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add a Phone Number</p>	Phone Numbers					Phone Type	*Telephone	Extension	Preferred		Home	239/461-0001		<input checked="" type="checkbox"/>	Delete
Phone Numbers																
Phone Type	*Telephone	Extension	Preferred													
Home	239/461-0001		<input checked="" type="checkbox"/>	Delete												

Step	Action
9.	<p>Select the Phone Type from the drop down menu. The type must be different from the type(s) in the previous row(s).</p> 
10.	<p>Enter the new phone number under Telephone.</p> 
11.	<p><i>OPTIONAL: You may choose to make the new number your Preferred number, by checking the box next to the number you just entered. You must have one and only one preferred number.</i></p> 
12.	<p>Click Save at the bottom of the page.</p> <p>* Required Field</p>  <p>Return to Self Service</p>
13.	<p>You will receive a confirmation screen that the save was successful. Click OK to exit this message.</p> <p>Phone Numbers</p> <p>Save Confirmation</p> <p> The Save was successful.</p>  <p><i>This is the end of the instructions for adding a phone number and selecting a preferred number.</i></p>

Step	Action
<p>14.</p> 	<p>To delete a phone number, click on the Delete button next to the phone number you'd like to remove.</p>  <p>Note: To delete a phone number, you must have more than one phone number listed and the number you wish to delete may not be your preferred number. To add a phone number go back to step 8. To change your preferred number, go back to step 11.</p>
<p>15.</p>	<p>Confirm the deletion by clicking on Yes – Delete.</p> <p><u>Phone Numbers</u></p> <h3>Delete Confirmation</h3> <p>? Are you sure you want to delete Phone Number (Home)?</p> <p>Yes - Delete No - Do Not Delete</p> <p><i>This is the end of the instructions for deleting a phone number.</i></p>
<p>16.</p>	<p>Click Save at the bottom of the page.</p> <p>* Required Field</p> <p>Save</p> <p>Return to Self Service</p>
<p>17.</p>	<p>You will receive a confirmation screen that the save was successful. Click OK to exit this message.</p> <p><u>Phone Numbers</u></p> <h3>Save Confirmation</h3> <p>✓ The Save was successful.</p> <p>OK</p> <p><i>This is the end of the instructions for deleting a phone number.</i></p>