



Change Contact Information

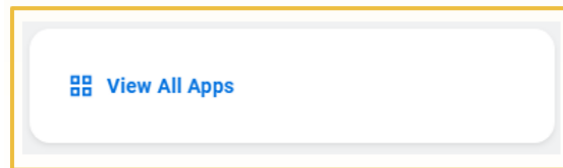
Overview

This job aid lists the steps an employee can take to update their own contact information, such as home address.

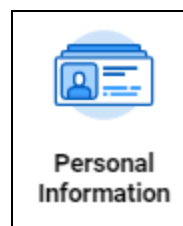
Change Contact Information

Security Roles: Employee as Self

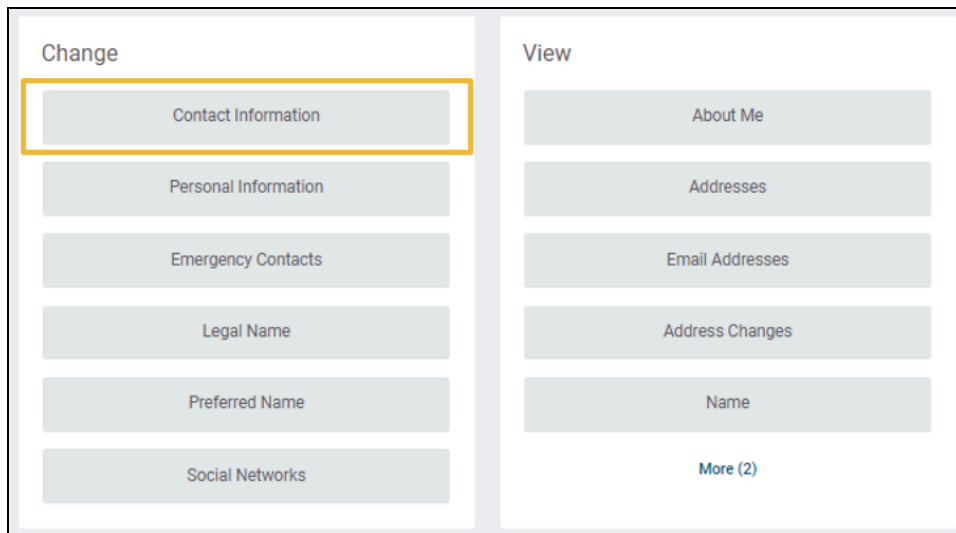
1. From the Landing Page, select **View All Apps**.



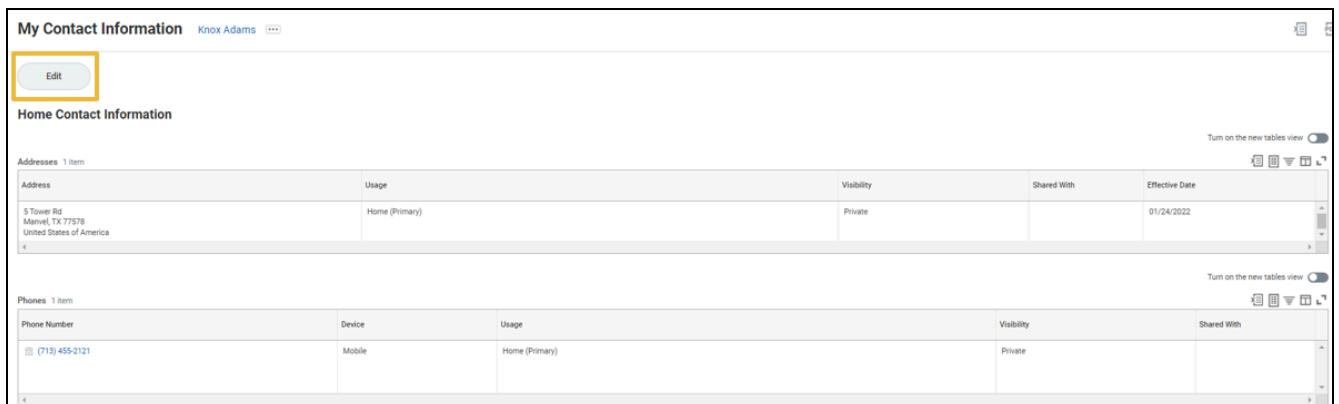
2. Select the **Personal Information** application.



3. Select **Contact Information** from the Change menu.




4. Select **Edit**.



5. Select the **pencil** icon to edit existing information. The fields will then be editable. All required fields noted with a red asterisk must be completed in order to save.

Change Home Contact Information

Address

Primary ✕ 


Yes added

Address
5 Tower Rd, Manvel, TX 77578


Usage
(empty)

Visibility
Private

6. Select the **checkmark** icon when you are done entering information in a section.
Note: *Your home primary address is effective dated.*
Students will also need to update their address separately in Knightline.

Address ↶ 

2512 Jack In, De Pere, WI 54115

Effective Date
 

Primary

7. Select **Submit** to apply your changes.

2512 Jack In, De Pere, WI 54115

Effective Date
02/09/2022

Primary

Country *
x United States of America

Address Line 1 *

Submit Save for Later Cancel