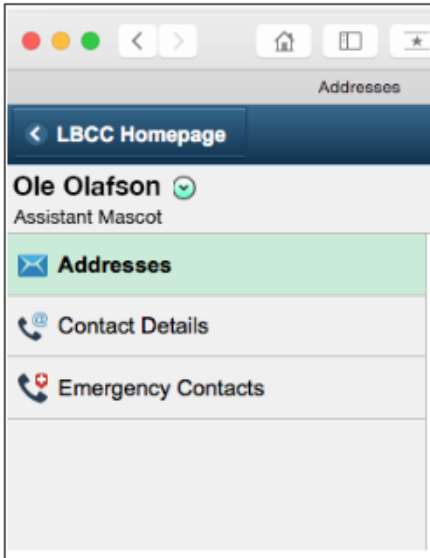


Changing Your Personal Information

Oracle PeopleSoft

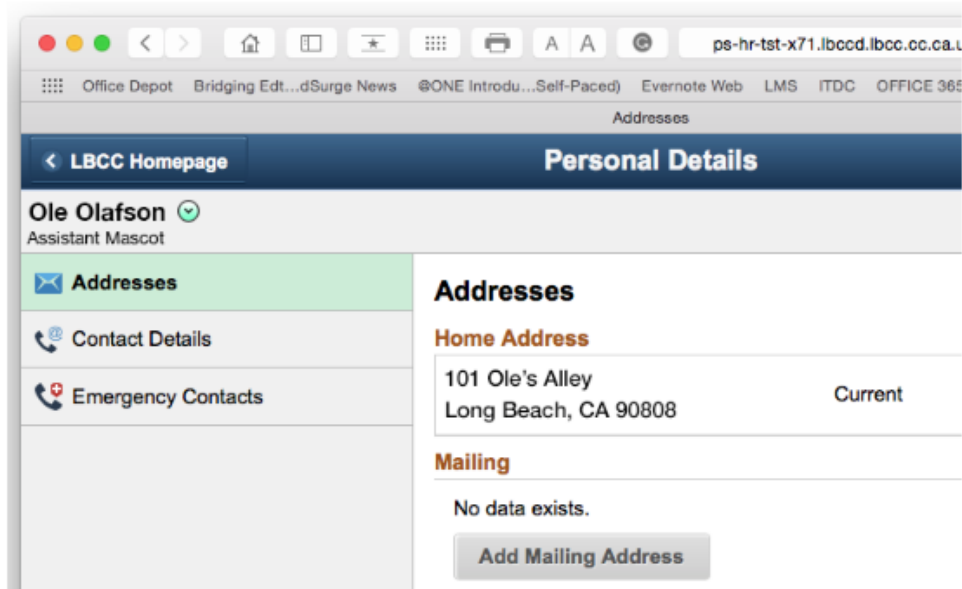
Choose the Personal Details tile to change the personal information that LBCC has for you in the system.

[Addresses](#) | [Contact Details](#) | [Entering Your Preferred Phone Number](#) | [Emergency Contacts](#)

	Addresses	Displays the address HR has on file for you.
	Contact Details (phone and e-mail)	Please be sure to add your phone number(s) and e-mail to the system so that the college can notify you in case of an emergency.
	Emergency Contacts	Friend or relatives who can be contacted in case of an emergency.

Addresses

The current mailing address that Human Resources has on file for you will appear here. To change it, contact Human Resources.



The screenshot shows the 'Personal Details' page for Ole Olafson, Assistant Mascot. The left navigation menu has 'Addresses' selected. The main content area is titled 'Addresses' and contains two sections: 'Home Address' and 'Mailing'. The 'Home Address' section displays '101 Ole's Alley, Long Beach, CA 90808' with a 'Current' status indicator. The 'Mailing' section displays 'No data exists.' and includes an 'Add Mailing Address' button.

Contact Details

The three types of phone numbers you can enter are Business, Home, and Other. Use the Plus icon (as shown below) to add new numbers.

Choose "Preferred" for the main way you would like to be contacted. (See below how to set your "Preferred" number.)

Your Mobile number is the number that will be used for emergency text messages, in case of a college-wide emergency. This must be a mobile number with SMS or text capabilities.
Find out more [here](#).

Personal Details

Ole Olafson
Assistant Mascot

Addresses

Contact Details

Emergency Contacts

Contact Details

Phone

+ Add new

Number	Extension	Type	Preferred
562/938-0000		Campus	
562/555-0000		Mobile	✓
714/555-0000		Main	

Email

+ Add new

Email Address	Type	Preferred
oolafson@lbcc.edu	Business	✓
oolafson@gmail.com	Home	

Preferred Phone

Check the preferred box once you are in the individual phone area to set the phone number that you wish the college to use in case of an emergency.

Phone Number

Cancel Save

Type Mobile

Preferred

Number 562/

Extension

Delete

Emergency Contacts

Click the plus sign to add a new contact.

The screenshot shows a web browser window with the URL `ps-hr-tst-x71.lbood.lbcc.ca.us/psc/hr92tst/EMPLOYEE/HRMS/c/EL_EMPLOYEE_FL_HR_EM`. The page title is "Personal Details" and the user is identified as "Ole Olafson" (Assistant Mascot). A sidebar on the left contains navigation options: "Addresses", "Contact Details", and "Emergency Contacts" (which is highlighted in green). The main content area is titled "Emergency Contacts" and features a table with two existing contacts. A red arrow points to a plus sign icon and the text "ADD NEW" located above the table.

Contact Name	Relationship	Preferred
Ann Olafson	Spouse	✓ >
George Olafson	Sibling	>