Changing Your Personal Information
Oracle PeopleSoft

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

<table>
<thead>
<tr>
<th>Addresses</th>
<th>Contact Details</th>
<th>Entering Your Preferred Phone Number</th>
<th>Emergency Contacts</th>
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</thead>
</table>

### 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.
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.

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.
## Emergency Contacts

Click the plus sign to add a new contact.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship</th>
<th>Preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Olafson</td>
<td>Spouse</td>
<td></td>
</tr>
<tr>
<td>George Olafson</td>
<td>Sibling</td>
<td></td>
</tr>
</tbody>
</table>