How to Update Personal Information in Self-Service

Go to Self-Service: https://selfservice.wittenberg.edu/

Click on the User Options button at the bottom of the menu on the left side of the screen.

Menu will drop down

OR go to the top right corner of the home screen and click your username

Go to User Profile. In this area, you may change your chosen name, home address, personal email and cell phone.
ADDRESS SECTION
User can Confirm by clicking the button on the far right, or click on +Add New Address if it is incorrect.

Addresses

<table>
<thead>
<tr>
<th>Address</th>
<th>Type</th>
<th>Preferred</th>
<th>Remove or Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main Street, Springfield, OH 45504</td>
<td>Home</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Clicking to add a new address opens the Address Details Box

At this time, "Type" will automatically be web address. This address should be your non-school, home address. Click on Add Address button at bottom of screen.

IMPORTANT NOTE: Until the address is confirmed in the system by Human Resources, you will see the Pencil indicating you may edit or remove the address. This may take up to a week to be updated. Once updated, the new address will appear as the preferred home and the old address will be removed.

EMAIL SECTION

At this time, only the PER (personal) email type may be edited/maintained and you may only have one email address of this type. If the address displayed is incorrect, select to edit by clicking .

If the person does not currently have the available type, they will see just above the list of email addresses. The box above right is for adding an email. Once all changes are made, click the Confirm button in the Email Address section, circled in the left picture above. The confirmed date will then display in the blue section, above left.
PHONE NUMBERS

Home phone numbers may not be edited at this time. Only personal phone types (i.e., CELL) are allowed to be added/edited. Selecting to add a new phone opens the box on the right, above, for entry. And once completed, click the Confirm button to indicate completion.

Multiples of each type of phone may be listed.

Message boxes may appear at the top of the browser screen as you proceed through the process.

Please contact HR at hure-mail@wittenberg.edu with any questions.