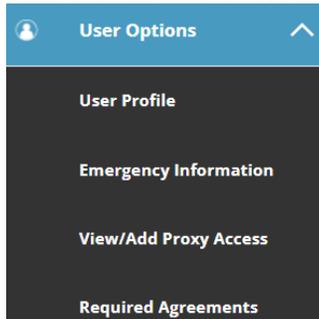


How to Update Personal Information in Self-Service

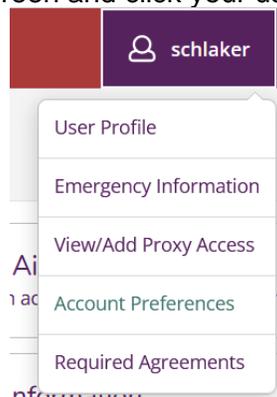
Go to Self-Service: <https://selfservice.wittenberg.edu/>

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.

The screenshot shows the 'User Profile' page with the 'Identity Details' modal open. The modal contains the following fields:

- Chosen Name (i)
- First Name: Rebecka
- Middle Name
- Last Name
- Preferred Pronoun (i)
- Gender Identity (i)

Buttons for 'Cancel' and 'Save' are at the bottom of the modal. The 'Edit Personal Identity' button on the main page is highlighted with a yellow box and a red arrow pointing to the modal.

ADDRESS SECTION

User can **Confirm** by clicking the button on the far right, or click on **+Add New Address** if it is incorrect.

Addresses

i

Last Confirmed On:
Click to confirm that the address(es) below is accurate as of today.

Confirm

+ Add New Address

Address	Type	Preferred	Remove or Edit
123 Main Street, Springfield, OH 45504	Home	✓	

Clicking to add a new address opens the Address Details Box

Enter Address Details ×

Address Line 2

City *

State/Province *

ZIP/Postal Code *

Type

Cancel
Update Address

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.

Address	Type	Preferred	Remove or Edit
123 Main Street, Springfield, OH 45504	Home	✓	
555 Oak Street, Springfield, OH 45505	Web Address	indicates it can be edited or removed	

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.

Address	Type	Preferred	Remove or Edit
555 Oak Street, Springfield, OH 45505	Home	✓	

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 + Add New Email 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.