To Change Phone Number and/or Addresses

To Contact Information box (under Personal Information section).

Select Phone Number or Addresses under the “other personal” drop-down menu or click on an address or phone number in the Contact Information box.

In this example, we’ve clicked on Addresses. In the next panel, click on the [edit] button next to the address you would like to change.
Type in the new address and click **OK**.

If the address is also replacing your other address, check the appropriate box **under the Address Types box.** If the address takes affect at a future date, you can change the date. When you are finished remember to click **SAVE**.

A confirmation page will pop-up. Click **OK**.
To Add or change an Emergency Contact

Click on Emergency Contact link under the Personal Information section.

From the next panel, you can edit, delete or add an emergency contact. Remember to click after any changes.